

Institute of
Transportation
Studies



Statewide Transportation Research Program

Request for Proposals

2021-22 Research Grants



ITS·IRVINE
INSTITUTE of TRANSPORTATION STUDIES

RFP Issued	Wednesday, April 21st, 2021
Proposals Due	Tuesday, May 25, 2021 at 5 pm
RFP Website	https://its.uci.edu/rfp/strp-2021-22
Proposal Template	https://its.uci.edu/rfp/strp-2021-22-proposal-template
Proposal Submission Form	https://its.uci.edu/rfp/strp-2021-22-submit

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Part I: Description of Funding Opportunity

Section A: Overview

The [UC Institute of Transportation Studies](#) (ITS) Statewide Transportation Research Program (STRP) is supported by an annual allocation from the State of California through the [Road Repair and Accountability Act of 2017 \(SB 1\)](#) and the Public Transportation Account (PTA) to support research, education, and outreach activities that directly address and inform transportation policy, planning, and engineering issues in California. The STRP responds to priorities identified by the Assembly Transportation Committee, Senate Transportation Committee, the California State Transportation Agency, and the [UC ITS Board of Advisors](#).

Section B: Research Priorities

Eligible applicants are invited to submit research proposals that respond to the priorities listed in *Part II: 2021-22 Research Priorities* of this request for proposals (RFP). All projects funded through this RFP must be conducted in conjunction with at least one public agency stakeholder. More information about public agency stakeholder participation requirements can be found in *Part III: Section B: Proposal Organization*.

Section C: Funding Availability

Approximately \$800,000 will be allocated to projects selected through this RFP. Eligible project types and award ranges for this solicitation are presented in *Part III: Section A: Eligibility*.

Section D: Project Award Period

The period of performance will coincide with the 2021-22 academic year, beginning at the start of the Fall 2021 semester and running through Summer 2022. Projects are expected to run for 12 months, followed by a period for disseminating the research results to relevant stakeholders and decision-makers. Applied research project proposals longer than 12 months are discouraged, but will be considered for periods of performance of up to 24 months. Funding beyond 12 months will be contingent on the availability of funding and performance on the project in the first year.

Section E: Key Activities and Deadlines

RFP Issued	Wednesday, April 21, 2021
Proposals Due	Tuesday, May 25, 2021 at 5 pm
Notice of Award	By Tuesday, July 20, 2021
Period of Performance	Fall 2021 through Summer 2022

Section F: Contact Information

RFP Website	https://its.uci.edu/rfp/strp-2021-22
Proposal Template	https://its.uci.edu/rfp/strp-2021-22-proposal-template
Proposal Submission Form	https://its.uci.edu/rfp/strp-2021-22-submit
To be added to the mailing list to receive this annual RFP in future years, and for all other questions	crindt@uci.edu

Part II: 2021-22 Research Priorities

A. Transportation Equity

- Assess the availability of analytical tools and data that can be used to understand the social justice and race-related impacts of proposed transportation projects, programs, and investments at different geographic scales (i.e., regional, city-level, corridor-level, project-level).
- Examine how low income as well as black and brown populations are represented in public participation processes around transportation decisions, and identify what aspects of those processes work well and/or can be improved.
- Evaluate how transportation investments (including investments in infrastructure, services, programs, and zero-emission vehicles, such as the [Clean Cars for All program](#)) affect low income and black and brown communities differently than other users of the transportation system.
- Evaluate how road safety affects low income and black and brown communities differently than other users of the transportation system, and identify how road safety can be improved for those communities.
- Examine the links between transportation and homelessness, including but not limited to ways to better assist unhoused residents in accessing care, services, education, and employment.

B. Travel Behavior

- Evaluate telecommuting trends in California, and the implications on the environment, travel, public finances (e.g., public transit revenues, local tax base), transit operations, land use (e.g., commercial real estate, where people live / work), people (e.g., differential impacts based on gender, single-parent households, etc.), and/or other factors.
- Evaluate the coupling of transportation, land use, and/or fiscal strategies at the regional level to decrease passenger VMT, and consider including an analysis of any legal issues related to implementation.

C. Workforce and the Economy

- Evaluate potential labor impacts and/or workforce training needs related to vehicle electrification (especially for public transit agencies), vehicle automation, artificial intelligence, new business models, and/or other innovations in the freight and logistics sectors as well as personal transportation.

D. Public Transit and Shared Mobility

- Identify potential enduring changes to location and travel as a result of the pandemic, and how public transit systems may need to adapt them to meet mobility needs in urban and suburban areas.

- Assess current and future financing options for public transit under a “new normal” that support operations as well as meet zero-emission vehicle adoption targets.
- Assess free and/or reduced transit programs, particularly how these programs may benefit disadvantaged communities, both urban and rural.
- Identify the range of benefits provided by public transit (e.g., environmental benefits, job access, etc.), and recommend how these benefits can be represented as part of performance metrics that go beyond ridership.
- Examine barriers to increasing multi-unit and affordable housing near transit stops and stations, and suggest strategies to overcome them.

E. Advanced Technologies, Communication Systems, and Data

- Evaluate California’s current assets and governance structure related to the development and testing of advanced technologies and/or communications systems in transportation. Assets include physical facilities (e.g., test sites, on-road testing sites), personnel, data, and research capabilities, as well as policies to support the development and testing of new technologies. As part of this work, identify gaps and opportunities (including new governance structures) for leveraging investments to spur economic development and innovation, as well as increase collective learning.
- Evaluate the performance of pilot projects that test the application of advanced technologies and/or communications systems in transportation, including how pilot projects can be scaled.
- Develop a framework for two-way timely data sharing between private sector mobility companies and the public sector (including public universities).
- Assess gaps in transportation data and opportunities for filling those gaps with non-traditional data sources (e.g., freight).
- Evaluate innovative opportunities for leveraging robotics and automation, such as for goods movement and mixed autonomy.

F. Freight and Goods Movement

- Analyze infrastructure investments, operational strategies, and/or policy solutions for freight and goods movement that reduce costs and truck travel, while mitigating environmental and health impacts (particularly in disadvantaged communities) in California. This may include, but is not limited to, research examining curb management strategies, location and financing of charging / fueling infrastructure, opportunities to shift freight demand from trucks to other modes, legal, financial, planning, and/or governance challenges, and location of warehouses / distribution centers.

G. Vehicle Electrification

- Evaluate zero-emission vehicle purchase decisions and adoption in the new and used vehicle markets (for both passengers and freight), the effectiveness of different

purchase incentives (i.e., prices, taxes, fees, subsidies), and/or implications of vehicle-grid interactions.

H. Transportation Infrastructure and SB-1 Implementation

- Evaluate strategies to improve transportation system resilience and evacuations related to natural disasters, such as wildfires, earthquakes, tsunamis.
- Synthesize research on the promise of and challenges to using performance-based measures for allocating transportation funding.
- Synthesize research on transportation performance measurements to guide the tracking and evaluation of performance metrics outlined in the Road Repair and Accountability Act of 2017 (SB 1).
- Conduct research to inform the design, delivery, and/or evaluation of grant programs supported by Senate Bill 1, including the following: [California Trade Corridor Enhancement Program](#); [Solutions for Congested Corridors Program](#); Active Transportation Program; Transit Operations and Capital; Freeway Service Patrol Programs.

I. Safety

- Evaluate the safety effects of adopting the “Idaho Stop” or “Delaware Yield” for cyclists at stop signs in California.
- Assess infrastructure, regulatory, design, and enforcement options to safely integrate micro-mobility (specifically scooters) alongside vehicle use on local streets and roads; based on this evaluation, suggest changes to the State’s Vehicle and Streets and Highways codes and/or street design.

J. High Speed Rail

- Evaluate the extent to which high-speed rail in other countries has contributed to the economic diversity and success of smaller economic hubs / regions, as well as accrued benefits to “mega-region” economic growth by being connected to smaller economic hubs / regions.
- Assess options and associated costs that would maximize the utility of existing high-speed rail tracks in the Central Valley, such as, but not limited to: trade-offs for electrifying now or later; and/or how to best integrate with existing rail services in order to provide clean, safe, reliable, affordable, and efficient public rail services to the greatest number of people.

Part III: Eligibility, Preparation, and Submission Guidelines

Section A: Eligibility

Eligible Applicants

Eligible lead applicants (PIs) for this RFP include full-time ITS-Irvine Faculty Associates who are eligible to serve as Principal Investigators at UC Irvine. Other researchers, graduate students, and undergraduate students can be included in the proposal with salary covered in place of the PI's in part or in whole; however, the PI remains responsible for the project. Researchers from other university systems, the public sector, and/or for-profit private sector are not eligible for funding through this RFP. Exceptions may be approved if special circumstances warranting the exception are fully explained in the proposal. Interdisciplinary research teams are strongly encouraged.

PIs who have outstanding deliverables for previously awarded UC ITS projects are not eligible to apply unless all outstanding deliverables are submitted and approved prior to the proposal deadline for this RFP. Those with projects funded in the 2020-21 UC ITS RFP cycle are eligible to apply; however, all deliverables from the PI's current 2020-21 award must be completed before 2021-22 funds will be disbursed. If you have questions about your eligibility, email Craig Rindt at crindt@uci.edu.

Multi-Campus Collaborations

The UC ITS is a [Multicampus Research Unit](#) and explicitly encourages multicampus collaborations both within the multi-branch UC ITS (Berkeley, Davis, Irvine, UCLA) and with other UC campuses. For multi-campus collaborative projects, the proposal should outline the work to be completed at each institution, identify the PI at each UC campus, and explain in the scope of work whether each task could or could not be completed without funding from the other campus. Separate budgets should be prepared for each campus. The PI at each campus shall submit the full proposal (i.e., describing the complete project representing the contributions of all partners) and the budget for only his/her/their campus using the process outlined in the RFP for his/her/their campus. Partners from UC campuses outside of the UC ITS must submit the proposal and budget via the process defined in the RFP for non-ITS UC campuses posted at <http://www.ucits.org/request-for-proposals/>. The decision to fund a multi-campus proposal in its entirety or in part will be made collaboratively by the ITS campuses named in the proposal.

Eligible Projects

Eligible projects must respond to one or more of the research priorities listed in *Part II: 2021-22 Research Priorities*. The following project types will be considered:

Project Type	Description	Maximum Award Amount
Research Synthesis	A research synthesis should synthesize and summarize existing research on a given topic and identify research gaps for critical policy and/or practice-related questions. The synthesis should be prepared for an informed but non-technical audience. The proposal should include at least one meeting with policymakers and/or practitioners as part of the development process. When applicable, researchers are encouraged to submit these syntheses to scholarly journals.	\$25,000
Translational Project	Translational projects support the application or extension of completed research. Activities supported by translational projects can include real-world testing, website development, implementation activities, tool development, training programs, workshops, and/or development of practice- or policy-oriented outreach materials (e.g., policy briefs, infographics, blog posts).	\$50,000
Applied Research Project	Applied research projects close a knowledge gap on an important issue and involve original data acquisition and/or analysis. These projects must be conducted in coordination with a government agency partner.	\$100,000
	Applied research project proposals longer than 12 months are discouraged, but will be considered for periods of performance of up to 24 months. Funding beyond 12 months will be contingent on the availability of funding and performance on the project in the first year.	Maximum award may exceed \$100,000 up to an amount proportionally larger respective to the proposed project term.

PIs may submit multiple proposals in response to this RFP but awards are typically limited to the following unless specific approval is granted:

- No more than two (2) Applied Research Projects per PI per year; and
- No more than three (3) Research Translational Awards or Research Syntheses (or combination thereof) per PI per year.

Eligible Costs and Budget Guidelines

All proposals must include a budget. The budget should be summarized in the budget section of the proposal using the following table as follows. PIs should work with Cam Tran <camt@uci.edu> or Craig Rindt <crindt@uci.edu> to develop their budget. PIs may wish to work with the provided [budget template](#), which generates the table below on the summary tab. (To use the template, either download as an XLS, or make a copy edit as a google sheet.)

Category	Total
Salaries	
Fringe Benefits (incl. tuition)	
Travel	
Materials and Supplies	
Equipment	
Subcontracts	
Other Costs	
Total Costs	

Direct and Indirect Costs

The budget should only include direct costs. These costs will vary depending on the project, but include the salaries and fringe benefits of project faculty, staff and students; travel; materials and supplies; consultants, subawards, and other direct costs attributed to the project. There is no indirect cost for projects funded through this solicitation (i.e., Facilities and Administrative (F&A) rate or Indirect Cost Rate (ICR) is 0%).

Multi-campus Collaborative Proposals

For multi-campus collaborative proposals, the lead PI at each campus should submit the proposal budget as outlined by the RFP administered at his/her/their campus and the budget should cover the expenses related to activities and staff at his/her/their campus only. Expenses for other campuses should not be included.

Students

Competitive applied research proposals should include funding for one graduate student researcher (50% time during academic terms for 3 quarters, and preferably 100% for summer). Funding for graduate students is encouraged but not required in research synthesis and translational project proposals. Non-resident tuition is not an allowable expense.

Travel

In-state travel for data collection, performance of the project defined in the scope, and to events and/or meetings to present research results is allowable. Domestic travel outside of California requires pre-approval by the STRP Manager at the PI's campus. International travel is not allowed.

Materials, Supplies, and Equipment

A limited amount of material and supply expenses may be included, provided that they are direct expenses related to completing or disseminating the work. Proposers are discouraged from budgeting for computers or equipment.

Consultant/Subaward

PIs are generally discouraged from including outside consultants unless they directly support and are necessary for the project. Special consideration may be given to community-based organizations for their role in designing, performing, and/or disseminating place-based research or research of a vulnerable or disadvantaged population. Please direct any questions to Craig Rindt at crindt@uci.edu.

Section B: Proposal Organization

The proposal should be prepared using the template provided here: <https://its.uci.edu/rfp/strp-2021-22-proposal-template>

Below is a description of each required section of the submission package.

Cover/Information Pages

Follow the prompts in the template provided. Note that the submission webform will ask you to enter information directly from these first two proposal pages into fields of the submission form. The questions in the webform will appear in the same order as the proposal template provided. No new information will be requested. The expectation is that you will be able to cut-and-paste directly from the Word version your proposal into the submission webform. At the end of the data entry section of the webform, you will be asked to upload your full proposal file in either Word or PDF.

Proposal Narrative

- **Problem Statement**: Discuss the problem and/or challenge you are proposing to address. Name specific state policies and/or goals to provide context. (max 200 words)
- **Proposal Summary**: Describe how you will address the problem and/or challenge described in the problem statement. Provide a very brief overview of the proposed work plan. (max 300 words)
- **Expected Impact**: Explain how achieving the goals of the project will help advance transportation policy and/or practice in California. Identify public agencies, community-based organizations, and/or other external parties involved in your project; and explain how your research will be or could be used by external partners. (max 300 words)
- **Equity Considerations**: Include a summary statement on the relevance to and impacts of your research on transportation equity. For the purpose of this RFP, transportation equity refers to fairness in access to the opportunities people need to lead quality lives. Transportation equity encompasses the needs of individuals historically marginalized because of their social status, including by race, class, gender, sexual orientation, and ability. Transportation equity seeks to ensure that no group receives a disproportionate share of benefits, shoulders a disproportionate burden of discrimination or negative impacts, faces exclusion from meaningfully participating in decision-making processes, or is discriminated against. Addressing equity is not a requirement of the funding program; however, all researchers are strongly encouraged to consider how their project does or does not address equity and justice. (max 300 words)
- **Research Design** (this section is only required for applied research proposals): Provide an overview of your research design and methods in sufficient detail so that reviewers can evaluate your approach (max. 1,500 words).
In particular:
 - If the study relies on existing data, describe the data to be used and its sources.
 - If the study involves original data collection, explain the methods for collecting data, including site selection, sampling, and measurement methods (e.g., observations, surveys).

- If the study involves the development of a model, explain the process for developing, as well as validating the model.
- If the study involves the application of a model, explain the nature of the model in terms of inputs and outputs, as well as its internal workings (in easily understandable terms).
- If the study involves scenario testing, explain the process for defining the scenarios.
- Proposers are expected to consider changing public health conditions affecting use of human subjects that their Institutional Review Board may put into place during to the project period.
- **Products and Deliverables:** List and describe all anticipated products and deliverables from the project. A final research report and 2-page policy brief are required for all applied research projects and research synthesis projects. Deliverables for translational projects (as well as applied research and research synthesis projects) can include tools, websites, agendas, presentations, video recordings, outlines, draft literature review, working documents, webinars, and other types of products. Describe any community-focused deliverables if applicable. (max. 500 words)

Scope of Work

The scope of work identifies the tasks required to complete the work. This section should be 1–2 pages and include a Task Schedule. There is a sample Scope of Work and Task Schedule in the proposal template. For multi-campus collaborative proposals, and those that include effort from any other external partners, provide a clear explanation of which tasks will be completed by which partner, and indicate the degree to which tasks are dependent on each other; please use a table to present this information. All scopes of work must include an engagement task outlining the target audience for the research and how preliminary and/or final results will be shared with and/or communicated to this audience. Be as specific as possible when describing the type (e.g., organize a workshop, present at a policy conference, share preliminary and/or final reports with practitioners) and quantity of engagement activities.

Budget

- **Project Budget:** See *Part III: Section A: Eligibility* for more information on eligible project costs. Provide budget in the format given in the proposal template. The budget spreadsheet will be uploaded with the proposal upon submission.
- **Budget Justification:** The narrative should preemptively address questions that budget reviewers may have about the amount of personnel costs, equipment expenses, subcontracts, travel, etc., and why these are necessary to accomplish the project's objectives.

Staffing and Collaboration Plan

Not to exceed one page. The plan must include:

- Proposed role of each research participant, including student participants and all external partners who will be receiving funding through the project and/or contributing to the project in a meaningful way (if applicable), as well as budgeted and pro bono time on the project.

- Project-related collaborations with other researchers at UC ITS branch campuses, researchers at other ITS and non-ITS UC campuses (if applicable), and/or other organizations.

References (Optional)

Proposals can include a separate bibliography of references cited in the proposal.

CV for the PI and Co-PI(s)

Up to 2-pages per person to include the PI and any Co-PIs

Letters of Support (if applicable)

A letter of support from a public agency stakeholder outlining the relevance, timeliness, and need of the proposed research; how the research results will be used by the agency; and what role or involvement (if any) the agency will have in the research. Public agency stakeholders may include, but are not limited to local government, regional public entities (Metropolitan Planning Organizations, air quality management districts, public utilities), state agencies, public transit agencies, and others. The only exception to the letter of support requirement is if the PI identifies the California Department of Transportation (Caltrans), the California Energy Commission (CEC), and/or the California Air Resources Board (CARB) as a public agency stakeholder. In lieu of a letter for these three state agencies, the PI must provide the name and contact information for a point person at Caltrans, CEC, and/or CARB that the PI intends to work with.

Letter of Participation and/or Commitment (if applicable)

PIs must provide a letter of support from any outside partner that will be providing data, access to private or public facilities, cooperation of private or public entities, and/or commitment of match funding. All proposals that include a community-based organization and/or community leader as an external project partner must provide a statement of participation and/or commitment from the organization and/or leader that describes the organization's and/or leader's prior involvement with the research team and involvement in developing the current proposal.

Section C: Proposal Submission

Proposals responding to this RFP must be submitted via this webform: <https://its.uci.edu/rfp/strp-2021-22-submit>

The proposal submission may be entered into the webform by any member of the proposal team. The webform submission, including the file uploads of the proposal document and supporting budget spreadsheet, can be revisited and updated up until the final submission deadline on Tuesday, May 25, 2021 at 5 pm.

Please name the file using this convention: *LastNameofPI_STRP2021_Proposal.pdf*

Section D: Evaluation and Review Process

Proposals will be evaluated and scored based on responses to the information requested in this solicitation. The following process and criteria will be used to screen and evaluate projects:

Step 1. Submission Screening

Proposals will be screened by ITS-Irvine staff for:

- meeting eligibility requirements as defined in Part III: Section A: Eligibility
- completeness and compliance with the requirements detailed in Part III: Section B: Proposal Organization
- an explicit link to one or more of the research priorities listed in Part II: 2021-22 Research Priorities
- confirmation that a public agency in California has expressed interest in the proposed work (if applicable)

Proposals that pass the initial screening will be:

- assessed by UC ITS staff for relevance to transportation policy and practice in California
- forwarded to Caltrans, CARB, or CEC (as applicable) for those proposals that name any of those public agencies as stakeholders

Step 2. Proposal Review

Proposals will be externally reviewed according to the following criteria:

- Relevance to research priorities
- Level of support from public agency stakeholder and demonstration of how research will inform policy and/or practice, if applicable
- Equity considerations in research design, expected products, and dissemination
- Quality of research design and methodology
- Reasonableness of budget and cost-effectiveness
- Qualifications to perform work
- Level of collaboration, including collaborations across UC ITS and/or with other UC institutions, with outside organizations, and/or interdisciplinary research teams
- Prior performance on projects funded through other ITS solicitations (as applicable)
- Level of student involvement
- Match funding and/or potential for attracting larger grant funding

Section E: Award and Administration Information

Award Notice

PIs will be notified by Tuesday, July 20, 2021, whether or not the proposal is selected for funding. Some proposals may be funded at a reduced level, or funding may be contingent on a revision to the proposal.

In accepting an award, the PI agrees to complete the following in a timely manner. Failure to do so may result in the revocation of the award:

- Respond to and/or incorporate reviewer feedback (if applicable),
- Revise and resubmit budget based on review feedback (if applicable)

Award Administration

ITS Irvine will provide a unique account for each awarded project. All expenditures, such as payroll, purchase orders, and reimbursements, will be processed through ITS-Irvine in coordination with Cam Tran <camt@uci.edu> following established university policies and procedures.

Grant Agreement Requirements

In accepting a STRP grant award, the PI agrees to the grant requirements and expectations as outlined in *Appendix A: UC ITS Grant Requirements and Expectations*. Failure to meet these requirements will jeopardize the PI's consideration for funding in future years.

Appendix A. UC ITS Grant Requirements and Expectations

When accepting State Transportation Research Program (STRP) funding from the UC ITS, the PI agrees to the following requirements and expectations. Failure to meet terms will negatively impact future award decisions.

The PI acknowledges that his/her/their project must address and inform transportation science, engineering, policy, or planning issues in California and must engage public sector partners. The UC ITS STRP is funded by the State of California through the Public Transportation Account and the Road Repair and Accountability Act of 2017 (Senate Bill 1) with the expressed purpose of supporting research activities that directly address and inform transportation engineering, policy, and/or planning issues in California. PIs shall actively engage policymakers and/or practitioners at all stages of their research and report all engagement activities in their 6-month progress report and at the close-out of their project. The PI agrees to provide at least one presentation sharing his/her/their work with practitioners and policymakers through a UC ITS organized webinar or event, if requested. The PI is encouraged to reach out to the STRP Program Manager at his/her/their campus and/or UC ITS Assistant Director Laura Podolsky for consultation on strengthening the project's connection with policy and/or practice in California.

The PI agrees to acknowledge the support provided by the UC ITS and the State of California in all presentations and publications resulting in whole or in part from the PI's research award. The PI agrees to disclose the support from the UC ITS and State of California in all primary and derivative work products and presentations. The PI shall use the following language for publications when acknowledging the support provided by the UC ITS and the State of California. The language may be augmented for other products (e.g., presentation, website).

This study was made possible through funding received by the University of California Institute of Transportation Studies from the State of California through the Public Transportation Account and the Road Repair and Accountability Act of 2017 (Senate Bill 1). The contents of this report reflect the views of the author(s), who is/are responsible for the facts and the accuracy of the information presented. This document is disseminated under the sponsorship of the State of California in the interest of information exchange and does not necessarily reflect the official views or policies of the State of California.

The PI agrees to disclose other proposed or in-kind research funding for a project substantially similar to the project being supported by the UC ITS. Multiple sponsors are encouraged, but full disclosure is required. A specific agreement for joint funding is required for research that is being funded or proposed for funding in whole or in part by other agencies or organizations. Failure to disclose other proposed or in-kind research funding for a project substantially similar to a UC ITS project is grounds for termination of a UC ITS grant.

The PI understands that the period of performance for his/her/their grant award is 12 months. The start and end dates for the PI's grant will be provided by the STRP Program Manager at the PI's campus. The PI agrees to submit all final deliverables and products by the end of the grant period. In the event that the project cannot be completed by the expected end date, a formal request for a no-cost extension must be submitted via email to the STRP Program

Manager at the PI's campus at least one month prior to the grant end date. Failure of the PI to submit final products on schedule will adversely impact future award decisions.

The PI agrees to use the awarded funding in a manner consistent with the submitted budget.

The PI agrees to submit a 6-month progress report. For the 6-month progress report, the PI shall submit a high-level summary of accomplishments over the past six months, plans for the next six months, and supplementary information about the research team, engagement with stakeholders, associated publications, and other activities. Progress reports will be submitted online and due when specified by the campus STRP Program Manager.

The PI agrees to produce a final report and policy brief for his/her/their project. The report and policy brief will be finalized through an iterative process with the UC ITS or campus ITS staff and the PI. The PI agrees to share the final report and policy brief with his/her/their project's main public agency stakeholder and any other external partners for review and comment prior to submitting the deliverables to the UC ITS. Final reports and policy briefs will be posted on the [UC eScholarship repository](#). Additional details are provided below:

Research Report: The PI agrees to deliver a final report as an electronic file before the end of the grant term. The report should be complete, original, organized, and accurate; and the length should be commensurate with the scope and budget. The PI shall use the report template provided. The report will be reviewed by UC ITS staff and possibly external referees if necessary. The PI is required to respond to all questions, edits, and suggestions in a timely manner. Each report will be given a Digital Object Identifier (DOI). The PI may share the eScholarship link with others but shall not post the report PDF in other locations.

[Download UC ITS report template](#)

Policy Brief: The PI agrees to prepare a two-page policy brief targeted to a policymaker and/or practitioner audience. The policy brief should be suitable for an educated but non-technical audience and summarizes the main findings of the research relevant to practice and/or policy. The brief should be submitted as a Word document along with the report and will go through the same review process as described above for reports. The posting and sharing requirements for research reports also apply to policy briefs.

[Download the UC ITS policy brief writing guidelines and template.](#)

The PI agrees to complete a project close-out online survey. The project close-out survey will ask the PI for information about engagement activities (including how external stakeholders identified in his/her proposal were engaged throughout the research process); engagement with and involvement of community partners in the research project (if applicable); future plans for and/or extensions of the project; and feedback on the STRP overall.

The PI agrees to provide and update annually a statement listing all publications, presentations, inventions, and subsequent grants resulting from the project. Every year for the subsequent three years, the PI will be asked to update the supplementary spreadsheet submitted with the 6-month progress report with information on students who contributed to the project (i.e., graduation status), publications, presentations, inventions, and engagement activities.