

## Guidelines for MTTI Resources

The Michigan Tech Transportation Institute (MTTI) is allocated Internal Research and Development (IRAD) funding proportional to the indirect cost (IDC) recovery of MTTI Activities. These funds are used for Institute and Department operating expenses and also for strategic investments. MTTI operating expenses are presented in an annual budget that requires approval each year by the Executive Committee. The budget is to be presented for approval each year on or before June 1 for the upcoming fiscal year.

Strategic investments will be made for the purpose of supporting new or existing MTTI Activities. These investments occur as either support of *Initiatives* or through staff support provided by MTTI.

### ***Support of Initiatives***

The principal approach for strategic investment is through support of Initiatives. Initiatives are intended to develop new MTTI Activities in areas where MTTI sees opportunity for program growth, or provide support for existing MTTI Activities where such support will lead to a significant increase in external financial support for those programs. The process for funding an Initiative is as follows:

- 1) The Initiative concept is first presented to the Executive Committee by a Principal or Affiliate Member for preliminary review.
- 2) If the Executive Committee supports the Initiative concept, they will then direct the Initiative's champion to formalize a proposal including identifying other University and external partners and establishing funding recommendations.
  - a. The Initiative champion will present the Initiative proposal to the membership for review, discussion, and refinement. This may be through e-mail or formal presentation.
  - b. The Initiative is voted on by the Executive Committee.
  - c. If the Initiative is rejected by the Executive Committee, the petitioner is eligible to re-initiate the proposal or a modified version of the proposal (i.e. Step 1 of this process).
- 3) If the Executive Committee does not support the Initiative concept upon presentation (i.e. Step 1), the petitioner is eligible to present the Initiative concept directly to the MTTI Members and Friends. If the Initiative is supported by the Principal and Affiliate Members by a simple majority vote, it will move forward to Step 2 as if supported by the Executive Committee.
- 4) An approved Initiative will be carried out under the periodic review of the Executive Committee.

### ***MTTI Staff***

MTTI will retain as needed, and resources allow, permanent and part-time staff to assist MTTI Members and Friends in pursuing or conducting MTTI Activities. The MTTI Director will determine the assignment of MTTI staff to requested tasks. Priority will be given to tasks related to Revenue Activities as compared to Non-Revenue Activities. Likewise, priority will be given to tasks associated with Activities generating a higher amount of IDC recovery. Except for specific instances listed in these guidelines, the cost of staff support for an Activity will be charged to that Activity and will not be borne by MTTI without approval of the Director before the work is performed.

The duties described here may be provided by the MTTI Coordinator or *ad hoc* staff retained to accomplish specific functions. The intent of these guidelines is to outline those tasks that MTTI will undertake, and also describe the expected source of funding for each task. Listing a task in this guide does not guarantee MTTI support of that task. Likewise, tasks not listed may be undertaken. The final decision on any staff assignments is the responsibility of the MTTI Director.

## Guidelines for MTTI Resources

### MTTI Departmental Operations

*Definition:* Tasks not directly associated with creating or executing MTTI Activities.

*Explanation:* As a University organization, MTTI is classified as a department principally for the purpose of assigning its personnel to payroll. Currently, MTTI has its Director and three direct reporting employees (i.e. reporting to the MTTI Director) that require staff support: the Director of the Rail Program, the Coordinator, and the Benedict Laboratory Manger. The other direct report is the Center for Technology and Training (CTT) Director who, from time to time, receives staff support from MTTI directly but predominantly receives staff support from CTT program staff. The MTTI Coordinator, and other staff retained as needed, provide clerical and administrative support required for MTTI to function as a department.

The following is a list of general duties supporting MTTI Departmental Operations and the expected source of funding for each duty.

<b>Duty</b>	<b>Description</b>	<b>Funding</b>
Administrative & clerical support for MTTI employees	Because these individuals are assigned to MTTI as their home department, basic administrative functions on a limited and reasonable basis need to be provided by the organization. Examples include processing travel forms, processing purchase requisitions, payroll reporting, credit card reconciliation, key requests, and inter-account billing not related to a sponsored project or Activity.	MTTI
MTTI meeting coordination	Organizing meetings for MTTI business.	MTTI
MTTI publications	Creating documents such as the MTTI annual report, newsletter, statement of qualifications, charter and by-laws, and the MTTI web page.	MTTI
Outreach	Representation at trade shows or other venues, attendance at meetings, or other activities to facilitate business development.	MTTI

## Guidelines for MTTI Resources

### MTTI Activities

*Definition:* Tasks required to create or execute MTTI Activities as defined in the MTTI By-Laws.

*Explanation:* MTTI will provide limited pre-award and post-award support for MTTI Activities. This support will be for both intramural and extramural tasks for administering these Activities.

The following is a list of general duties to support MTTI Activities and the expected source of funding for each duty. *Note: Any administrative tasks involving students should be deferred by MTTI personnel to the administrative staff of the student's home department.*

Duty	Description	Funding
Pre-Award Internal Tasks	RFP scouting, communication with SPO and SPA, budget preparation, Transmittal preparation, proposal editing, proposal printing, copying, and shipment.	MTTI
Pre-Award External Tasks	Communications with sponsor, communication with sub-contractors, developing sub-contract budgets, obtaining necessary documentation from sub-contractors.	MTTI
Post-Award Internal Tasks	Quarterly/Monthly report editing, account reconciliation, budget modifications, budget reallocations, developing sub-contract scopes, obtaining necessary documentation from sub-contractors, initiation of sub-contracts.	PI or PI Dept.
Post-Award External Tasks	Communications with sponsor, communication with sub-contractors, developing sub-contract scopes, obtaining necessary documentation from sub-contractors, initiation of sub-contracts.	PI or PI Dept.

### MTTI Initiatives

*Definition:* Tasks required to develop MTTI Initiative proposals.

*Explanation:* MTTI will provide support for developing MTTI Initiatives as directed by the Executive Committee. The MTTI budget will include limited support for developing Initiatives, but in some cases additional resources may be allocated for such support. In this latter case, the additional expenses must be approved by the Executive Committee as part of directing the Initiative's champion to formalize a proposal.

Any MTTI staff support for activities resulting from a MTTI Initiative must be established prior to funding the Initiative, and must be included in the total support package for that Initiative.