

CTS and MnDOT Work Plan Completion Schedule *(updated: April 4, 2018)*

Listed below is the guideline process and estimated time for Work Plan completion from the Center of Transportation Studies (CTS). Please be advised that this is an average schedule based on the type of project and assuming all Steps (listed below) are completed correctly. Note that delays may occur due to various circumstances such as fiscal year end, end of biennium, projects over \$100K, vacations, emergencies, federal funds, workload, and projects that last over two years.

When completing the Research Work Plan Form, factor the timeline of your project and use Task/Steps durations for calculating due dates.

The timeline starts once CTS has received a PA/TL approved Work Plan. Please contact the CTS to determine who the contact person will be for your project as this typically varies.

Note that the items listed as '*MnDOT*' are MnDOT action items

Step	Item/Process	# of days for Step	Cumulative # of days
1	PI sends PA/TL approved Work Plan to CTS	1	1
2	CTS provides comments on the Work Plan	3	4
3	PI finalizes Work Plan and submits a budget	4	8
4	CTS checks the final Work Plan and budget	3	11
5	PRF is routed for signatures	3	14
6	CTS submits the work plan, budget, PRF to Sponsored Projects Admin (SPA)	2	16
7	Work Plan submitted to MnDOT	3	19
8	Check funding, assign project number, forward approved Work Plan to MnDOT	2	21
9	<i>MnDOT</i> : Review work plan, assign work order number, enter into ARTS	2	23
10	<i>MnDOT</i> : Process requisition package, submit approved Work Plan to CTC	2	25
11	Match proposal to requisition, assign contract to administrator	3	28
12	Certification Form and Contract Creation	5	33
13	Certification Form Signature Process and Email Contract for Signature	5	38
14	SPA Grant Administrator (GA) Receives Approval and OK to Sign	5	43
15	<i>Contract Signed and Returned to CTS</i>	5	48
16	Contract Routed for MnDOT Signatures and Executed Version Emailed Out	5	53
17	Set Up in University's Financial System and Number Assigned	10	63
	<i>MnDOT</i> : Schedule TAP First Meeting (Kick-Off) - Optional		

Business Days: 63
 Calendar Days: 89 (12.7 weeks)
 Total: 2.8 Months