ITE COUNCIL PROJECT PROPOSAL FORM – PART 1

Submittal Information:
Following Council Chair approval, project proposal form must be submitted to Douglas E. Noble (dnoble@ite.org) Coordinating Council Secretary, and copied to the appropriate ITE Council staff liaison. The proposal will be forwarded to ITE Coordinating Council Chair and Vice Chair for review.

Projects requesting financial resources or the development/revision of a standard will be reviewed and acted upon by a committee consisting of ITE CC Chair, a designated member of the current International ITE Executive Committee, the appropriate ITE Council Chair, and the ITE Executive Director. ITE Headquarters will inform the requester(s) of the decision to approve/disapprove the project.

All approved projects will be added to the ITE project database.

Date of Submittal:

Proposed Project Title:	
Project Scope or Purpose: (Please consider the international nature of ITE as you develop the project scope/purpose).	
	Informational Reports produced by the Institute contain information and data on actions or options for use relevant to particular procedures or equipment applications. Content of the Informational Report is based on the experiences of practicing transportation professionals and on research. Such reports are prepared for informational purposes only and SHALL NOT included Institute recommendations on the course of action or the preferred application of the data contained therein. Recommended Practices may include Institute recommendations on the course of action or the preferred application of the data contained therein. Before you decide whether your project will be an IR or RP, you are encouraged to review the procedures for development of both types of projects that are on the ITE's Web page at http://www.ite.org/councils/index.asp. The development process for an RP is significantly longer than the IR, and also places long term review responsibilities on the Council.

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ITE Strategic Plan Goals: (Please check one or more that apply to your project).	☐ Eliminate road fatalities. ☐ Promote sustainable transportation. ☐ Develop an efficient transportation system that serves all users. ☐ Serve as a premier source for global transportation information. ☐ Address transportation issues in public policy. ☐ Promote technical excellence in contributing to community needs. ☐ Attract talented students to the transportation profession. ☐ Promote a collegial and collaborative environment. ☐ Core Values (inspiration, integrity, social responsibility, collegiality)
Proposed Product: (Please indicate what you propose as the resulting end product).	☐ Informational Report ☐ Recommended Practice (Please Complete Part 2) ☐ Other (Please Describe)
Proposed Project Chair:	Name: _____ Title: _____ Employer: _____ Street Address: _____ City: _____ State/Province: _____ Zip Code: _____ Country: _____ Telephone: _____ Fax: _____ Email: _____
Sponsoring Council(s): (Please indicate which Council(s) you believe should have jurisdiction over the proposed project).	

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Proposed Committee Members: (Consider people who represent all users, the international component/interest, ITE District/Section involvement, and/or non-profit organizations/ professional associations that would expand the relevance of the effort).	
Estimated Time Frame: (Please be as specific as possible, including proposed meetings of the committee and milestones on development of the project with dates).	
	The project should be considered completed once it has been delivered to ITE HQ for publication or final disposition. ITE recommends that all projects be structured for completion within two years and no longer than three years. Actual publication date will depend on condition of information transferred to ITE HQ, copyright issues that need to be addressed, and publication department schedules.
Anticipated Audience:	
Reason for ITE Undertaking Project: (Please consider the relevant work in the area completed to date and how this would relate to that work).	

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Total Voluntary Effort: (Please indicate if you anticipate this project to be undertaken as a totally voluntary effort).	☐ Yes ☐ No (Please Explain, Especially if a Web-Based Project)
	Please note that administrative costs associated with the proposed Committee such as mailings, meeting space at ITE meetings, and copyediting, layout and design of the final product are costs already assumed by ITE in the project development process and need not be addressed as part of this question. A Web-based product is not covered under normal administrative costs. Specific dollar estimates for Web-based or non-volunteer efforts in a project should not be included on this form. Those estimates will be established by ITE.
Proposer Contact Information:	Name:_____ Title: _____ Employer: _____ Street Address: _____ City: _____ State/Province: _____ Zip Code: _____ Country: _____ Telephone: _____ Fax: _____ Email: _____

Thank you for submitting the proposed project!

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The ITE Standing Committee on Recommended Practices, Coordinating Council, and International Board of Direction have adopted the following criteria for the development and retention of ITE recommended practices. Please briefly indicate how your proposed project will satisfy the following criteria:

Need: (Is there a need for this RP that is not being filled by another organization? Is ITE the most appropriate organization to develop and maintain RP?)	
Direct Concern: (Is this proposed RP of direct concern to the practice of transportation engineers and members of the Institute?)	
Necessary: (Is the proposed RP necessary for the protection of life, safety or transportation performance?)	

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Product Interference: (Will a proposed RP unnecessarily interfere with or contribute to the marketing of a product?)	
Technical Justification: (What is the technical justification for developing this proposed RP?)	
Necessary Resources: (Is a combination of volunteer, staff, and financial resources available and committed to support the development and maintenance of the RP?)	

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Scope: (Please spell out what the committee will do to accomplish the proposed RP task and the resources that will be needed. Attach if separate document)	
Committee Members: (Please provide a preliminary list of potential committee members, describing their backgrounds and reasons for service on the committee, or a recommendation to assign the project to an existing ITE committee or joint committee with other organizations.)	