



Center for Advanced
Infrastructure and
Transportation

QUARTERLY PROGRESS REPORT

Project Title:	NJDOT 17 th Annual Research Showcase		
RFP NUMBER: 200X-XXX	NJDOT RESEARCH PROJECT MANAGER: Paul Thomas		
TASK ORDER NUMBER: TO 315 / RU Acct 4-37955	PRINCIPAL INVESTIGATOR: Janet Leli		
Project Starting Date: 02/09/2015 Original Project Ending Date: 12/31/2015 Modified Completion Date:	Period Covered: 1st Quarter 2015		

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Logistics	66.22%	\$ 29,019	20.00%	\$ 5,804	20.00%	\$ 5,804
2	Marketing & Registration	13.25%	\$ 5,804				\$ -
3	Event Coordination	9.15%	\$ 4,011		\$ -		\$ -
4	On-site Facilitation	9.34%	\$ 4,094		\$ -		\$ -
5	Procurement & Reporting	2.04%	\$ 893	25.00%	\$ 223	25.00%	\$ 223
6		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
7		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
8		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
9		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
10		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
11		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
12		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
13		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
14		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
15		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
16		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
17		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
18		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
19		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
20		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	TOTAL	100.00%	\$ 43,821		\$ 6,027		\$ 6,027

Blue text is entered once at the beginning of the project

Green text is updated ever quarter

Black text is automatically updated or static

Project Objectives:

The objectives of the Annual Research Showcase are:

1. To provide a forum for transportation related agencies to convene for the purpose of shared knowledge in the advancements being made in the field of transportation research and technology.
2. To highlight and enhance NJDOT research and technology initiatives.
3. To offer the transportation community effective academic and scientific research opportunities.
4. To promote a poster session among students.
5. To identify and select a 2015 “Implementation Award” winner to acknowledge a NJDOT sponsored project that has had significant positive impact through implementation.
6. To recognize outstanding students involved in transportation research through an “Outstanding Student in Transportation Research” award competition.

Project Abstract:

The Center for Advanced Infrastructure and Transportation (CAIT) located at Rutgers University is pleased to submit this proposal for the New Jersey Department of Transportation’s 2015 Annual Research Showcase. CAIT, through the New Jersey Local Technical Assistance Program (NJ LTAP) will assist in the coordination of this event, which is scheduled for Wednesday, October 28, 2015 at The Enterprise Center at Burlington County College (Mt. Laurel, NJ).

This scope of work includes assistance to the Bureau of Research in promoting transportation and infrastructure research, knowledge transfer, and implementation by providing support for the Annual NJDOT Research Showcase. This event offers the university research partners and a multitude of transportation affiliates and associates with an opportunity to showcase the benefits of the NJDOT Research program.

1. Progress this quarter by task:

Task 1: Secure the event location, space accommodations, and additional logistics

The location for the event has been secured, and appropriate space for the proposed events has been confirmed.

Task 2: Marketing and registration for Annual Research Showcase

N/A.

Task 3: Event coordination for Annual Research Showcase

N/A.

Task 4: Participation and on-site logistics for Annual Research Showcase

N/A.

Task 5: Procurement and Reporting

One quarterly report has been prepared. Procurement of space, catering, printed marketing materials, awards and technology transfer supplies has occurred in the form of a deposit for the event space.

2. Proposed activities for next quarter by task:

Task 1: Secure the event location, space accommodations, and additional logistics

The location for the event has been secured, and appropriate space for the proposed events has been confirmed.

Task 2: Marketing and registration for Annual Research Showcase

Registration information will be prepared. Marketing materials will be provided to NJDOT. The team will work with NJDOT to ensure ethics forms for attendance are available and collected for NJDOT personnel. Online registration will be accepted for this event.

Task 3: Event coordination for Annual Research Showcase

The team will prepare solicitations for the annual awards. The team will conduct a solicitation for presentations on behalf of the NJDOT. Speakers will be identified with the NJDOT Research Bureau and recruited in the next quarter.

Task 4: Participation and on-site logistics for Annual Research Showcase

Support will be provided for the registration/sign-in table, a facilitator for the exhibit areas, an event moderator, A/V support, and photography.

Task 5: Procurement and Reporting

A quarterly report will be prepared. Procurement of space, catering, printed marketing materials, awards and technology transfer supplies will occur.

3. List of deliverables provided in this quarter by task (product date):

Task 1: Secure the event location, space accommodations, and additional logistics

- Facility contract deposit (2/2015)
- Initial A/V and catering needs established (2/2015)

Task 2: Marketing and registration for Annual Research Showcase

Task 3: Event coordination for Annual Research Showcase

Task 4: Participation and on-site logistics for Annual Research Showcase

Task 5: Procurement and Reporting

- Quarterly Report (3/2015)
- Purchase Orders created for The Enterprise Center (2/2015)

4. Progress on Implementation and Training Activities:

Please see above

5. Problems/Proposed Solutions:

N/A

Total Project Budget	\$43,821.50
Modified Contract Amount:	
Total Project Expenditure to date	\$6,027.00
% of Total Project Budget Expended	13.75%

NJDOT Research Project Manager Concurrence: _____ Date: _____