

LOUISIANA TRANSPORTATION RESEARCH CENTER

PROPOSAL REVIEW FORM

LTRC PROJECT NO. _____ INDIVIDUAL RATING PROPOSAL _____

TITLE: _____

SUBMITTED BY: PRINCIPAL INVESTIGATOR: _____

UNIVERSITY / CONSULTANT _____

Please rate each proposal individually and provide your assessment of rating points for each category A-E. Total the rating points in item F.	POINT RATING
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A. CONCEPT AND OBJECTIVE OF THE WORK (10 pts) 1. Proposal reflects conceptual understanding of problem demonstrated by: (5 max) a. literature search provided to avoid duplication of effort? b. background of the problem adequately described 2. Are the objectives and scope proposed: (5 max) a. clear and easy to understand? b. likely to produce the deliverables required?	
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B. RESEARCH PLAN AND APPROACH (20 pts.) 1. Is the overall procedure or methodology adequately described appropriate to the study? (10 max) 2. Are the experimental methods and/or data analysis techniques adequately described and appropriate to the study? (10 max)	
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C. BUDGET AND TIME SCHEDULE (20 pts.) 1. Is the budget reasonable for scope, personnel, travel, etc. necessary to accomplish objectives? (10 max) 2. Is the time schedule appropriate to accomplish the work described? (10 max)	
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D. PERSONNEL (30 pts) 1. What is your evaluation of the qualifications, experience and management ability of the principal investigator and support staff relative to their specific assignments? (20 max) 2. Is the apportionment of personnel level (time allocated) to accomplish specific tasks appropriate and realistic? (10 max)	
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E. FACILITIES AND EQUIPMENT (10 pts) 1. In your estimation, are available facilities and equipment listed adequate to accomplish study requirements? (5 max) 2. Is need for purchase or rental of equipment listed adequately documented and justified? (5 max)	
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F. IMPLEMENTATION PLAN (10 pts) 1. Are the deliverables for the project adequately described to provide a reasonable expectation of successful implementation? (5 max) 2. Does the implementation plan include a reasonable methodology and effort to quantify the benefits of implementation? (5 max)	
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F. OVERALL POINT TOTAL	
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G. IS PROPOSAL ACCEPTABLE ___ Accept ___ Accept with modifications noted below ___ Reject

H. COMMENTS
 Your comments below will be helpful to assist LTRC in making final decisions. Attach continuation sheets for additional comments, if necessary. **(List deficiencies in proposal and improvements required)**
