

Notice of Funding Opportunity Summary Information

Federal Agency Name: U.S. Department of Transportation (US DOT)
Federal Highway Administration (FHWA)
Center for Transportation Workforce Development
1310 North Courthouse Road, Suite 300
Arlington, VA 22201

Website: [HTTP://WWW.FHWA.DOT.GOV/INNOVATIVEPROGRAMS](http://www.fhwa.dot.gov/innovativeprograms)

Attention: Ewa Flom, HIN-CWD

Notice of Funding Opportunity (NOFO) Title: ***“Dwight David Eisenhower Transportation Fellowship Program Graduate Fellowship (DDETFP)”***

Announcement Type: This is the initial announcement of this funding opportunity.

Funding Opportunity Notice Number: **693JJ317NF0007**

Catalog of Federal Domestic Assistance (CFDA) Number: **20.215 - Highway Training & Education**

Dates:

- NOFO Issue Date is July 14, 2017
- NOFO Questions End Date/Time is July 21, 2017, by 11:59PM Eastern Time (ET)
- Electronic Application Due Date/Time is August 28, 2017, by 11:59 PM ET
- Documentation Due Date/Time is September 5, 2017, by 11:59 PM ET

Direct Questions to: Universities and Grants Programs Staff
Federal Highway Administration
Center for Transportation Workforce Development
transportationedu@dot.gov
(703) 235-0538

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Pertinent Links:

- Grants.Gov at [HTTP://WWW.GRANTS.GOV](http://www.grants.gov)
- Federal Highway Administration (FHWA), Office of Innovative Program Delivery, University & Grants Programs at [HTTPS://WWW.FHWA.DOT.GOV/INNOVATIVEPROGRAMS/CENTERS/WORKFORCE_DEV/POST_SECONDARY_EDUCATION.ASPX](https://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/post_secondary_education.aspx)
- Transportation Fellowship Internship and Contractor System (TFICS) at [HTTPS://FHWAAPPS.FHWA.DOT.GOV/TFICSP/SIGNIN.ASPX](https://fhwaapps.fhwa.dot.gov/tficsp/signin.aspx)
- General terms, conditions, and governing regulations (Effective March 6, 2015) that apply to this Agreement are available online at [HTTPS://WWW.FHWA.DOT.GOV/CFO/CONTRACTOR_RECIP/GTANDC_GENERALTERMSCONDITIONS.CFM](https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm)

Attachments:

- A. Dwight David Eisenhower Transportation Fellowship Program (DDETFP) 2017
Eisenhower Graduate Fellowship Announcement

SECTION A - PROGRAM DESCRIPTION

The U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA), hereby requests applications for assistance to result in the award of a number of new Grant Agreements, supporting the ***“Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Graduate Fellowship.”***

1. STATEMENT OF PURPOSE

The **DDETFP Graduate Fellowship** provides funding for students to pursue master’s or doctoral degrees in transportation-related disciplines. The program objectives are: 1) to attract the Nation's brightest minds to the field of transportation; 2) to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and 3) to retain top talent in the transportation industry of the United States. The DDETFP is intended to bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States. The DDETFP Graduate Fellowship encompasses all modes of transportation.

2. LEGISLATIVE AUTHORITY

The current legislation governing the program is found in the Fixing America’s Surface Transportation (FAST) Act, Section 6002(a)(3) (Pub. L. 114-94). Authority is also found in Title 23, United States Code (USC), Section 504(c) and 502 (b)(3).

3. BACKGROUND

Individual students apply for the DDETFP Graduate Fellowship. The FHWA makes awards to the university on behalf of the student. If a student is selected to receive a fellowship, the student, their faculty advisor and the university¹ will be responsible for completing and submitting all required paperwork to execute the fellowship. Students must be prepared to submit a copy of their application package and the Notice of Funding Opportunity to the university. The university will be responsible for allocating funds to the student designee as outlined in the budget. The university will also be responsible for submitting all required federal financial reports to FHWA.

4. STATEMENT OF WORK

The FHWA is soliciting applications for the DDETFP Graduate Fellowship to 1) to attract the nation's brightest minds to the field of transportation, 2) to enhance the careers of transportation professionals by encouraging them to seek advanced degrees, and 3) to retain top talent in the transportation industry of the United States.

¹ University is defined as an accredited institution of higher education located in the United States or its territories.

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

FHWA intends to award up to 100 grant agreements (hereby known as grants or agreements) as a result of this Notice of Funding Opportunity (NOFO).

Currently, total federal funding in the amount of \$1,000,000 is available for up to 100 awards. Funding for each award can range from a minimum of \$5,000 to a maximum of \$35,500 per award. **Note:** The Government reserves the right to award less than the anticipated number of awards and less than the maximum amount per grantee.

2. TYPE OF AWARD

The planned award type is a Grant Agreement.

3. PERIOD OF PERFORMANCE

The period of performance for this Agreement will be one year from the effective date of the Agreement.

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates Federal involvement between it and the Recipient during the course of this project. The anticipated Federal involvement will include:

- Technical assistance and guidance to the Recipient;
- Close monitoring of performance; and
- Involvement in technical decisions.

SECTION C – ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Applicants of the DDETFP Graduate Fellowship must:

- Possess a baccalaureate degree from an accredited U.S. Institution or be a confirmed graduating senior at an accredited U.S. Institution;
- Demonstrate confirmation of acceptance in a graduate degree program at an accredited U.S. Institution no later than July 13, 2017;
- Be enrolled in an accredited U.S. Institution of higher education;
- Be pursuing a graduate degree in a full-time program in a transportation-related discipline;
- Have at least one full academic year remaining in program of study;
- Conduct ongoing research in one or more transportation-related disciplines; and
- Plan to enter the transportation profession after completing their higher level education.

Non-U.S. citizens **must** submit a **valid** copy of their Student and Exchange Visitor Information System (SEVIS) Form I-20² issued by the educational institution you attend, or the Form I-20 “Certificate of Eligibility for Nonimmigrant Status”, or the Form I-551 “Permanent Resident Card” issued by the U.S. Citizenship & Immigration Service (USCIS).

2. COST SHARING OR MATCHING

Although *this program does not require cost sharing or matching*, universities are *encouraged* to contribute resources to help leverage fellowship funding.

² Student and Exchange Visitor Information System (SEVIS) Form I-20 is a Certificate of Eligibility for Nonimmigrant Student Status for foreign exchange students who attend an educational program in the United States. Educational institutions issue Form I-20.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. APPLICATION FORMS / SUPPORTING DOCUMENTATION

The FY 2017 DDETFP Graduate Fellowship application requires online submission through the Transportation Fellowship Internship and Contractor System (TFICS). No paper applications will be accepted.

The DDETFP Graduate Fellowship TFICS application must be completely submitted to **TFICS by the Electronic Application due date and time listed on page 1. Applicants may access TFICS by visiting the following website:**

<HTTPS://FHWAAPPS.FHWA.DOT.GOV/TFICSP/SIGNIN.ASPX>

All supporting documentation must be received at the following address **by the Documentation due date and time listed on page 1.**

**Universities and Grants Programs
Center for Transportation Workforce Development, HIN-CWD
1310 North Courthouse Road, Suite 300
Arlington, VA 22201
TEL: (703) 235-0538**

Attention: U&GP DDETFP Graduate Fellowship

General Instructions: Please read the Attachment A. DDETFP Graduate Fellowship Announcement and this Notice of Funding Opportunity in their entirety before preparing the application materials. The 2017 DDETFP Graduate Fellowship application requires online submission in TFICS. No paper applications will be accepted. Applicants must register in TFICS to apply by visiting the following website

<HTTPS://FHWAAPPS.FHWA.DOT.GOV/TFICSP/SIGNIN.ASPX>

A complete application package includes the following:

- TFICS Application submission
 - Pages 1-5 must be completed with required documentation uploaded; (electronic submittal) and
 - Supporting documentation submitted to the address identified above.
- Personal Statement (Relevant Background and Future Goals); (electronic submittal)
- Proposed Research Plan (Research Plan and Plan of Study); (electronic submittal)
- Official sealed transcripts (Should be sent directly to the address identified above);
- Four recommendation letters / endorsements from four different individuals; (electronic submittal)
- Resume / Curriculum Vitae (Not to exceed two pages); (electronic submittal)
- Citizenship Documentation must be submitted if you are not a U.S. citizen – Non-U.S. citizens ***must*** submit one valid copy of their current Student and Exchange Visitor Information System (SEVIS) Form I-20 issued by the educational institution you attend or

Form I-20 "Certificate of Eligibility for Nonimmigrant Status", or Permanent Resident Card Form I-551 issued by the USCIS (electronic submittal).

2. CONTENT AND FORM OF APPLICATION SUBMISSION

Refer to Attachment A. Dwight David Eisenhower Transportation Fellowship Program (DDETFP) 2017 Eisenhower Graduate Fellowship Announcement.

Application – Page 1: Personal & Current Education Information

Here the applicant will submit their personal and current information. All fields with (*) denotes a required field. It is the applicant's responsibility to provide accurate information. If your e-mail address is not accurate you will NOT be notified of your application submission acknowledgement, or if your application was accepted for award.

Please ensure the information you have for your Faculty Advisor is correct. At the end of the application you will be required to confirm that the Faculty Advisor's email address you provided on the first page of application form is accurate and your application information will be shared with your Faculty Advisor.

Non-U.S. citizens must submit a valid copy of their Form I-20 "Certificate of Eligibility for Nonimmigrant Status", or Form I-551 "Permanent Resident Card".

Incorrect, missing documents/items or incomplete applications are grounds for rejecting the application.

Prior to submission, you will be prompted to certify that you have personally completed this application and that the information you are providing is complete and accurate. Information is subject to verification.

Application – Page 2: Activity History

Colleges/Universities Attended

- **Applicants are required to submit transcripts for all institutions in which a degree was obtained** (electronic submittal).
 - Applying for a Doctoral Fellowship: Official transcripts are required from the institution where you obtained your Master's Degree and your current institution. Later, you will be required to upload a copy to the TFICS system as directed. (electronic submittal)
 - Applying for a Master's Fellowship: Official transcripts are required from the institution where you obtained your Bachelor's Degree and your current institution. Later, you will be required to upload a copy to the TFICS system as directed. (electronic submittal)

Employers

- Please highlight all transportation related experience; (electronic submittal)
 - List only those internships/employers where a transportation function was performed.
- Later, you will be required to upload a professional resume or curriculum vitae to the TFICS system as directed. You can only upload .pdf or .docx files. This file cannot exceed 2 pages (electronic submittal).

Academic Honors, Scholarships, Offices Held in Student / Professional Organizations, etc.

- Self-explanatory; (electronic submittal)

Community Activities/Organizations

- Self-explanatory; (electronic submittal)

Experience in Transportation Education Programs

- Self-explanatory; (electronic submittal)

Application – Page 3A: Personal Statement

The Personal Statement should include relevant background and future goals. Please outline your educational and professional development plans and career goals. Describe how graduate school will prepare you for a career in transportation. (Limit 8000 characters) (electronic submittal)

Application – Page 3B: Proposed Research Plan

The Research Plan should summarize both your plan of study and research plan. Describe how your research will impact and enhance the field of transportation; contribute to an understanding of transportation, and provide societal benefits. The proposed research must be conducted in one of the transportation-related academic disciplines / fields of study identified in Section 5 of Attachment A. (Limit 8000 characters) (electronic submittal)

Application – Page 4: Recommendations

- During the application process, applicants will be prompted to provide the names and email addresses of four (4) individuals that will provide a recommendation letter on their behalf.
- TFICS provides six (6) spaces for applicants to provide the names and email addresses, however only four (4) letters are required for the application to be complete.
- It is imperative the email address you provide is correct. TFICS will send an email message to the individuals you identify. If the e-mail address is not correct, applicants could jeopardize their application because they may not have the required number of recommendations by the identified deadline.

- It is up to the applicant to follow up with their endorsers to ensure they submit the letter of recommendation. Applicants should notify endorsers of the deadlines and electronic submission requirements.
- If four original letters of recommendation are not received by the identified deadline, the application will not be considered for review.
- TFICS will not send email to your endorsers until you submit your application successfully.

Application – Page 5 Documents

Upload files as directed into TFICS. Please be sure to label files as directed in the Section 15 – How to Apply in the Eisenhower Graduate Fellowship Announcement (Attachment A). All uploaded files must be legible. Your selected files cannot exceed a total size of 5MB and can only be .pdf or .docx formats in order to be uploaded into TFICS.

Transcripts

- Upload transcripts to the TFICS system as directed. Copies of official transcripts may be uploaded with your electronic application. All uploaded files must be legible. You can only upload .pdf or .docx files. (electronic submittal)
- To complete your application, you will **also** need to send by mail official transcripts from all institutions in which a degree was obtained. Unofficial, copies, or open official copies will not be considered and the application will be considered incomplete. (paper submittal)
- Please ensure that you provide enough time for the university to process and mail the transcripts to be received by the deadline. It is the applicant's responsibility to ensure that transcripts are received by the identified deadline in order for application to be complete and eligible for review.

Resume / Curriculum Vitae

- Must be legible and cannot exceed two pages (electronic submittal).

Citizenship Documentation

- Citizenship Documentation must be submitted if you are not a U.S. citizen.
- Non-U.S. citizens must upload a valid copy of their current Form I-20 "Certificate of Eligibility for Nonimmigrant Status", or Form I-551 "Permanent Resident Card" (electronic submittal).
- Please do not upload other documentation (i.e. Social Security Card, Driver's License) as it will not be considered.

Select the Upload Type. Locate the file you are uploading. Click the  button. As you upload files, they will appear in the chart at the bottom of the page. If you do not see your files, the upload process was not successful.

Before you proceed, please review and confirm that all files are uploaded. All uploaded files must be legible. You can select up to total size of 5MB and can only upload .pdf or .docx files to TFICS.

Application – Page 6 User Agreements / Confirmations

You are required to:

- Confirm that you have read and understand the Notice of Funding Opportunity;
- Confirm that you have read and understand the information related to required documents;
- Certify that you personally have completed this application and that the information you are providing is complete and accurate. Information is subject to verification;
- Acknowledge that you understand that the application information will be shared with the Faculty Advisor when you SUBMIT the application, and that the Faculty Advisor email address you provided in the first page of application form is accurate and up to date; and
- Certify that you have attached transcript and will have your college / university send official transcripts to University and Grants Programs 1310 North Courthouse Road, Suite 300, Arlington, VA 22201. If your official transcript is not submitted the application will be incomplete and rejected.

Print the final application for your records, and then click the  button.

Once you submit your application, you will see a box that indicates “your application was successfully submitted.” You will receive an email that provides the Applicant Number and a summary.

Keep your Applicant Number as a reference and within the following months you will be notified of your application status.

3. SUBMISSION DATES AND TIMES

Application Deadline: The Eisenhower Graduate Transportation Fellowship application must be completely submitted in the FHWA TFICS system **by the Electronic Application due date and time listed on page 1.**

Supporting Documentation: All supporting material (official transcripts and certified citizenship documentation, if applicable) must be received via mail at University and Grants Programs 1310 North Courthouse Road, Suite 300, Arlington, VA 22201 no later than **the Documentation due date and time listed on page 1.**

The deadlines cited herein are the dates and times by which the agency must receive the complete application package with supporting documentation.

Late submissions **will not** be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

4. TUITION, TRB TRAVEL, STIPEND, AND TAXES

All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to the Transportation Research Board (TRB) Annual Meeting). Recipient awards will be based on the rankings from the National Selection Panel. **Recipients will receive a minimum of \$5,000.00 based on the ranking from the National Selection Panel, which may include tuition, TRB travel and stipend funding.**

Fellowship recipients should be advised that **the stipend portion of the fellowship is subject to taxation** in accordance with the U.S. Internal Revenue Service (IRS) regulations (Publication 970, dated Jan 18, 2017 available at [HTTPS://WWW.IRS.GOV/PUB/IRS-PDF/P970.PDF](https://www.irs.gov/pub/irs-pdf/p970.pdf)).

The anticipated stipends for the DDETFP Graduate Fellowship are based on academic level. Actual Stipend level may vary based upon available funding. Stipends are capped at \$1,700 per month for Master's students, and \$2,000 per month for Doctoral students from Eisenhower funding. Additional stipend amounts may be added by the University or other sources.

5. FUNDING RESTRICTIONS

Restrictions on the use of fellowship funds are as follows:

- No dependency allowances;
- Fellowship recipients are eligible for funding only during months of enrollment in full-time programs leading to graduate degrees;
- The recipient's university has the responsibility of administering the funds and for making periodic payments to the recipient; and
- Unused funds must be returned to FHWA within **90 days** of the termination date of the fellowship;
- There is a \$10,000 tuition cap per year of Eisenhower Funding.

6. EDUCATIONAL INSTITUTION ORGANIZATIONAL INFORMATION

- a) Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.
- b) The use of a Unique Entity Identifier (UEI) number is required on all applications for Federal grants or cooperative agreements. Please provide your organization's UEI (DUNS) number on all application materials.
- c) Provide a statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.
- d) Provide a statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of interest in its

application that describes in a concise manner all past, present or planned organizational, contractual or other interest(s), which may affect the Applicants' ability to perform the proposed contract in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the agreement in an impartial and objective manner. The AO will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to DOT, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the agreement pursuant to 2 CFR 200.112.

- e) Provide a statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State point of contact for such review.
- f) Terminated Contracts - List any contract/agreement that was terminated for convenience of the Government within the past 3 years, and any contract/agreement that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.
- g) Describe how your organization will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.
- h) The Applicant is directed to review Title 2 CFR §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated July 12, 2017, and Appendix A thereto, and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Notice. General terms, conditions, and governing regulations (Effective March 6, 2015) that apply will be incorporated in the award document as a General Term and Condition as referenced under this Notice's Section F. Federal Award Administration Information.
- i) Disclose any violations of Federal criminal law involving fraud, bribery, or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 entitled Remedies for Noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

7. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

Applicants are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Please ensure that your organizations UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

8. INTERGOVERNMENTAL REVIEW

An application under this Notice of Funding Opportunity is not subject to the State review under E.O. 12372.

9. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under this proposed Agreement.

10. OTHER SUBMISSION REQUIREMENTS

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA point of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications on following criteria:

MERIT: FHWA will evaluate and rank the applications against the following technical evaluation criteria. These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

The DDETFP Graduate Fellowship will be awarded on the basis of merit. Merit includes (in descending order of importance with the top three criteria being equal in importance):

- Class standing, GPA, and official university transcripts;
- Potential for Outstanding Career in Transportation (Transportation work experience, if applicable);
- Proposed Research Plan / Plan of Study
- Quality of letters of recommendation regarding the applicant's qualifications; and
- Overall quality of Application

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

FHWA will utilize the following merit review process to evaluate applications:

The Eisenhower Graduate Fellowship National Selection Panel will evaluate all **eligible** applications. This panel will be composed of prominent national transportation professionals who will review each applicant's qualifications. The recommendations for selection will be ranked in merit order and submitted to the Program Manager, to make final selections based on the Panel's recommendation. The Program Manager is the official responsible for final award selections. The Government is not obligated to make any award as a result of this announcement. It is imperative that applicants provide an accurate and current email address for themselves and their faculty advisor.

Risk Assessment

The Government will assess the risks posed by an Applicant before they receive an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant:

- (1) Applicant's quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;
- (2) Applicant's history of performance;

Note: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. The Government will evaluate the relevant merits of the Applicant's history of performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness and cost control. The history of performance will be reviewed to assure that the Applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating history of performance, the Government may consider both written information provided in the application, as well as any other information available to the Government through outside sources.

Note: The FHWA will review information provided by the Applicant, and any other relevant information known to DOT, to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the agreement pursuant to 2 CFR 200.112.

Applicant's eligibility to receive Federal funding. Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirm that the Applicant is not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making award on or about October 31, 2017.

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If you are selected for award, FHWA will notify both you and the identified university by email. FHWA will send award documents to the university for signature. Applicants not selected for award will be notified by email by FHWA.

Only the Agreement Officer (AO) can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

Notice that an Applicant has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems, if necessary. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the Applicant.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations (Effective March 6, 2015) that apply to this Agreement are available online at

[HTTPS://WWW.FHWA.DOT.GOV/CFO/CONTRACTOR_RECIP/GTANDC_GENERALTERMSCONDITIONS.CFM](https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm)

Special terms and conditions follow:

1. DATA RIGHTS

The Recipient must make available to the FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this agreement shall be in accordance with 2 CFR 200.315, Intangible property.

2. PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) as defined at CFR Part 200.79 and 2 CFR 200.82 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

3. AVAILABLE FUNDING

The total estimated amount of Federal funding that may be provided under this Agreement is listed on page1 of the award document for the entire period of performance, subject to the limitations shown below:

- a) Currently, Federal funds identified on page 1 of the award document, are obligated to this agreement.

- b) Subject to availability of funds, and an executed document by the AO, the difference between the current funding and the total estimated amount of Federal funding may be obligated to this Agreement.
- c) The FHWA's liability to make payments to the Recipient is limited to those funds obligated under this Agreement as indicated above and any subsequent amendments.

4. KEY PERSONNEL

Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

Name	Title/Position
[academic advisor]	
[student]	
(***) to be filled in at award (***)	

5. ORDER OF PRECEDENCE

The Recipient's technical application are accepted, approved, and incorporated herein as Attachments B and C respectively. In the event of any conflict between this agreement document and the Recipient's proposal and/or application, this Agreement document shall prevail.

6. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

This agreement is designated as: NON-RESEARCH

7. DISPUTES

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from one level above the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within thirty calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of Acquisition and Grants Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

3. REPORTING

The Recipient must submit the following electronically to the U&GP Program Manager at FHWA_UGP@dot.gov:

- Copy of Student Designee's completed research projects by September 30th.
- Performance Progress Report (SF-PPR) is due 90 days after the end of the Agreement period of performance.
 - To fulfill the SF-PPR Block 10, Performance Narrative requirement, the Recipient can provide summary of student designees research and confirmation that research project was submitted in electronic format to the U&GP Program Manager.
 - In the SF-PPR Block 11, Other Attachments, include the following information as attached pages:
 - Federal Financial Report (SF 425)

SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)

Address any questions to:

Universities and Grants Programs Staff
Federal Highway Administration
Center for Transportation Workforce Development
TRANSPORTATIONEDU@DOT.GOV
(703) 235-0538