Principal Investigator (PI) Quick Reference Guide
for ICT / IDOT Sponsored Projects

Downloadable forms and guidelines are at: http://ict.illinois.edu/research/formsguidelines

1. **Prepare and submit a detailed work plan:** The project's work plan is to include a line-item budget, implementation strategy, and deliverables; and should be consistent with the "ICT Request for Research Ideas" submission or RFP (whichever is applicable).

2. **Finalize work plan with Technical Review Panel (TRP):** Revise the work plan as agreed upon with the TRP. E-mail the approved work plan and budget to ICT (ictprojectmanagement@illinois.edu), who will assign a project number and enter project data into the ICT website database.

3. **Complete PI section in the on-line ICT project database:** Go to the ICT website at https://apps.ict.illinois.edu/projects/ to log into the database. New PIs can request a login user name and password from ICT at ictprojectmanagement@illinois.edu. Click on "View/Edit My ICT Projects" then click on the **Edit** icon on the right side of the screen and complete the following sections: Personnel (add project team members, including co-investigators and students); Project Details (add project tasks, a project description, the progress and significant results this quarter, the anticipated work next quarter, update the project schedule status and provide any project impediments and recommended solutions).

4. **Upload files or photos:** Click on the **Files** icon (upper right corner of screen) and complete the following fields: Document Type (required), Document Title, Authors, and Abstract. Then use the "Browse for File" button to navigate to the directory on your computer and select the file you wish to upload. This process should be repeated for any additional files or photos. You may also use the "e-mail us" link at the bottom of the screen to send ICT the files to upload.

5. **Conduct research as agreed upon with the TRP:** Notify the TRP if any problem develops during the project.

6. **Provide quarterly progress reports (QPRs):** No later than the end of each calendar quarter, update your project's on-line QPR and send to the TRP chair for review and approval. ICT will send e-mails reminding PIs to fill out the QPR for their research projects.

7. **Provide research progress updates to TRP:** Attend all TRP meetings as scheduled by the PI and TRP chair (generally once per quarter, at least every 6 months) to provide project updates and answer TRP members' questions about the project. If you would like help setting up a Go-To-Meeting, ICT can help facilitate this. Provide any presentations in advance to the meeting recorder at ictprojectmanagement@illinois.edu. Complete implementation worksheet with the TRP's help, and then review/update as necessary at TRP meetings.

8. **Complete a semi-annual Administrative Performance Evaluation of the TRP:** You will be sent a reminder 30 days prior to the evaluation deadline to download and complete the form.

9. **Write project report:** A final research project report in accordance with ICT guidelines is required to complete your project. Reports should fulfill project objectives set forth in the work plan, show adequate documentation, and be presented clearly and concisely; **the maximum page length is 75 pages (~35,000 words) not counting appendices**. Specific report writing guidelines may be

downloaded from the ICT website. Complying with these guidelines will minimize publication delays. Six months and four months prior to your project end date, you will receive reminders from ICT to draft your project report.

10. **Submit project report to ICT for editing three months prior to project's end date:** Three months before the project's end date, submit the draft report to ICT for editing (**prior to submission to the TRP**). The three-month editorial process is conducted in three phases as follows:
    - PRELIMINARY EDIT PHASE: The PI submits the complete report to the ICT Editor (currid@illinois.edu) in MSWord format (template can be downloaded here). The PI should follow the ICT report formatting guidelines. **Reports that do not follow ICT guidelines will be returned to the PI for resubmission**. The ICT Editor will then perform a comprehensive technical edit of the report and return it to the PI for review and revision. Additional useful documents and forms are on the Report Guidelines and Documents page.
    - *PI/TRP EDIT PHASE*: The PI reviews the ICT technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project's TRP Chair for review.
    - FINAL EDIT PHASE: When the report is approved by the TRP Chair, the PI forwards the final report and the Final Edit Phase/TRP Final Approval form to the ICT Editor for final editorial review. **Reports submitted without the TRP approval form will not be accepted.**

    NOTE: The three-month report editing and review process must be built into your project timeline. That is, if your project ends on December 31, your report should be sent to the ICT editor no later than September 30.

11. **To release project information prior to the final report being published, IDOT approval must be obtained. IDOT requires 21 days to review the approval request.** After 21 days, publication or public disclosure of non-confidential and non-patentable results in professional refereed or peer-reviewed journals or papers to be presented at professional meetings may proceed without interference. The publication or release of non-scholarly work products, any information that is deemed confidential by IDOT, or information which includes patentable results may not be published/released without IDOT's approval. *If the scheduled time for presenting project information previously reviewed by IDOT does not permit formal review of a complete publication or presentation, notify IDOT of the scheduled presentation on the study and provide an abstract, presentation title, or agenda for the presentation. Such presentations shall include a statement that the IDOT/ICT acknowledgement statement and disclaimer statement (available on the ICT website) in all publications and presentations regarding research sponsored partially or fully by ICT which states paper/presentation has not been reviewed by IDOT.*

12. **Comply with the terms of the current ICT Intergovernmental Agreement which IDOT approved June, 2011:** This agreement can be found on the ICT website on the ICT Forms and Guidelines page.

13. **Comply with the current ICT Operational Guidelines:** The current guidelines can be found on the ICT website on the ICT Forms and Guidelines page.

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