

how to guide: RESEARCH CONTRACT ADMINISTRATION (RCA)

ABOUT RCA

The Research Contract Administration (RCA) is the web-based portal used by the Research Center at the Florida Department of Transportation to manage its research program. Research at FDOT is a broad-based, multi-modal program which encompasses a wide range of universities and private firms. The Research Center typically has over 125 active projects at any given time.

RCA Permissions

RCA is a permissions-based system. Users are assigned permissions depending on their role in the research process and those permissions govern what that user can see and do in RCA.

Principal investigators (PI) and project managers (PM) can only see and act on contracts with which they are associated. For example, a principal investigator at the University of Florida will only see projects which are assigned to them as the PI, not all projects contracted with the University of Florida.

Accounting and sponsored research contacts will be able to view and act on contracts associated with their university or private firm.

If you have logged in to RCA and do not see a contract with which you are associated, please contact the Research Center.

ACCESSING RCA

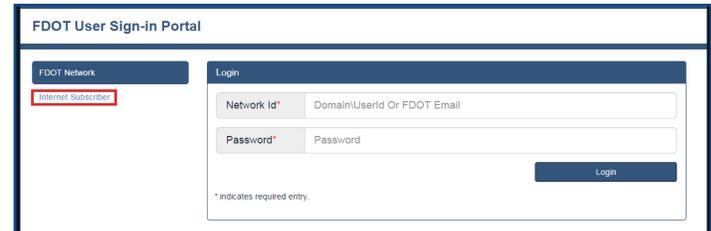
Research Contract Administration is available from the Research Center home page located at <http://www.dot.state.fl.us/research-center>.

Click RCA in the left sidebar.

Creating an account

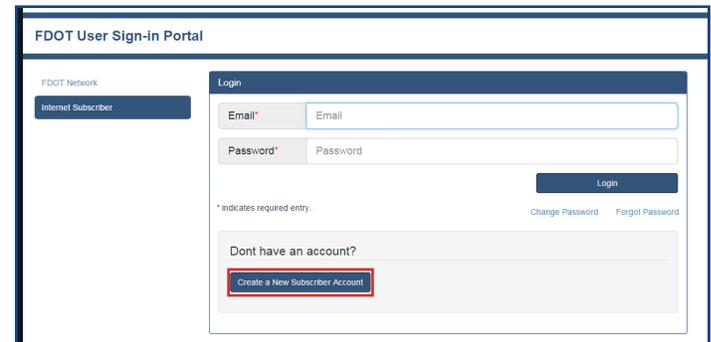
If you are not an FDOT employee, you will first need to create an Internet Subscriber Account in order to access RCA. Internet Subscriber Accounts are used to provide access to all FDOT applications for non-FDOT personnel.

1. From the login screen, click Internet Subscriber.

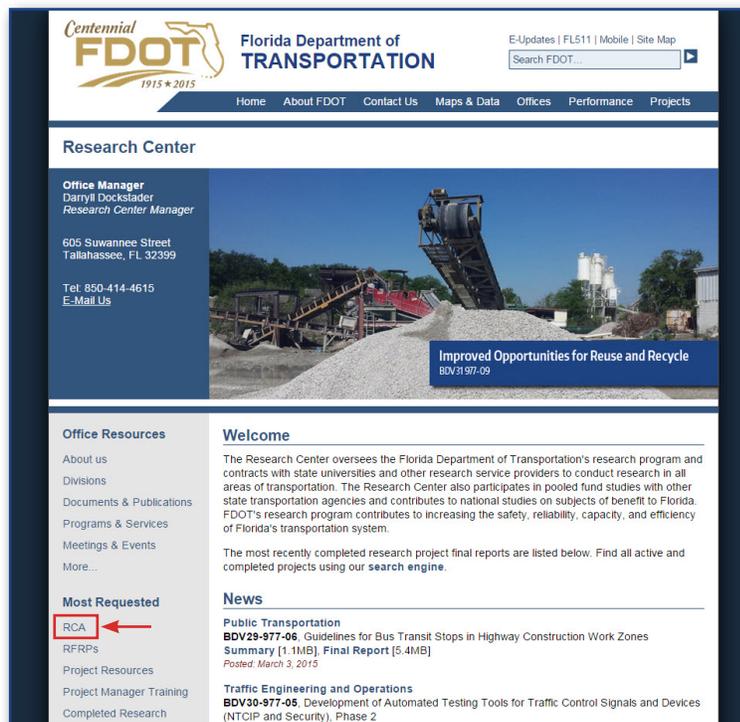


The screenshot shows the 'FDOT User Sign-in Portal' with a 'Login' form. On the left, under 'FDOT Network', the 'Internet Subscriber' option is highlighted with a red box. The login form includes fields for 'Network Id*' (with a hint 'Domain/UserId Or FDOT Email') and 'Password*', and a 'Login' button. A note at the bottom states '* indicates required entry.'

2. Next, click Create a New Subscriber Account.



The screenshot shows the 'FDOT User Sign-in Portal' with a 'Login' form. Below the form, there is a section titled 'Dont have an account?' with a link 'Create a New Subscriber Account' highlighted by a red box. There are also links for 'Change Password' and 'Forgot Password'.



The screenshot shows the Florida Department of Transportation Research Center home page. The header includes the FDOT logo and navigation links. The main content area features a 'Welcome' message and a 'News' section. On the left sidebar, under 'Most Requested', the 'RCA' link is highlighted with a red box and a red arrow.

3. Enter all required information including a valid email address, first name, last name, a security question and password. Passwords must contain one upper case letter, one lower case letter, a number and a special character.

Be sure to check "I have read and agree with the terms of use."

4. Click Create Account.

5. A confirmation notice will pop up. Click Continue.

6. A confirmation email will be sent to the email address entered. Click the link in this email to complete your account setup.

7. A page will open in your web browser. Enter the password you chose during set up and click Complete Account Creation Process.

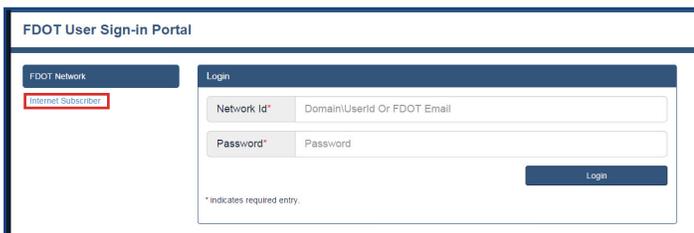
8. The information originally entered will appear. Take this opportunity to verify that all information entered is correct. If all information is correct, no action needs to be taken on this page.

Your internet subscriber account has been successfully created and is ready for use.

Logging in as a non-FDOT employee

Once you have created an Internet Subscriber Account, logging in is simple.

1. Click Internet Subscriber.



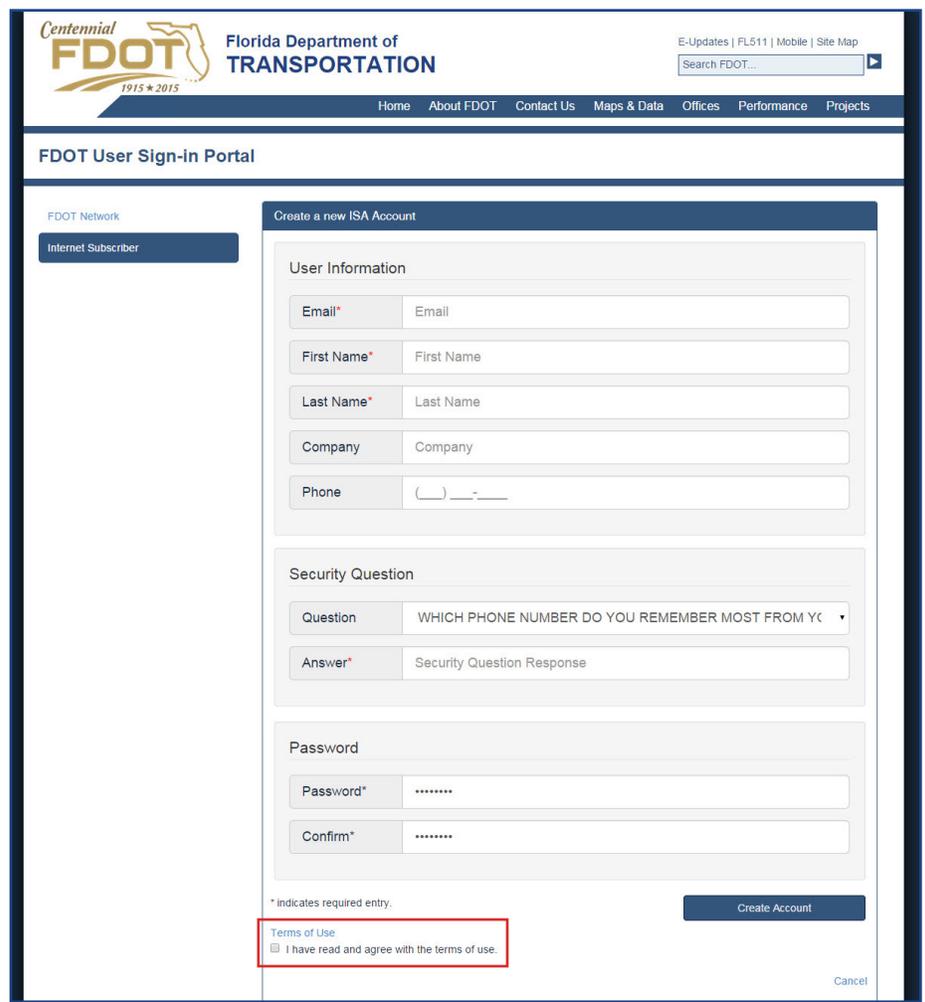
The screenshot shows the 'FDOT User Sign-in Portal' with a navigation menu on the left. The 'Internet Subscriber' link is highlighted with a red box. The main content area shows a 'Login' form with fields for 'Network Id*' (Domain/UserId Or FDOT Email) and 'Password*', and a 'Login' button. A note below the form states '* indicates required entry.'

2. Enter your email address and ISA password.

3. Click Login.

4. The Terms of Service regarding the use of RCA will pop up. Click Agree.

The RCA Home Page will then appear.

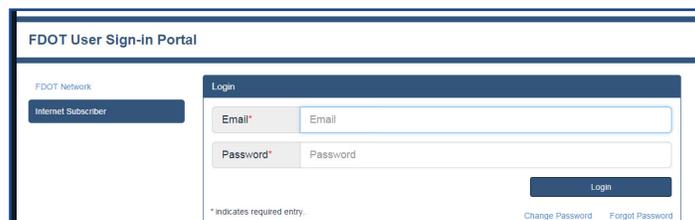


The screenshot shows the 'Create a new ISA Account' form. It includes sections for 'User Information' (Email, First Name, Last Name, Company, Phone), 'Security Question' (Question: WHICH PHONE NUMBER DO YOU REMEMBER MOST FROM Y..., Answer: Security Question Response), and 'Password' (Password, Confirm). A red box highlights the 'Terms of Use' section with the checkbox 'I have read and agree with the terms of use.' checked. A 'Create Account' button is at the bottom right, and a 'Cancel' link is at the bottom right.

Logging in for FDOT employees

FDOT employees can use their email address or network login credentials to access RCA.

If you use your network login, be sure to include the domain designation. For example, Central Office employees will need to enter CO\ before their username.



The screenshot shows the 'FDOT User Sign-in Portal' with a navigation menu on the left. The 'Internet Subscriber' link is highlighted. The main content area shows a 'Login' form with fields for 'Email*' and 'Password*', and a 'Login' button. A note below the form states '* indicates required entry.' There are also links for 'Change Password' and 'Forgot Password' at the bottom right.

PRINCIPAL INVESTIGATORS

As RCA is customized by user types, the following section will contain instructions specific to Principal Investigators.

Instructions for Project Managers begin on page 7.
Instructions for Vendor Contacts begin on page 12.

Navigating through RCA

Once logged in to RCA, the Home page will appear. From here, you can access all areas of RCA.

Quickly access all pending items from the front page, including invoices, deliverables, amendments, and draft reports. Pending Invoices will show you all invoices for contracts with which you are associated which have not been approved by the Project Manager.

Click Pending Deliverables to see any deliverables for your contracts which have been submitted but have not been approved by the Project Manager.

Pending Amendments will list any amendments that have been submitted for your contracts which have not been executed.

Similarly, Pending Drafts will list any draft final report submissions made for your projects which have not been approved by the Project Manager.

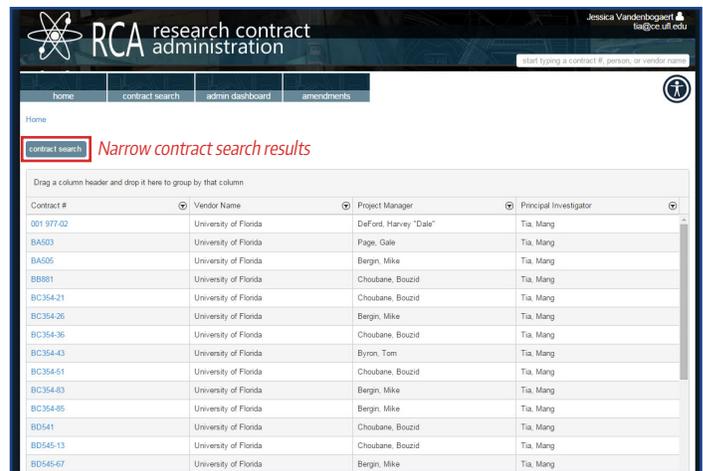
Accessing a Research Contract

Research contracts can be accessed in several ways. You can click Contracts on the home page or click Contract Search in the menu bar. You can also search for a contract by contract number in the search bar in the upper right corner.

Viewing a Contract

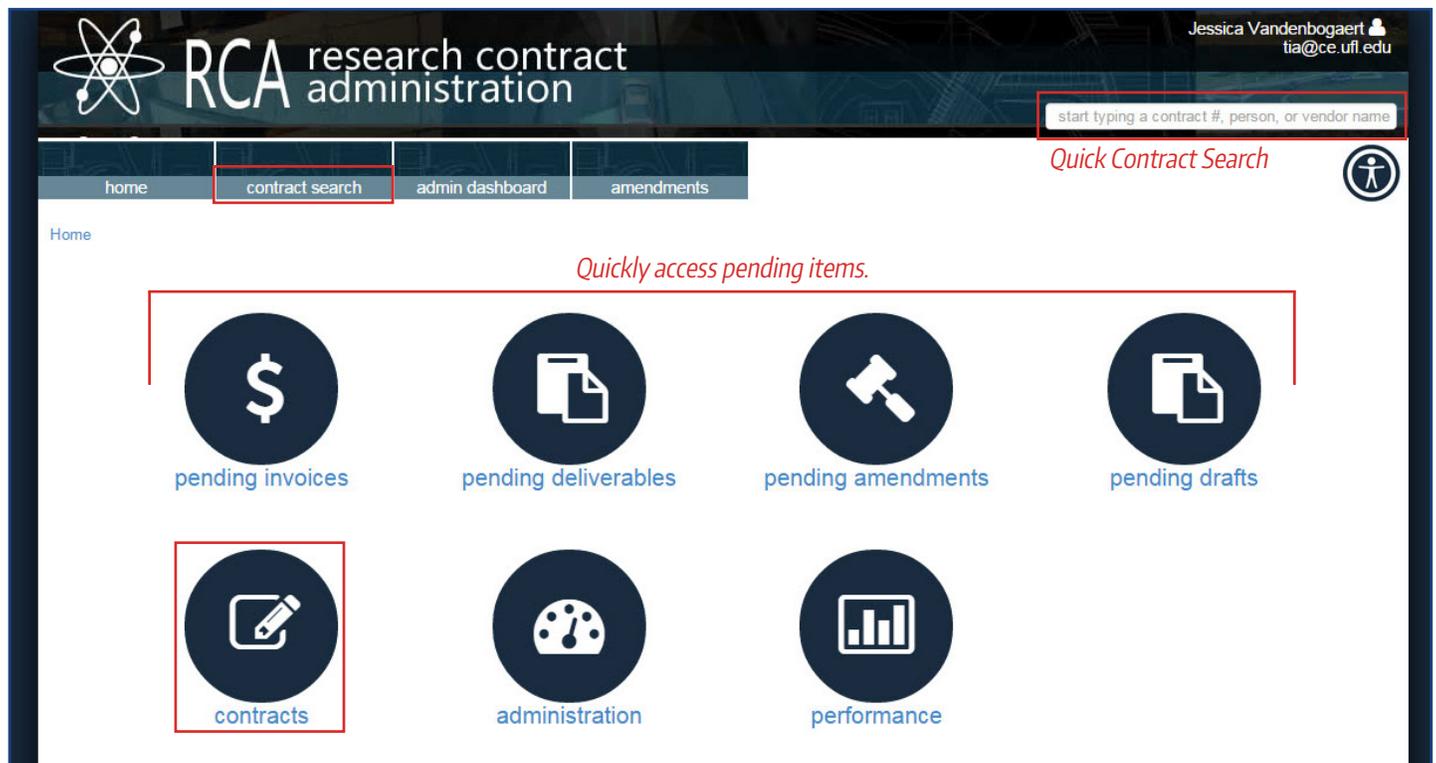
To access a specific contract, click Contract Search in the menu bar. **Only contracts with which you are specifically associated will appear in the contract grid.**

To narrow the results, click Contract Search. You can then enter search terms including contract number, contractor, last name, status or start and end dates. Then click Submit. Results will appear in the grid.



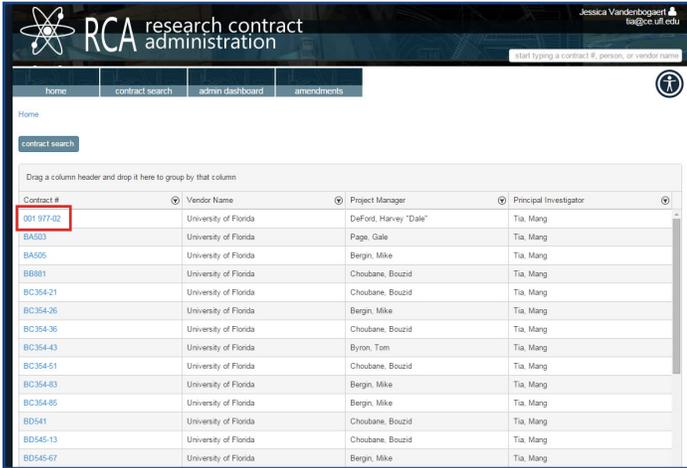
The screenshot shows the 'contract search' results page. At the top, there is a search bar with the text 'start typing a contract #, person, or vendor name'. Below the search bar, there is a table with the following columns: Contract #, Vendor Name, Project Manager, and Principal Investigator. The table contains 15 rows of data.

Contract #	Vendor Name	Project Manager	Principal Investigator
001 977-02	University of Florida	DeFord, Harvey "Dale"	Tia, Mang
BA503	University of Florida	Page, Gale	Tia, Mang
BA505	University of Florida	Bergin, Mike	Tia, Mang
BB881	University of Florida	Chouabane, Bouzid	Tia, Mang
BC354-21	University of Florida	Chouabane, Bouzid	Tia, Mang
BC354-26	University of Florida	Bergin, Mike	Tia, Mang
BC354-36	University of Florida	Chouabane, Bouzid	Tia, Mang
BC354-43	University of Florida	Byron, Tom	Tia, Mang
BC354-51	University of Florida	Chouabane, Bouzid	Tia, Mang
BC354-83	University of Florida	Bergin, Mike	Tia, Mang
BC354-85	University of Florida	Bergin, Mike	Tia, Mang
BD541	University of Florida	Chouabane, Bouzid	Tia, Mang
BD545-13	University of Florida	Chouabane, Bouzid	Tia, Mang
BD545-67	University of Florida	Bergin, Mike	Tia, Mang



The screenshot shows the home page of the RCA research contract administration system. At the top, there is a navigation bar with the following items: home, contract search, admin dashboard, and amendments. The 'contract search' item is highlighted with a red box. To the right of the navigation bar, there is a search bar with the text 'start typing a contract #, person, or vendor name' and a 'Quick Contract Search' button. Below the navigation bar, there is a section titled 'Quickly access pending items.' which contains seven icons representing different pending items: pending invoices, pending deliverables, pending amendments, pending drafts, contracts, administration, and performance. The 'contracts' icon is highlighted with a red box.

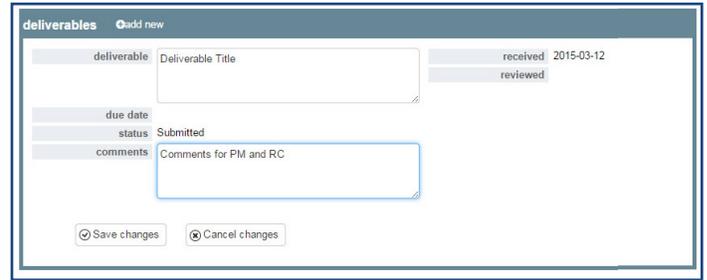
Click the contract number to view the details of a contract and take action.



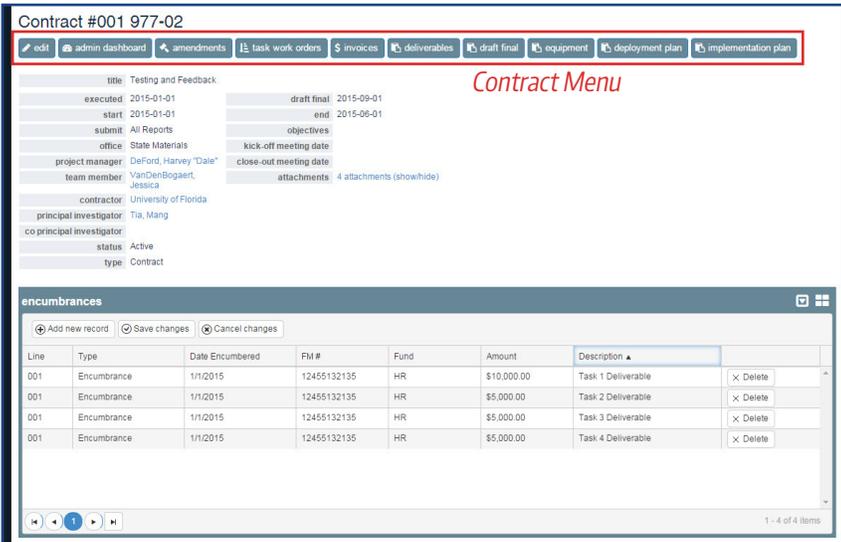
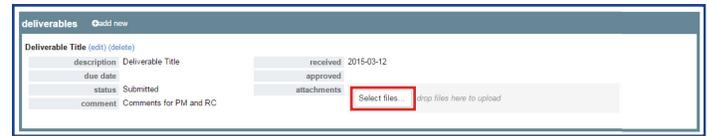
Contract Home Screen

The contract home screen lists all of the details associated with a contract including start date, end date, PI and PM, etc. as well as the contract menu. All action that can be taken on the contract starts with the contract menu.

Enter the name of the deliverable and any comments you may wish the Research Center or the Project Manager to see. Click save changes.



Then, you need to upload the deliverable file to RCA. Click Select Files. Navigate to the file you would like to upload and click upload.



The Research Center will be notified that the deliverable is now ready to be reviewed.

You will receive a notification once action has been taken on the deliverable by the Research Center. If the deliverable is approved, it will then go to the Project Manager for review.

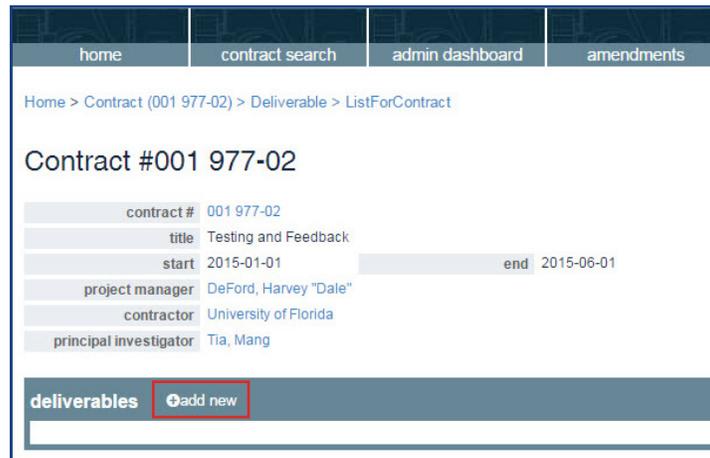
If the deliverable is rejected by the Research Center, any issues with the deliverable will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the deliverable, you and the Sponsored Research

Submitting a deliverable

Depending on the scope and terms of your specific contract or task work order, deliverables may be required to be submitted and approved.

To submit a deliverable, click Deliverables from the contract menu. Then, click Add New.



or Accounting contacts at your organization will receive a notification of their decision. If the deliverable is approved, an invoice can then be submitted for payment.

If the deliverable is rejected by the Project Manager, any issues will need to be corrected and resubmitted through RCA.

Submitting an invoice

Once a deliverable has been approved by the Project Manager, an invoice can then be submitted. Invoices can be submitted by the PI, the PM or a contractor contact such as a member of the accounting department.

From the contract screen, click Invoices. Then, click Add New.

Contract #001 977-02

contract #	001 977-02		
title	Testing and Feedback		
start	2015-01-01	end	2015-06-01
project manager	DeFord, Harvey "Dale"		
contractor	University of Florida		
principal investigator	Tia, Mang		

invoices **Add new**

Enter the name of the invoice and any comments you may wish the Research Center or the Project Manager to see. Click save changes.

invoices **Add new**

invoice #	<input type="text"/>	received	2015-03-12
fm #	<input type="text"/>	approved	
amount	10000	paid	
status	Submitted		
comments	<input type="text"/>		

Then, upload the invoice file to RCA. Click Select Files. Navigate to the file you would like to upload and click upload.

invoices **Add new**

invoice #	<input type="text"/>	received	2015-03-12
fm #	<input type="text"/>	approved	
amount	\$10,000.00	paid	
status	Submitted	attachments	Select files drop files here to upload
comment	Comments for the PM and RC		

The Research Center will be notified that an invoice is ready to be reviewed.

Invoices undergo the same approval process as a deliverable. You and the Sponsored Research or Accounting contacts at your organization will receive a notification once action has been taken on the invoice by the Research Center. If the invoice is approved, it will then go to the Project Manager for review.

If the invoice is rejected by the Research Center, any issues with the invoice will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the invoice, you will receive a notification of their decision and a separate notification upon payment of the invoice.

Submitting a draft final report

Draft final reports are typically due 90 days prior to the expiration date of the contract. Please remember that **draft final reports are not rough drafts** and should be high quality and publication ready. Feel free to collaborate with your Project Manager prior to submission to the Research Center in order to ensure as high a quality as possible.

Contract #001 977-02

contract #	001 977-02		
title	Testing and Feedback		
start	2015-01-01	end	2015-06-01
project manager	DeFord, Harvey "Dale"		
contractor	University of Florida		
principal investigator	Tia, Mang		

drafts **Add new**

To submit a draft final to the Research Center, click Draft Final from the contract screen. Then, click Add New. Enter a name for your draft final and any comments you may wish the Research Center or the Project Manager to see. Click save changes.

drafts **Add new**

deliverable	<input type="text"/>	received	2015-03-12
due date	<input type="text"/>	reviewed	
status	Submitted		
comments	<input type="text"/>		

Then, choose the file to upload to RCA. Click Select Files. Navigate to the file you would like to submit and click upload.

drafts

description	Draft Final Report	received	2015-03-12
due date	<input type="text"/>	approved	
status	Submitted	attachments	Select files drop files here to upload
comment	Comments for the PM and RC		

The Research Center will be notified that a draft final is now ready to be reviewed.

You will receive a notification once action has been taken on the draft final by the Research Center. If the draft final is approved, it will then go to the Project Manager for review. The Research Center will also conduct a non-technical editorial review pursuant to contract requirements. This editorial review will be emailed to the PM as well as uploaded to RCA for reference.

If the draft final is rejected by the Research Center, any issues with the draft final will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the draft final, you and the Sponsored Research or Accounting contacts at your organization will receive a notification of their decision. If the draft final is approved, an invoice can then be submitted for payment.

If the draft final is rejected by the Project Manager, any issues will need to be corrected and resubmitted through RCA.

Submitting an amendment

Any modification to an executed contract or task work order requires an amendment to that contract or task work order. Modifications include additional time, an increase or decrease in funding, change in the scope of the project, change of project title or project investigator.

Amendments cannot be accepted if the master agreement has expired, the task work order has expired, all funds have been expended or all contracted services have been delivered.

The amendment process begins in RCA: From the contract screen, click Amendments. Then, click Add New.

Depending on the nature of the amendment requested, fill out the section of the form relative to the amendment request including a justification and any necessary attachments. You do not need to fill out the executed

date as that will be added later once the amendment is executed.

Once completed, scroll to the bottom and click save changes.

The Research Center will be notified that an amendment is ready to be reviewed.

You will receive a notification once action has been taken on the amendment by the Research Center. If the amendment is approved, it will then go to the Project Manager for review.

If the amendment is rejected by the Research Center, any issues with the amendment will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the invoice, you will receive a notification of their decision. The Research Center will then process the amendment and provide an executed date. **The requested modifications are not authorized until all necessary approvals have been received and the amendment has been fully executed.**

PROJECT MANAGER

As RCA is customized by user types, the following section will contain instructions specific to Project Managers.

Instructions for Principal Investigators begin on page 3.
Instructions for Vendor Contacts begin on page 12.

Navigating through RCA

Once logged in to RCA, the Home page will appear. From here, you can access all areas of RCA.

Quickly access all pending items from the front page, including invoices, deliverables, amendments, and draft reports. Pending Invoices will show you all invoices for contracts with which you are associated which have not been approved by the Project Manager.

Click Pending Deliverables to see any deliverables for your contracts which have been submitted but have not been approved by the Project Manager.

Pending Amendments will list any amendments that have been submitted for your contracts which have not been executed.

Similarly, Pending Drafts will list any draft final report submissions made for your projects which have not been approved by the Project Manager.

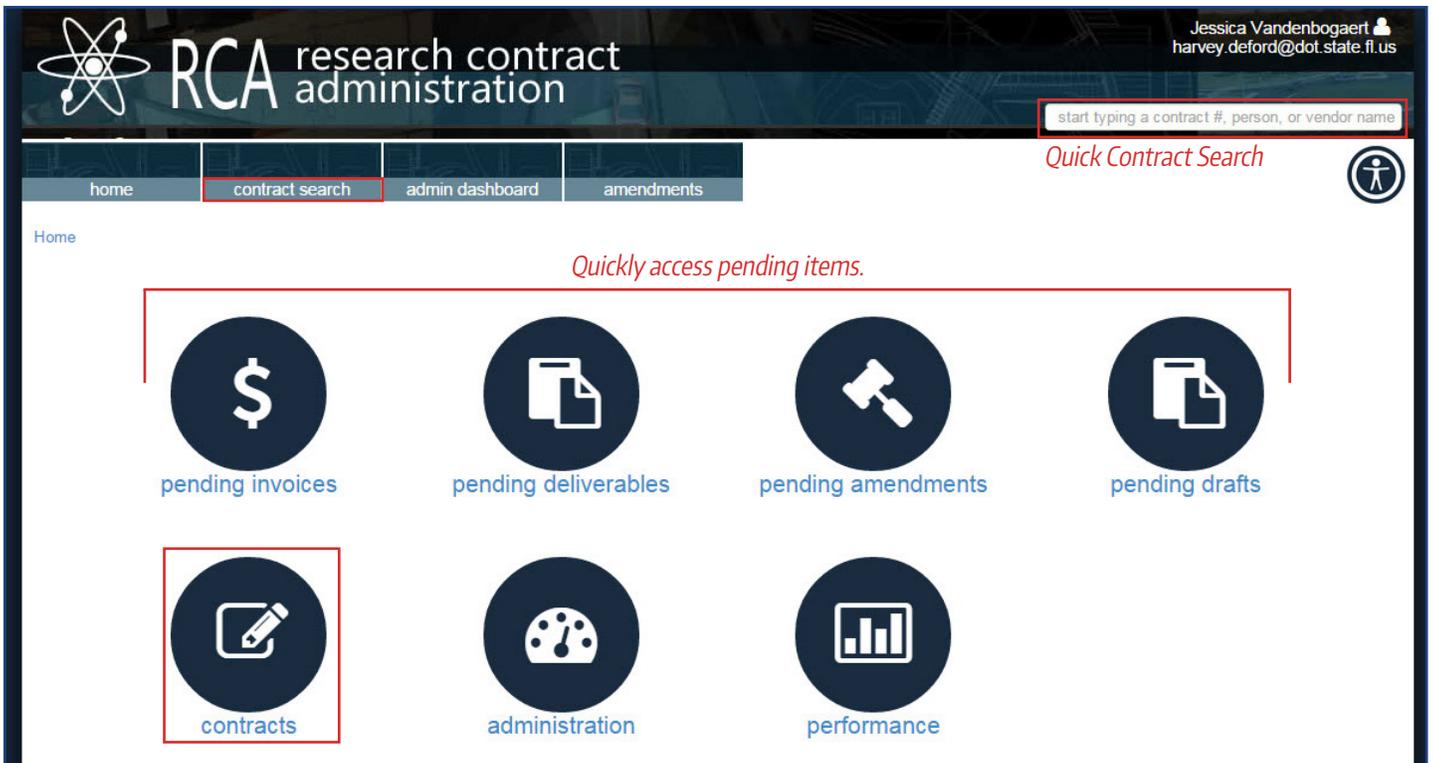
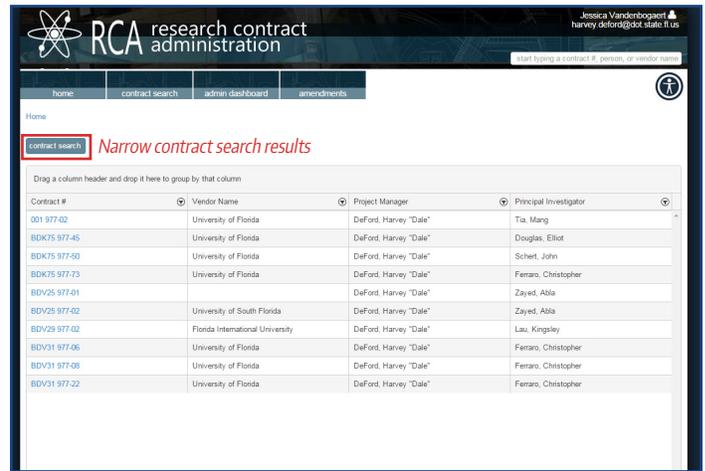
Accessing a Research Contract

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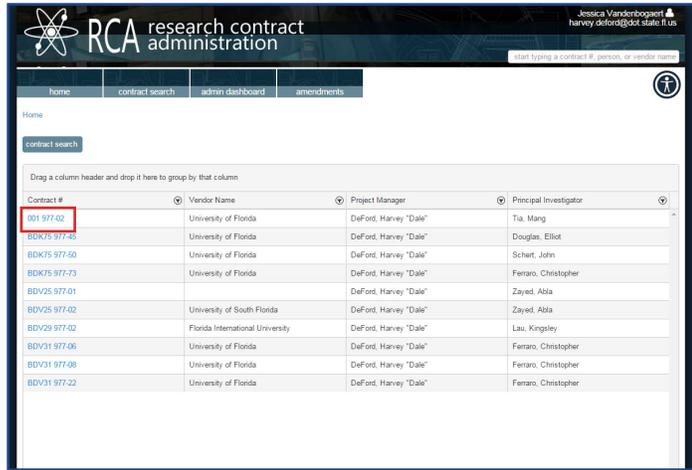
Viewing a Contract

To access a specific contract, click Contract Search in the menu bar. **Only contracts with which you are specifically associated will appear in the contract grid.**

To narrow the results, click Contract Search. You can then enter search terms including contract number, contractor, last name, status or start and end dates. Then click Submit. Results will appear in the grid.

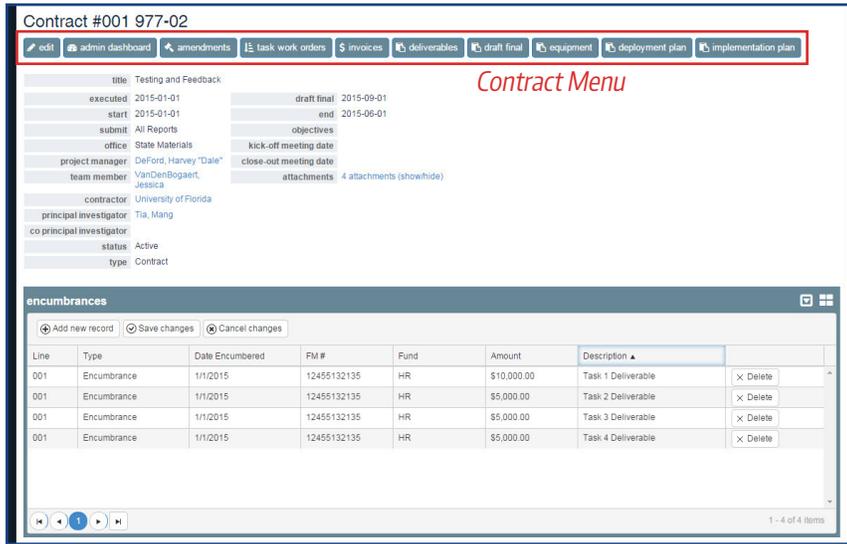


Click the contract number to view the details of a contract and take action.



Contract Home Screen

The contract home screen lists all of the details associated with a contract including start date, end date, PI and PM, etc. as well as the contract menu. All action that can be taken on the contract starts with the contract menu.



Approving a deliverable

Deliverables submitted by a principal investigator are approved or rejected through RCA. Once a deliverable submitted by the PI is accepted by the Research Center, you will receive an email notification that a deliverable is ready for your review.

Deliverables pending review can be accessed two ways: Pending Deliverables from the home page or from the deliverables section of a specific contract.

Using Pending Deliverables

The Pending Deliverables screen will show only deliverables which require action by the Project Manager. Download the deliverable from the attachment section and review it.



If the deliverable is acceptable, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are issues with the deliverable as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Accessing Deliverables from the Contract Screen

Navigate to the specific contract with a deliverable needing action. Click Deliverables from the contract menu.

All deliverables submitted for that contract will appear. Look for the deliverable with an In Review status to locate the deliverable that is pending review.

Click download in the attachment section to download the deliverable file and review it.



If the deliverable is acceptable, click approve. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are issues with the deliverable as submitted, click reject. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Approving an invoice

Once deliverables have been approved, invoices are also submitted and approved through RCA.

As with deliverables, invoices pending PM review are accessible from both pending invoices on the home page or from the invoices section of a specific contract.

Using Pending Invoices

The Pending Invoices screen will show only those invoices which require action by the Project Manager.

Download the pending invoice from the attachment section and review it for accuracy.



If the invoice is acceptable as submitted, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are issues with the invoice as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Accessing Invoices from the Contract Screen

Navigate to the specific contract with an invoice needing action. Click Invoices from the contract menu.

All invoices submitted for that contract will appear. Look for the invoice with an In Review status to locate the invoice that is pending review.

Click download in the attachment section to download the invoice file and review it.



If the invoice is acceptable, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are issues with the invoice as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Approving a draft final report

Draft final reports are typically due 90 days prior to the expiration date of the contract. Please remember that **draft final reports are not rough drafts and should be high quality and publication ready**. Feel free to collaborate with your principal investigator prior to submission to the Research Center in order to ensure as high a quality as possible.

Once a draft final is submitted by the principal investigator, the Research Center will first review the draft final. If the draft final is approved, you will receive notification that that the draft final is ready for final review. Within ten days, the Research Center will provide the editorial review to the project manager. As the project managers are responsible for the overall quality of reports, they may accept all, some, or none of the non-technical review comments. This editorial review will be emailed to the PM as well as uploaded to RCA for reference.

If the draft final is rejected by the Research Center, any issues with the draft final report will need to be corrected by the principal investigator and resubmitted through RCA. Project managers typically have 30 days to approve or reject a draft final to approve the final payment for the contract.

Like deliverables and invoices, draft final reports can be accessed two ways: click pending drafts from the home page or from the draft final section of a specific contract.

Using Pending Drafts

The Pending Drafts screen will show only draft final reports which require action by the Project Manager.

Download the draft final report from the attachment section and review it.



If the draft final is acceptable, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

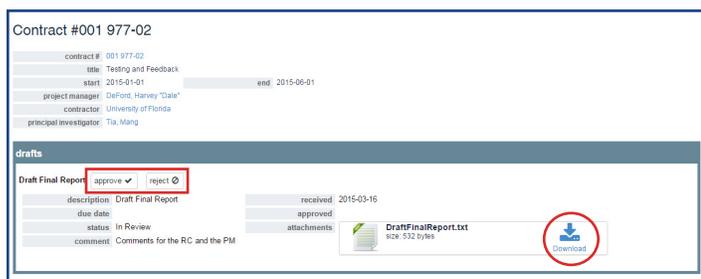
If there are issues with the draft final as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Accessing Draft Final Reports from the Contract Screen

Navigate to the specific contract with a draft final report needing action. Then, click Draft Final from the contract menu.

All draft final reports submitted for that contract will appear. Look for the draft final with an In Review status to locate the report that is pending review.

Click download in the attachment section to download the file and review it.



If the draft final report is acceptable, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are any issues with the draft final report as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Approving an amendment

Any modification to an executed contract or task work order requires an amendment to that contract or task work order. Modifications include additional time, an increase or decrease in funding, change in the scope of the project, change of project title or project investigator.

Amendments cannot be accepted if the master agreement has expired, the task work order has expired, all funds have been expended or all contracted services have been delivered.

The amendment process begins in RCA when a Principal Investigator submits an amendment in RCA. First, the Research Center will provide a preliminary review and approve or reject the amendment request. Notification will be automatically sent to the Principal Investigator and the Project Manager.

Once action has been taken on the amendment by the Research Center, the amendment will be available for review by the Project Manager.

Like invoices, deliverables and draft final reports, pending amendments can be accessed in two ways: from the Pending Amendments section or from the amendments section of the specific contract.

Using Pending Amendments

The Pending Amendments screen will show only amendments which require action by the Project Manager. Click View to see the details of the requested amendment.



The expanded amendment screen will list the details of the requested amendment.

Amendment to contract #001 977-02

contract # 001 977-02
 title Testing and Feedback
 start 2015-01-01 end 2015-06-01
 project manager DeFord, Harvey "Dale"
 contractor University of Florida
 principal investigator Tia, Mang
 status Submitted

Executed

executed

Additional Time
Request for additional time for completion of services

end date 2015-06-01 → 2015-12-31
justification

If the amendment is acceptable as submitted, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are issues with the amendment as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct issues.

Accessing Amendments from the Contract Screen

Navigate to the specific contract with an amendment needing action. Then, click Amendments from the contract menu.

Contract #001 977-02

title Testing and Feedback
 executed 2015-01-01 draft final 2015-09-01
 start 2015-01-01 end 2015-06-01
 submit All Reports objectives
 office State Materials kick-off meeting date
 project manager DeFord, Harvey "Dale" close-out meeting date
 team member VanDenBogaert, Jessica attachments 4 attachments (showhide)
 contractor University of Florida
 principal investigator Tia, Mang
 co principal investigator
 status Active
 type Contract

All amendments submitted for that contract will appear. Look for the amendment with an **In Review** status to locate the amendment that is pending review. Click **view** to expand the details of the submitted amendment.

Amendments for contract #001 977-02

contract # 001 977-02
 title Testing and Feedback
 start 2015-01-01 end 2015-06-01
 project manager DeFord, Harvey "Dale"
 contractor University of Florida
 principal investigator Tia, Mang

amendments

status In Review type End Date

If the amendment is acceptable as submitted, click **approve**. Notification will be automatically sent to the Principal Investigator and the Research Center.

If there are issues with the amendment as submitted, click **reject**. Notification will be automatically sent to the Principal Investigator and the Research Center. You may also need to reach out directly to the Principal Investigator with further direction in order to correct any issues.

Amendment to contract #001 977-02

contract # 001 977-02
 title Testing and Feedback
 start 2015-01-01 end 2015-06-01
 project manager DeFord, Harvey "Dale"
 contractor University of Florida
 principal investigator Tia, Mang
 status Submitted

Executed

executed

Additional Time
Request for additional time for completion of services

end date 2015-06-01 → 2015-12-31
justification

Completing the Deployment Plan

After a new contract has been executed, the deployment plan should be completed by the Project Manager before a kickoff meeting is held with the Research Center. This plan is completed in RCA.

From the contract screen, click Deployment Plan.

The deployment plan is broken up into sections including project information, implementation, performance measures, technology transfer, marketing and training.

Click on each section heading to open that section and answer each question to the best of your ability.

Project Information unlocked

Please identify any other offices that may be affected by the outcome of this research
select offices...

Implementation
Performance Measures
Technology Transfer
Marketing
Training

Save Cancel

Once all of the sections is complete, click **save**.

The deployment plan can continue to be modified until locked by the Research Center.

VENDOR CONTACT

As RCA is customized by user types, the following section will contain instructions specific to vendor contacts.

Instructions for Principal Investigators begin on page 3.
Instructions for Project Managers begin on page 7.

Navigating through RCA

Once logged in to RCA, the Home page will appear. From here, you can access all areas of RCA.

Quickly access all pending items from the front page, including invoices, deliverables, amendments, and draft reports. Pending Invoices will show you all invoices for contracts with which you are associated which have not been approved by the Project Manager.

Click Pending Deliverables to see any deliverables for your contracts which have been submitted but have not been approved by the Project Manager.

Pending Amendments will list any amendments that have been submitted for your contracts which have not been executed.

Similarly, Pending Drafts will list any draft final report submissions made for your projects which have not been approved by the Project Manager.

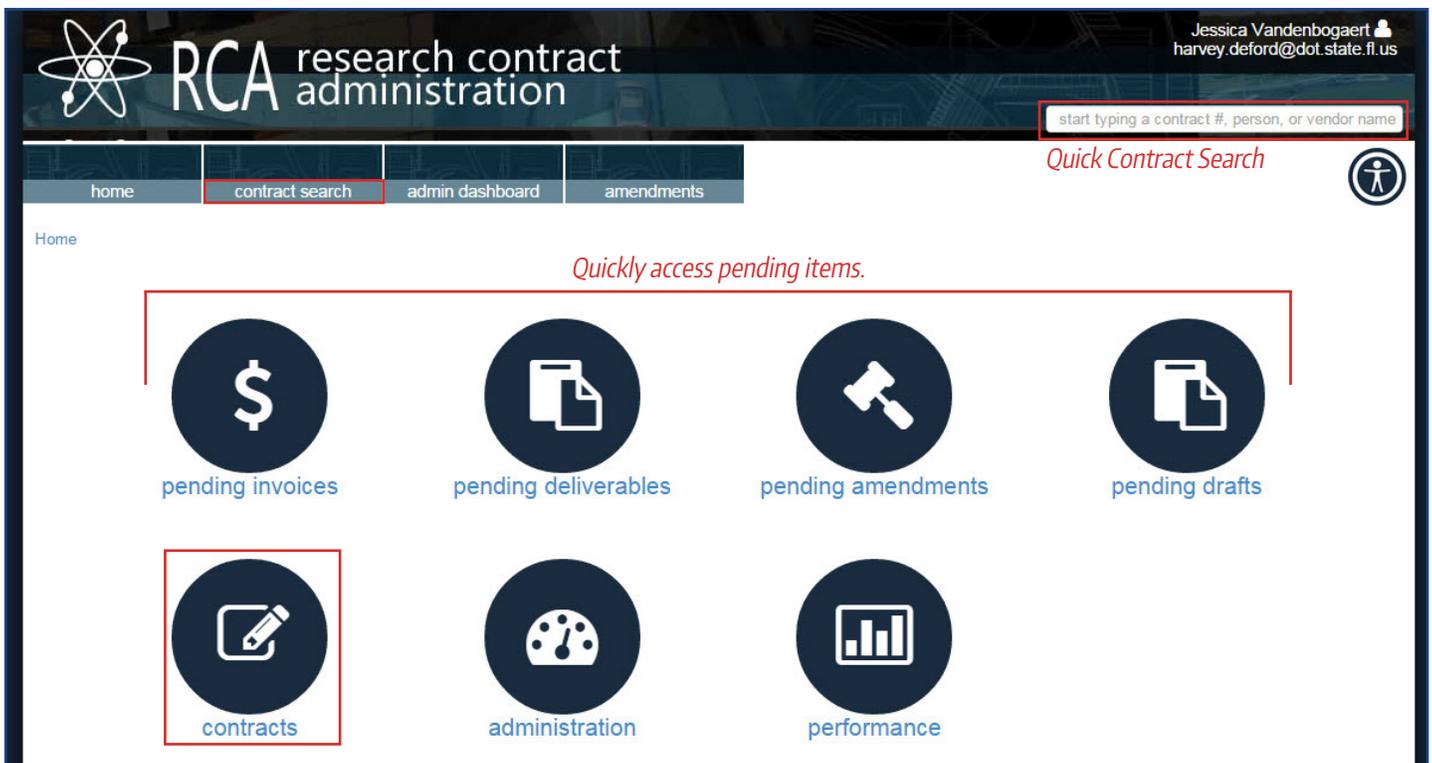
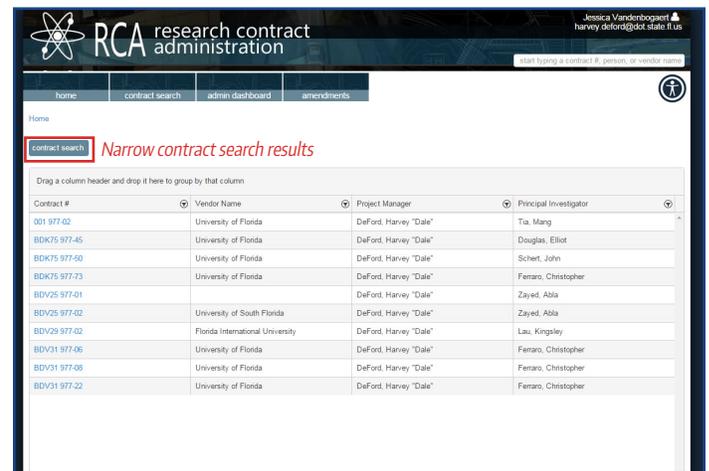
Accessing Contracts

Research contracts can be accessed in several ways. You can click Contracts on the home page or click Contract Search in the menu bar. You can also search for a contract by contract number in the search bar in the upper right corner.

Viewing a Contract

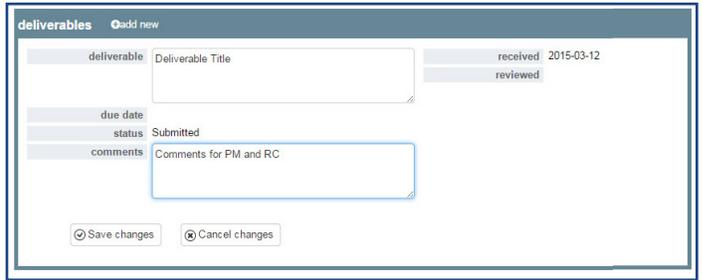
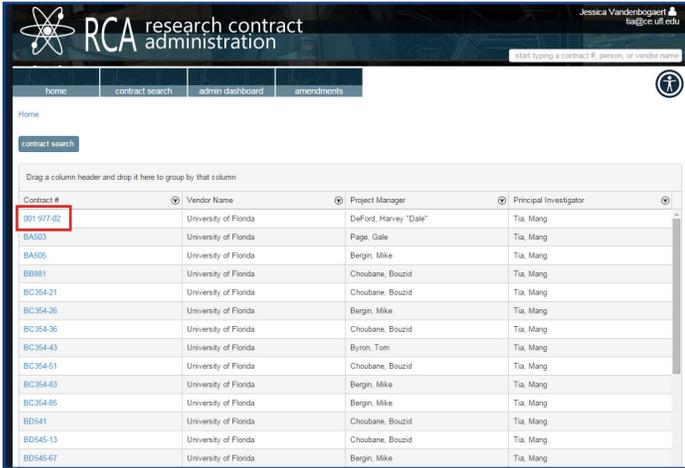
To access a specific contract, click Contract Search in the menu bar. Every contract with which your organization is associated will appear in the contract grid.

To narrow the results, click Contract Search. You can then enter search terms including contract number, contractor, last name, status or start and end dates. Then click Submit. Results will appear in the grid.



Click the contract number to view the details of a contract and take action.

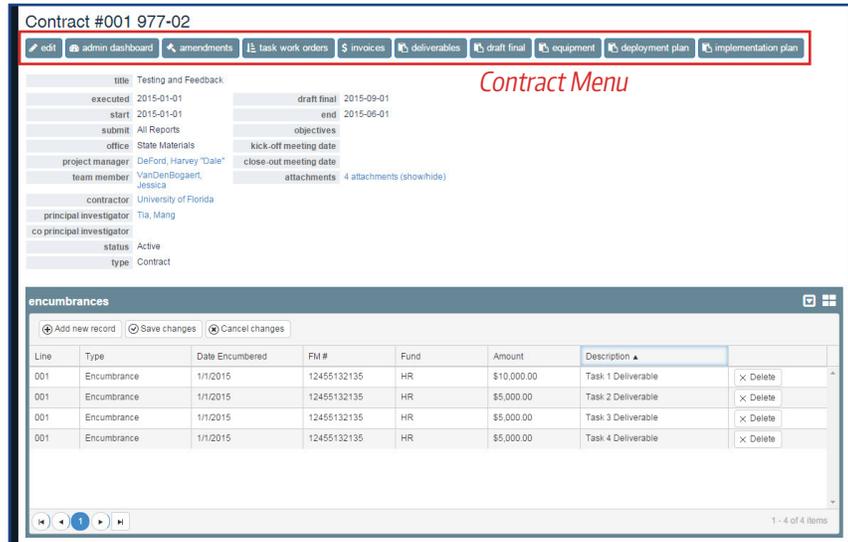
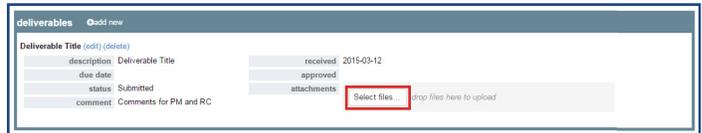
Enter the name of the deliverable and any comments you may wish the Research Center or the Project Manager to see. Click save changes.



Contract Home Screen

The contract home screen lists all of the details associated with a contract including start date, end date, PI and PM, etc. as well as the contract menu. All action that can be taken on the contract starts with the contract menu.

Then, you need to upload the deliverable file to RCA. Click Select Files. Navigate to the file you would like to upload and click upload.



The Research Center will be notified that the deliverable is now ready to be reviewed.

You will receive a notification once action has been taken on the deliverable by the Research Center. If the deliverable is approved, it will then go to the Project Manager for review.

If the deliverable is rejected by the Research Center, any issues with the deliverable will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the deliverable, you and the Principal Investigator

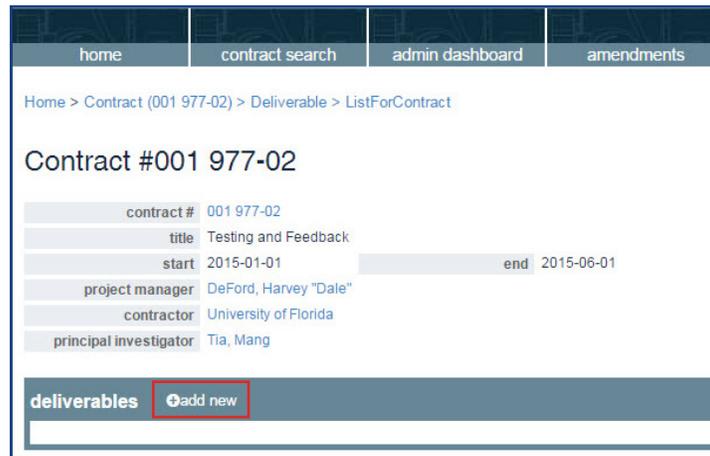
Submitting a deliverable

Depending on the scope and terms of the specific contract or task work order, deliverables may be required to be submitted and approved.

To submit a deliverable, click Deliverables from the contract menu. Then, click Add New.

will receive a notification of their decision. If the deliverable is approved, an invoice can then be submitted for payment.

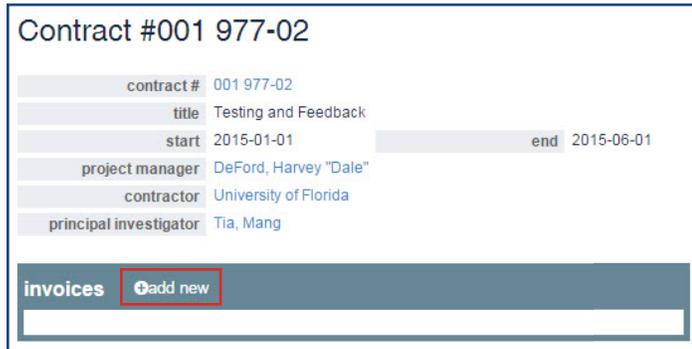
If the deliverable is rejected by the Project Manager, any issues will need to be corrected and resubmitted through RCA.



Submitting an invoice

Once a deliverable has been approved by the Project Manager, an invoice can then be submitted. Invoices can be submitted by the PI, the PM, or a contractor contact such as a member of the accounting department.

From the contract screen, click Invoices. Then, click Add New.

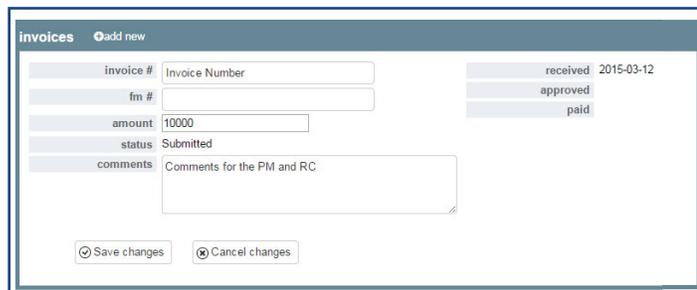


Contract #001 977-02

contract #	001 977-02		
title	Testing and Feedback		
start	2015-01-01	end	2015-06-01
project manager	DeFord, Harvey "Dale"		
contractor	University of Florida		
principal investigator	Tia, Mang		

invoices **Add new**

Enter the name of the invoice and any comments you may wish the Research Center or the Project Manager to see. Click save changes.



invoices **Add new**

invoice #	Invoice Number	received	2015-03-12
fm #		approved	
amount	10000	paid	
status	Submitted		
comments	Comments for the PM and RC		

Save changes Cancel changes

Then, upload the invoice file to RCA. Click Select Files. Navigate to the file you would like to upload and click upload.



invoices **Add new**

Invoice #	Invoice Number	received	2015-03-12
fm #		approved	
amount	\$10,000.00	paid	
status	Submitted	attachments	Select files drop files here to upload
comment	Comments for the PM and RC		

The Research Center will be notified that an invoice is ready to be reviewed.

Invoices undergo the same approval process as a deliverable. You and the Principal Investigator will receive a notification once action has been taken on the invoice by the Research Center. If the invoice is approved, it will then go to the Project Manager for review.

If the invoice is rejected by the Research Center, any issues with the invoice will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the invoice, you will receive a notification of their decision and a separate notification upon payment of the invoice.

Submitting a draft final report

Draft final reports are typically due 90 days prior to the expiration date of the contract. Please remember that **draft final reports are not rough drafts** and should be high quality and publication ready. Feel free to collaborate with your Project Manager prior to submission to the Research Center in order to ensure as high a quality as possible.

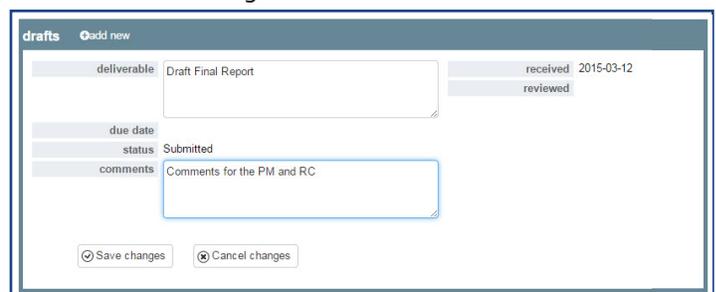


Contract #001 977-02

contract #	001 977-02		
title	Testing and Feedback		
start	2015-01-01	end	2015-06-01
project manager	DeFord, Harvey "Dale"		
contractor	University of Florida		
principal investigator	Tia, Mang		

drafts **Add new**

To submit a draft final to the Research Center, click Draft Final from the contract screen. Then, click Add New. Enter a name for your draft final and any comments you may wish the Research Center or the Project Manager to see. Click save changes.

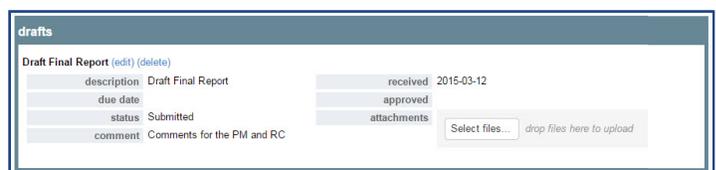


drafts **Add new**

deliverable	Draft Final Report	received	2015-03-12
due date		approved	
status	Submitted	reviewed	
comments	Comments for the PM and RC		

Save changes Cancel changes

Then, choose the file to upload to RCA. Click Select Files. Navigate to the file you would like to submit and click upload.



drafts

Draft Final Report	(edit) (delete)	received	2015-03-12
description	Draft Final Report	approved	
due date		attachments	Select files drop files here to upload
status	Submitted	comment	Comments for the PM and RC

The Research Center will be notified that a draft final is now ready to be reviewed.

You will receive a notification once action has been taken on the draft final by the Research Center. If the draft final is approved, it will then go to the Project Manager for review. The Research Center will also conduct a non-technical editorial review pursuant to contract requirements. This editorial review will be emailed to the PM as well as uploaded to RCA for reference.

If the draft final is rejected by the Research Center, any issues with the draft final will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the draft final, you and the Principal Investigator will receive a notification of their decision. If the draft final is approved, an invoice can then be submitted for payment.

If the draft final is rejected by the Project Manager, any issues will need to be corrected and resubmitted through RCA.

Submitting an amendment

Any modification to an executed contract or task work order requires an amendment to that contract or task work order. Modifications include additional time, an increase or decrease in funding, change in the scope of the project, change of project title or project investigator.

Amendments cannot be accepted if the master agreement has expired, the task work order has expired, all funds have been expended or all contracted services have been delivered.

The amendment process begins in RCA: From the contract screen, click Amendments. Then, click Add New.

Amendments for contract #001 977-02

contract #	001 977-02		
title	Testing and Feedback		
start	2015-01-01	end	2015-06-01
project manager	DeFord, Harvey "Dale"		
contractor	University of Florida		
principal investigator	Tia, Mang		

amendments [add new](#)

Depending on the nature of the amendment requested, fill out the section of the form relative to the amendment request including a justification and any necessary attachments. You do not need to fill out the executed

date as that will be added later once the amendment is executed.

Amendment to contract #001 977-02

edit amendments print view

Additional Time
Request for additional time for completion of services.

end date 2015-06-01

justification

Change to Funding
Attach a budget sheet for the requested change.

amount 0.00

justification

Change in Scope
Attach a revised scope of service and a revised project schedule.

describe change

justification

Other Modifications
Requested changes not addressed in this section or the above sections may be included in the comments section with supporting documents attached.

title Testing and Feedback

project manager DeFord, Harvey "Dale"

principal investigator Tia, Mang

draft final date

comments

Once completed, scroll to the bottom and click save changes.

The Research Center will be notified that an amendment is ready to be reviewed.

You will receive a notification once action has been taken on the amendment by the Research Center. If the amendment is approved, it will then go to the Project Manager for review.

If the amendment is rejected by the Research Center, any issues with the amendment will need to be corrected and resubmitted through RCA.

Once the Project Manager reviews the invoice, you will receive a notification of their decision. The Research Center will then process the amendment and provide an executed date. **The requested modifications are not authorized until all necessary approvals have been received and the amendment has been fully executed.**

Please contact the Research Center with any questions or suggestions for improvement.

✉ research.center@dot.state.fl.us

☎ 850.414.4615