

# 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**

**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?

**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)**

**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)**

**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)**

**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)**

**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)**

**F. OVERALL POINT TOTAL**

**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)**

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