

# GUIDELINES FOR PREPARING GDOT RESEARCH NEEDS STATEMENTS (Revised August 2018)

(<http://www.dot.ga.gov/doingbusiness/research/Documents/needsguidelines.pdf>)

A research needs statement provides a brief summary of the proposed research. The preferred length of a research needs statement is up to two pages; however, a length of up to three pages is permissible as needed.

A research needs statement covers the following:

<b>Title</b>	Provide a short, descriptive title.
<b>Problem Statement</b>	Provide a concise description of the proposed research project including a statement of the problem to be solved or the research need.
<b>Literature Search</b>	Submitters are required to do a literature search before submittal to avoid duplication with current or past research. Searches should include review of the TRID ( <a href="http://trid.trb.org/">http://trid.trb.org/</a> ) and Research in Progress ( <a href="http://rip.trb.org/search">http://rip.trb.org/search</a> ) databases.
<b>Research Objective</b>	A statement of the specific research objective, defined in terms of the expected final product, which relates to the general problem statement above. Define specific tasks as necessary to achieve the objective and methods of investigation.
<b>Implementation Prospects</b>	Provide a thorough description for the prospects of transferring this research topic into implementation, pending successful completion of project tasks.
<b>Research Significance</b>	Provide an explicit statement of the final product of the research and how it is to be used by GDOT at the close of the project. Discuss the direct benefit to GDOT from the proposed project and its implementation. Discussion may be expanded for multiple objectives and deliverables. Include a benefit/cost ratio of implementing the project findings and/or deliverables. The benefit should be quantified in dollars, and include a general explanation of how it was derived. The cost would be the total project cost not including implementation costs outside of the project.

<b>Project Duration</b>	Indicate the proposed duration of the project (months).
<b>Cost Estimate</b>	Provide an estimate of the total cost of the project (\$).
<b>Statement Developer(s)</b>	Provide the name(s), phone number, e-mail address, and contact information for the person(s) developing the statement.
<b>Investigator(s)</b>	Provide the name(s) and contact information of the proposed Principal Investigator(s).
<b>Agency</b>	Provide the name of the agency/institution proposing the research (e.g. “Georgia Southern University” or, for a statement developed within GDOT, “Georgia DOT”).
<b>Date of Submittal</b>	Provide date that the needs statement is submitted to GDOT.
<b>GDOT Office(s) Supporting</b>	Provide, as possible at time of submittal, name(s) of GDOT office(s) supporting the proposed research. This contact office, if not known at the time of submittal, should be noted as “TBA.”
<b>Technical/ Implementation Manager</b>	Provide, as possible at time of submittal, name of GDOT staff member responsible for technical/implementation management of the proposed research. This contact, if not known at time of submittal, should be noted as “TBA.”
<b>References</b>	References should be included at the end of the document.
<b>Confidentiality Statement</b>	Submitters who are not employees of GDOT should include the following statement at the end of their needs statement: “PRIVILEGED AND CONFIDENTIAL: This document is confidential property of the submitter. The information is intended only for use by GDOT Office of Performance-based Management and Research as part of its review process. Any other copying, accessing, disclosure or distribution of this document is prohibited without express permission of the submitter. If you have received this document in error, please immediately notify the sender and purge the document you received.”