

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

This page summarizes all of the open tasks under the Cambridge Systematics contract with the research bureau.

Task	Project Budget	Budget Expended	% of Budget Expended	% of Work Complete
TO #31 – NJDOT Research Process Improvement and Regulatory Compliance Updates	\$42,320.00	\$41,532.00	98.14%	98.14%

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	NJDOT Research Process Improvement and Regulatory Compliance Updates		
RFP NUMBER: 8092165	NJDOT RESEARCH PROJECT MANAGER: Priscilla Ukpah		
TASK ORDER NUMBER: 31	PRINCIPAL INVESTIGATOR: Jason Bittner, James Osborne		
Project Starting Date: 2/17/2015 Project Ending Date: 8/31/2015	Period Starting Date: 7/1/2015 Period Ending Date: 8/31/2015		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Review, Document, and Update Business Process Documents	28%	\$11,760.00	5.00%	\$588	97.64%	\$11,483.00
2. Develop Action Plan to Address 2014 Research Subpart B Process Review Findings	34%	\$14,460.00	14.00%	\$2,024	97.83%	\$14,146.40
3. Develops a Process and Tool to Appropriately Categorize Research Projects	15%	\$6,140.00	27.00%	\$1,658	100.00%	\$6,155.80
4. Final Report	23%	\$9,960.00	70.00%	\$6,972	97.86%	\$9,747.00
TOTAL	100%	\$42,320.00		\$11,242.20		\$41,532.20

Project Objectives:

The purpose of this project is to provide NJDOT with a detailed analysis and review of the 2014 Research Subpart B Process Review findings, as well as document the implications for the implementation of 2 CFR 200 (December 2014) including the subsequent update of several NJDOT processes and forms. The study team will also develop an approach to categorize research projects as applied, basic research or other.

The goal of the research is to provide the NJDOT with updated basic agreements and supplemental information that reflect current regulatory and policy oriented preferences.

To accomplish these goals, CS proposes a scope that:

- Reviews, documents, and updates business process documents as a result of the modifications to federal regulations related to uniform cost principles and audit requirements for federal awards to non-Federal entities;
- Develops an action plan and documents the impacts of the 2014 Research Subpart B Process Review Findings for research business practices; and,
- Develops a process and tool to appropriately categorize projects as applied, advanced, basic research or other categories.

Project Abstract:

This project is intended to review, update, and revise business process documents as they are affected by changes in federal guidance and as a result of Federal Highway Administration review. The project also will develop a tool for use in categorizing research projects to allow for better reporting. These activities will help NJDOT Research comply with federal and state requirements, as well as improving the efficiency of internal monitoring and oversight of research activities.

1. Progress this Quarter by Task

Task 1:

- CS staff met with NJDOT staff to review existing business process documentation and discuss findings and potential modifications the Department could implement.
- Submitted revised draft Task 1 – Technical Memorandum (“Business Process Documentation”) which summarizes existing business process documentation and changes.
- CS staff reviewed additional comments provided by NJDOT staff, made requested adjustments, and resubmitted draft final Technical Memorandum 1 for review and final comment or approval.

Task 2:

- CS staff submitted draft Task 2 - Technical Memorandum (“FHWA Review and Action Plan”) outlining the specific activities in each of the resource center work programs and potential procurement options.
- CS staff reviewed comments provided by NJDOT staff, made requested modifications, and submitted draft final Task 2 – Technical Memorandum to NJDOT review and final comment or approval.

Task 3:

- CS reviewed NJDOT project database (PROMPTS_2G) and analyzed project “description,” “purpose,” and “objective” fields to determine suitability for retroactive classification.
- CS refined research project intake tool (Exhibit A PRE-AWARD RISK ASSESSMENT form) to facilitate project classification.

Task 4:

- Based upon the findings of the current practices review and interviews with DOTs, CS prepared a draft final report containing a review of the problem statement, a summary of the existing processes, and other project findings.
- CS staff submitted draft Final Report to NJDOT staff for review and comment.

2. Proposed activities for next quarter by task

Task 1:

- Finalize and submit Task 1 – Technical Memorandum (“Business Process Documentation”) summarizing existing business process documentation and changes.

Task 2:

- Finalize and submit Task 2 – Technical Memorandum (“FHWA Review and Action Plan”) outlining the specific activities in each of the resource center work programs and potential procurement options.

Task 3:

- No tasks for this quarter.

Task 4:

- The research team will address NJDOT ’s comments on the draft Final Report and submit Final Report.
- CS will prepare the draft Technical Brief and submit for review and comment.
- CS will submit the final project package containing hard copies of the final report and tech brief and digital copies of all deliverables and research materials.

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

Task 1:

- Draft Final Task 1 - Technical Memorandum (“Business Process Documentation”).

Task 2:

- Draft Final Task 2 – Technical Memorandum (“FHWA Review and Action Plan”).

Task 3:

- No deliverables submitted this quarter.

Task 4:

- Draft Final Report

4. Progress on Implementation and Training Activities:

- No work on implementation or training in this period.

5. Problems/Proposed Solutions:

- No problems to report during this period.

Total Project Budget	\$42,320.00
Modified Contract Amount:	\$0.00
Total Project Expenditure to date	\$41,532.20
% of Total Project Budget Expended	98.14%