

Appendix 5 Proposal Checklist for RAC

The proposal checklist will be completed by each sitting RAC member after review of the proposals and after hearing the presentation by the principal investigator. The below checklist is an example only. Checklist will be tailored to each proposal.

Proposal Checklist for RAC Members

Proposal Name: _____

Amount Requested: _____

Number of Years Proposed: _____

Approval: Yes No

Proposal type:

Full: _____

Partial: _____

Literature Review: _____

Pooled Fund: _____

Extension Time/Funds: _____

NCHRP: _____

Proposal Score: _____

Proposal Ranking: _____

RAC Member: _____

PART I.

1. Is the proposed problem adequately defined and outlined?

Yes No

2. Is the proposal important and beneficial to the Wyoming stakeholders and WYDOT?

Yes No

3. Will the proposal have a positive long-term affect on WYDOT and the stakeholders, in other words, will the proposal provide a continuing, cooperative and comprehensive impact?

Yes No

4. Can all significant barriers to implementation be overcome?

Yes No

5. Is there a clearly defined and sufficient budget for the proposal?

Yes No

If your answer to all questions above is no, do not continue forward.

PART II.

Criteria/ Output	Details	Points	Score Range Definitions			Total Points and Comments
	Details – What are the expected outcome measures, goals and performance measures for this project.		1-6	6 to 12	12 to 20	
Cost Benefit/Savings (cost savings or cost avoidance)	Does this project have a significant cost or performance savings or avoidance.	20	Minimal productivity / savings/ improvement	Division wide productivity / savings/ improvement	Statewide productivity/ savings/ improvement	
Safety	Will this project enhance, benefit, or improve safety (which could include avoiding hurt, injury or loss; risk; and manners in which to keep the public safe).	20	Increase safety in one area	Increase safety in multiple areas	Increase safety across WYDOT and the State	
New engineering knowledge or methodology implemented	Will this project provide new engineering knowledge or implement a new methodology?	20	Does not propose new engineering knowledge or methodologies	Moderately changes existing knowledge or methodologies	Changes existing knowledge or methodologies	
State of Good Repair	Ensure WYDOT Proactively Maintains Critical Transportation Infrastructure in a State of Good Repair.	20	Does not provide for maintenance of critical transportation infrastructure.	Moderately provides for maintenance of critical transportation infrastructure.	Significantly assists WYDOT in the maintenance of critical transportation infrastructure.	
Positive Impact on	To what extent does this project have a positive	20	Does not impact	Improves some	Totally improves	

Environment/Environmental Sustainability	impact on the environment?			relations	relations	
TOTALS						

PART III. Implementation

1. Could the results from this project be implemented immediately?
2. Whose responsibility would it be to implement this project?