Research and Implementation Manual

Manual Notices Archive

Manual Notice 2009-2

From: Rick Collins, P.E., Director, Research and Technology Implementation Office

Manual: *Research Manual*

Effective Date: December 01, 2009

Purpose

To update chapters 1, 2, and 5 of the Research Manual.

Changes

Chapter 1, Section 8, "Forms" – Deleted the list of forms and replaced with an explanation that forms are now listed in the University Handbook.

Chapter 2, Section 3, "Research Team" – Clarified research team membership.

Chapter 5, Section 3, "Exhibit B, Project Description" – Updated to reflect the revised contents of Exhibit B - Project Description. "Background and Significance of Work" is now a separate section of each proposal, and is not included in the final Project Agreement.

Chapter 5, Section 3, "Research Staff and Facilities" – Updated to reflect that the Research Facilities and Personnel Data Sheet has been replaced by the Research Staff and Facilities form, with updated content.

Chapter 5, Section 4, "Project Agreements" – Updated to reflect that the Background and Significance of Work section of a proposal is no longer included in the final Project Agreement.

Contact

For more information about this manual, please contact the Research and Technology Implementation Office at 512-416-4730.

Archives

Past manual notices are available in a pdf archive.

Manual Notice 2009-1

From: Rick Collins, P.E.

Manual: *Research Manual*

Effective Date: May 01, 2009

Purpose

To replace, in its entirety, the *Research and Implementation Manual* with a more policy-focused *Research Manual*.

Contents

The streamlined and policy-focused manual includes descriptions of TxDOT's technical research and implementation programs, which are managed by the Research and Technology Implementation Office.

Detailed procedures which were included in the previous *Research and Implementation Manual* have been removed, along with information about TxDOT's Product Evaluation Program. Information about the Product Evaluation program is now available on TxDOT's internet site, under keyword: Product Evaluation.

Contact

For more information about this manual, please contact the Research and Technology Implementation Office at 512-465-7403.

Archives

Past manual notices are available in a PDF archive.

Manual Notice 2008-1

From: Rick Collins, P.E., Director, Research and Technology Implementation Office

Manual: *Research and Implementation Manual*

Effective Date: January 01, 2008

Purpose

To update chapters 1, 2, 3, 7, 8, and 10 of the Research and Implementation Manual

Changes

Chapter 1, Section 8 – Deleted links to individual electronic forms and added a link to RTI's Internet Forms page, where all current forms available to external parties can be found.

Chapter 2, Section 2 – Updated several paragraphs to reflect that RTI is now responsible for required state IT-related reporting.

Chapter 3, Section 2 – Updated examples of correspondence to University Liaisons.

Chapter 7, Section 2 – Updated Articles 13 and 20 to reflect current CRIA language.

Chapter 7, Section 3 – Updated section to clarify proposal requirements and more clearly define "non-responsive" proposals. Section should be read in its entirety.

Chapter 8, Section 2 – Deleted detailed Project Summary Report standards and replaced with reference to Section 5 of this chapter.

Chapter 8, Section 5 – Rewrote Project Summary Report standards. Section should be read in its entirety.

Chapter 8, Section 7 – Removed detailed information about PSRs, which is now contained in Section 5 of this chapter.

Chapter 10, Section 1 – Updated Technical Assistance Panel (TAP) Participation paragraph to be consistent with current agreements.

Contact

For more information about this manual, please contact the Research and Technology Implementation Office at 512-465-7403.

Archives

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Manual Notice 2005-1

To: Users of the *Research and Implementation Manual*

From: Rick Collins, P.E., Director, Research and Technology Implementation Office

Manual: *Research and Implementation Manual*

Effective Date: August 1, 2005

Purpose

To update chapters 1, 2, 5, 6, 7, 8, and 10 of the *Research and Implementation Manual*.

Overview of Changes

Chapter 1, section 2 – clarified reference to Education Code.

Chapter 1, section 8 – added form to be used by university personnel requesting approval for out-of-state travel.

Chapter 2, section 2 – updated the name of RMC 1 to more fully reflect the areas of responsibilities of the committee.

Chapter 2, section 2 – clarified the roles that may be held by the RTI research engineer.

Chapter 5, section 3 – streamlined the process for universities to submit requested modifications, by requiring that they be submitted only to RTI, and clarified that modifications submitted at this stage do not need to be signed by the university. Also reflected these changes on cycle overview in section 2.

Chapter 6, section 3 – clarified under what circumstances the RTI Director may approve a modification to an implementation project.

Chapter 7, section 7 – streamlined and added flexibility to the process for obtaining and evidencing RTI's concurrence in university subcontracts.

Chapter 8, section 5 – deleted the "TxDOT Implementation Status" section from PSRs.

Chapter 8, section 7 – updated the email address for electronic submission of PSRs to RTIMAIN@dot.state.tx.us.

Chapter 10, section 4 – changed the requirement for supporting documentation for billings to include *two* copies of all supporting documentation, and to include the date(s) of all out-of-town travel.

Contact

For more information about this manual, please contact the Research and Technology Implementation Office at 512-465-7403.

Manual Notice 2004-1

To: Users of the *Research and Technology Transfer Manual*

From: Rick Collins, P.E., Director, Research and Technology Implementation Office

Manual: *Research and Implementation Manual*

Effective Date: June 1, 2004

Purpose

To replace the *Research and Technology Transfer Manual* with a restructured functional *Research and Implementation Manual*.

Contents

This restructured manual includes descriptions of TxDOT's research and implementation programs, which are managed by the Research and Technology Implementation Office. It updates and clarifies project development, project management, contracting, and deliverable requirements for both research and implementation projects.

This manual also describes TxDOT's Product Evaluation Program and national research programs with which TxDOT employees are involved.

Supersedes

This manual supersedes the *Research and Technology Transfer Manual* in its entirety.

Contact

For more information about this manual, please contact the Research and Technology Implementation Office at 512-465-7403.

Manual Notice 97-1

From: B.F. Templeton, P.E.

Functional Manual: *Research and Technology Transfer Manual*

Effective Date: October 29, 1997

Purpose

To revise and re-establish procedures for the conduct of research and technology transfer. Manual has been revised to accommodate legislative changes, new deliverable and implementation procedures, and a revised program-development cycle.

Contents

Manual distributed online in its entirety.

Contact

Please contact Mr. Rick Norwood, RTT, at 512-465-7406, if there are any questions.