



Required Meetings for ODOT Research Projects

All research projects require the participation of the research team in three specific meetings: project start-up, technical review session, and project wrap-up. These meetings are coordinated by ODOT's Office of Research and Development (R&D). For additional clarification, please contact R&D at 614-644-8135 or research@dot.state.oh.us. Clarifications and/or modifications to the structure of these meetings will be referenced on the [Announcements](#) page of the R&D website.

Project Start-Up Meeting

In an effort to ensure everyone involved in a research project is informed of the contractual obligations, scope of work, deliverables, project milestones, time table, and appropriate office policies and procedures, a start-up meeting will be scheduled for each new project. It serves as a means to introduce the research team to ODOT's technical liaisons / project panel that will provide guidance and direction throughout the duration of the study. This meeting also provides an opportunity to clarify technical issues or concerns with the project. Invitees to this meeting include the researcher(s), technical liaisons, sponsoring Office Administrator, FHWA, and R&D staff. Start-up meetings are scheduled by R&D for one hour duration and are typically held in the ODOT Central Office building.

R&D begins start-up meetings with an overview of the contract and the policies and procedures of the program. Once administrative concerns have been addressed, the researchers and technical liaisons will discuss any remaining technical issues. This also provides an opportunity to discuss arrangements for needed assistance from the department such as data, traffic control, site location, drilling, etc.

Prior to the start-up meeting, all participants are sent a copy of the contract and approved proposal. They are asked to bring these items with them to the meeting. The researcher is neither requested nor required to prepare a presentation for this meeting.

It is important to note that the researcher does not have to wait for the project start-up meeting to occur before work can begin. Work should begin on the start date specified in the research agreement.

Technical Project Review Sessions

Researchers and Technical Liaisons are encouraged to contact each other at least once a month to discuss the status of projects. A formal review of a project's progress is conducted by R&D on a yearly basis. Project reviews are a mechanism for updating sponsors and other interested parties who may not be designated as technical liaisons on the status of a research project. Principal Investigators are expected to provide a formal presentation on progress since the last review. Technical issues or problems may be resolved at this time, or subsequent meetings may be scheduled for that purpose.

R&D determines the priority, scheduling, and details of these reviews. Typically, project reviews are held in the ODOT Central Office, last for one-hour, and are scheduled during April and October. One review session will be scheduled for every 12-month period of a project.

Representatives will be present from the research agency, ODOT, and FHWA. Representatives from industry, trade organizations or other entities may be present for projects in which they have a special interest or are involved as liaisons or co-sponsors.

No prescribed format is required for the project reviews; however, opportunity should be afforded for discussion of:

- Progress since the last review.
- A brief overview of the work proposed for current and future quarters.
- The theoretical/analytical phases of the study.
- Current/anticipated findings and their potential for implementation.
- Administrative matters, such as: funding, reporting, contractual obligations, etc.

It is important to note that mention of problems and delays during review sessions does not constitute a request to modify the project's contract. A formal request must be submitted to R&D in accordance with the Research Manual.

Project Wrap-Up Meeting

Project wrap-up meetings are a platform for providing a final presentation on a research project. An overview of the project will be provided with detailed discussions on the findings and recommendations. These presentations will possess strong technical components and in-depth discussions that focus primarily on the research with minimal details on administrative matters.

R&D will determine the priority, scheduling, and details of these meetings. In general, project wrap-up meetings will be held at an ODOT facility and may include video conferencing and teleconferencing as necessary. R&D will coordinate the scheduling of project wrap-up meetings on a quarterly basis (March, June, September, and December). Project wrap-up meetings will be scheduled for 1.5 hours, including a question/answer period.

The target audience for project wrap-up meetings will be broad. Representatives will be present from the research agency, ODOT, and FHWA. Representatives from other governmental agencies, industry, trade organizations or other entities may also be present.

Project wrap-up meetings will be lead by the Principal Investigator and must include discussions on the following categories:

- Introduction – A brief discussion of the research problem.
- Research Objectives – A brief discussion of the specific tasks that were to be accomplished during the study.
- Research Approach – A technical discussion of the approach taken and the methods utilized to conduct the study.
- Results – A comprehensive discussion of the findings of the research effort.
- Conclusions and Recommendations – A detailed discussion of the substantiated research conclusions and practical recommendations.
- Implementation – A detailed discussion on recommendations for implementation including steps needed to implement, suggested time frame, expected benefits, potential risks and obstacles, strategies for overcoming risks and obstacles, potential users and other organizations that may be affected, and estimated costs. The Principal Investigator is encouraged to discuss implementation activities with the project's Technical Liaison(s) or Project Panel members in preparation for this presentation. Technical Liaisons and Project Panel members may participate in this portion of the presentation as desired and agreed upon.
- Question/Answer Period

CPD, Equipment, and Evaluation

Due to the technical nature of review sessions and project wrap-up meetings, certificates of attendance will be provided to all participants for the purpose of tracking continuing professional development (CPD) credits. Recognizing that a portion of the review session is devoted to administrative matters, certificates will be issued for half of the scheduled meeting time. Certificates for project wrap-up meetings will be issued for the entire scheduled time.

Researchers are required to provide a PowerPoint presentation for the review session and project wrap-up meeting to R&D no later than one week prior to the scheduled date. Requests for special audio/visual equipment (e.g.: TV, VCR, etc.) must be made at that time. R&D will provide a laptop computer (with presentations preloaded) and a projector for the sessions. ODOT's electronic information security policy does not permit non-ODOT hardware, including flash drives, to be used on ODOT computers. Consequently, if a researcher would like to present information that has not be submitted in advance, it needs to be provided on a CD. If specialty software is necessary, the researcher shall provide the laptop and projector for the presentation.

At the conclusion of a these meetings, all attendees will be asked to complete an evaluation form and return it to R&D. The comments are compiled by R&D and forwarded to the appropriate individuals with a copy placed in the project file. All comments are sent anonymously to encourage frankness. Researchers may contact R&D for clarification on comments.