Wisconsin Highway Research Program
Researcher Information Packet
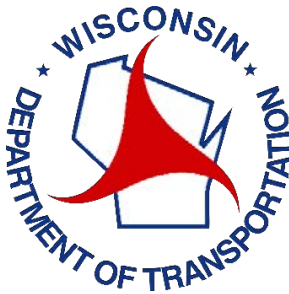
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Wisconsin Highway Research Program (WHRP) Contacts

Role	Name	E-mail	Phone
Project Oversight Committee (POC) Chair	Varies by project		
UW- Madison Technical Support Staff (TS)	Dr. Dante Fratta (primary) Sabrina Bradshaw Jamie Valentine	fratta@wisc.edu sbradshaw@wisc.edu jamiezander@wisc.edu	608-265-6544
WisDOT Administrative Contact / Contract Specialist (CS)		research@dot.wi.gov	

Definitions:
- **Technical Oversight Committees (TOCs) -** WHRP has four TOCs: Flexible Pavements, Rigid Pavements, Geotechnics and Structures. The TOC is made up of technical experts from WisDOT staff, industry, and academia. TOCs are responsible for developing Request for Proposals (RFP) and reviewing and scoring the collected proposals. TOCs recommend the best proposal of each project to the WHRP Steering Committee (SC) for approval.
- **TOC Chair -** Responsible for providing leadership and strategic direction. The TOC chair serves as the contact person to the SC and may also serve as the Project Oversight Committee (POC) chair or as a member.
- **Project Oversight Committee (POC) -** Each WHRP project has a POC. The POC provides technical support and advice to the Principal Investigator (PI) and provides input at project meetings. POC members represent WisDOT, industry, or academia and may also be TOC members. The POC members review and offer input on Quarterly Progress Reports (QPRs) and deliverables.
- **POC Chair -** The main contact for the project. May assist the PI in obtaining materials, coordinating access to field projects, testing, and traffic control. Offers support and direction to the PI and works with WisDOT and the PI to resolve issues or concerns. The POC chair should be copied on project-related correspondence. The PI and research team will work through the POC Chair on technical issues related to the research project.
- **Technical Support Staff (TS) -** Works with WisDOT Research and Library staff, the TOC and POC to support the program. WisDOT has an interagency agreement with UW-Madison for WHRP technical support. TS reviews RFPs, proposals, project reports and deliverables. TS participates in meetings and prepares meeting minutes. TS should be copied on project-related correspondence.
- **WisDOT Administrative Contact / Contract Specialist (CS) -** Prepares contracts and amendments and arranges meetings. The CS receives and handles Quarterly Progress Reports (QPRs), invoices, project correspondence and reports. The CS, along with TS, monitors the status and timelines of projects and the deliverables. Program and invoice inquiries should be directed to the CS and the CS should be copied on project-related correspondence.
- **Steering Committee Chair -** Reviews and approves contracts and amendments and is consulted for key project decisions.

Administrative Responsibilities

To ensure successful administration of a WHRP project, the research team is expected to provide the research deliverables specified in the contract work plan. PIs will be evaluated by the POC using an evaluation form, WisDOT Form DT1238, regarding their performance on technical tasks, overall communication, project deliverables and administrative activities. Quality, timeliness and completeness of deliverables may be considered during the proposal selection process for future projects. PIs may request the results of the researcher evaluations for closed projects (January 1, 2013, or later).

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Quarterly Progress Reports (QPRs)
WHRP contracts require quarterly progress reports (QPRs) that serve both technical and administrative functions. QPRs are reviewed by the POC to assess the progress of the project and identify concerns. WisDOT will withhold payment of an invoice until the QPR is submitted by the PI and approved by the POC chair. WHRP contracts require that QPRs be submitted by the 15th of the month, following the end of each quarter: April 15, July 15, October 15 and January 15.

The CS will email a reminder notice and a copy of the QPR template to the PI at the end of the month before the QPR is due.

Completing the QPR
The PI is expected to submit a complete and concise (1-2 pages) QPR as follows:
- **Project Schedule Status:** Indicate the project status based on discussions with the POC or a contract change. (If the project timeline has changed from the original contract then select "On Revised Schedule".)
- **Project Budget Status:** Include the "Expenditures Current Quarter" and "Total Expenditures" based on figures from the PI's accounting system. The "Percent Work Completed" should be estimated based on the actual progress relative to the tasks defined by the work plan.
- **Completed Activities this Quarter:** Describe the activities completed as they relate to the project tasks listed in the work plan.
- **Implications to Objectives**: Describe the implications of the work completed to the primary research objectives.
- **Upcoming Activities:** Describe tasks planned for next quarter.
- **Issues:** List challenges, obstacles, concerns regarding the research. Include description and reason for any anticipated changes to project timeline and/or contract terms.
- **Gantt Chart or Other Project Documentation:** Insert the Gantt chart that was submitted in the most recent work plan and other documentation into the PDF of the QPR document. Indicate any changes that have been made to the chart.

Invoices
Notify your accounting department that WHRP contracts require that one invoice be submitted for each quarter for costs incurred during that quarter and follow the schedule below. A total of four invoices per year for each project should be sent to the CS. (Monthly invoices and invoices that cover days outside this quarterly schedule will be returned for resubmission.)

Quarter 1	Jan.1 – Mar. 31
Quarter 2	Apr. 1 – Jun. 31
Quarter 3	July 1 – Sep. 31
Quarter 4	Oct. 1 – Dec. 31

Email quarterly invoices to the CS: research@dot.wi.gov. It is preferred that invoices be emailed directly to the CS, however, the invoices can be mailed via USPS: Hill Farms State Office Building, 4822 Madison Yards Way, Madison, WI, 53705, Attention: WisDOT Research and Library Services Unit Contracts Specialist

Funding Retainage
Any invoices received requesting payment for more than 90% of the project award will not be paid until the final report has been received and approved. Ten percent of the contract award will be withheld pending receipt and approval of this report.

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Cost Overruns

The CS and the POC chair must be contacted before any costs exceeding the budget are incurred on a project. If funding changes are to be considered, the CS will arrange a meeting with the POC, PI and WHRP Administration to discuss the nature of the cost overruns. A request for additional funds may be recommended, and an adjustment to the work plan may be approved to allow the project to stay within budget. If approved, the PI should contact the CS for the procedure required for a funding change.

Under no circumstances will WHRP reimburse costs incurred by the researcher that exceed the award amount without approval from the Federal Highway Administration (FHWA) and an executed contract amendment authorizing the change.

End Date Extensions

Every effort should be made to complete the project and submit the publication-ready (PR) report by the end date. The PI is expected to promptly notify the POC chair and the CS as soon as it is recognized that there may be a need for an extension and no later than 60 days before the end date. The TOC and POC chairs and TS will discuss the PI's concerns and offer a recommendation to either 1) make changes to the planned project tasks and meet the end date or 2) submit an End Date Waiver Request (EDWR) to FHWA and the Steering Committee chair for approval.

The following circumstances will be considered for extending the end date for projects.

- Inclement weather affecting the collection of field data
- Construction delays
- Major change in the project scope or work plan
- The PI has changed affiliation and is no longer with the contracted entity
- Other unique circumstances (medical emergency, etc.)

If the PI is notified to complete the EDWR, the PI should email a revised work plan and a completed End Date Waiver Request (EDWR) to the CS for submission to the SC chair and FHWA for approval. The EDWR should provide a complete and concise explanation of the issues involved and what attempts were made to remedy the situation, and/or what unanticipated results encourage additional or different results. In addition, the EDWR should discuss how an extension is likely to impact the implementable results of the research.

After submission, the EDWR will be reviewed by FHWA and the Steering Committee chair and PI will be notified if the extension is approved.

Project Close-Out Requirements

Editorial Quality

The PI is expected to submit reports and PowerPoint presentations with quality technical writing and proper grammar. As indicated in the RFP, funds for the services of a technical editor to ensure this requirement is met are acceptable and, if needed, should be included in the budget.

Before Close-Out Presentation Report (BCOP)

The PI is required to submit the BCOP three months before the project end date to allow time for scheduling the presentation, TOC and POC reviews, and PI's revisions. It is typical for these reports to require revisions before the Close-Out presentation. The PI will make every effort to promptly respond to comments and requests from the TOC, POC and TS regarding the report.

Report Preparation Requirements

To ensure consistency and comply with FHWA requirements, PIs must make all applicable edits to the report and follow the formatting and distribution requirements.

The BCOP should include the following and use the templates (hyperlinked) below:
- Report length **not to exceed 50 pages** (excluding appendices)
- [Cover Page](#)
- [Disclaimer](#)
- [Technical Documentation Page](#)
  Note: report revisions should be updated on Cover, Disclaimer and Technical Documentation Page to reflect the month/year of the last technical revision to the report
- Executive Summary
- Table of Contents
- Research Report

Report Page Order and Numbers should be as follows:
- Cover page – no number
- Technical Documentation page – i
- Disclaimer – ii
- Executive Summary – iii
- Summary of Findings, Recommendations, Acknowledgement, Table of Contents, List of Tables, List of Figures – Continue with Roman numerals
- Introduction – Page 1

Project Close-Out Presentation (COP)
The PI is required to provide a project COP to the TOC. The presentation provides a summary of the research efforts, emphasizing significant findings and making recommendations for implementation of the results.
- The length of the presentation should not exceed 45 minutes and should include approximately 50 slides.
- A copy of the close-out presentation file should be delivered to the CS no later than 24 hours before the presentation.
- The TOC may invite other members of WisDOT or industry to the presentation.
- COPs may be recorded and posted on the WisDOT Research website. The PI should contact the CS if there are any concerns related to the webcasting/recording of the presentation.

Summary Report Page
- TS will collect comments on the presentation for the PI within two weeks of the presentation.
- Within three weeks of receipt of the summary report, the PI will review the comments, contact the POC chair and TS for clarification, and provide a summary page (separate document) detailing how comments have been addressed.

After Close-Out Presentation Report (ACOP)
It is typical for these reports to require revisions. The PI will make every effort to promptly respond to comments and requests from the TOC, POC and TS to ensure the completed report is delivered by the project end date.

Please contact the CS with questions related to preparing the final version of the research report.

Hard Copies
Hard copies of the PR report will be prepared and distributed by WisDOT. The PI is not required to deliver hard copies of the report to WisDOT.

Legend
ACOP - after close-out presentation report
BCOP - before close-out presentation report
COP - close-out presentation
CS - WisDOT contract specialist
FHWA - Federal Highway Administration
PI - principal investigator
POC - project oversight committee
PR - publication-ready report
QPR - quarterly progress report
RCC - research communications coordinator
SC - steering committee
TOC - technical oversight committee
UWTS - University of Wisconsin- Madison technical support
WHRP - Wisconsin Highway Research Program

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