

2014 Francis B. Francois Award

Official Application with Instructions and Guidelines

Application deadline July 1, 2014

The Francis B. Francois Award is an annual Award for Innovation, presented to one AASHTO member State, enabling that state to fund a \$10,000 graduate fellowship at a state university of the winner's choice. Innovation is defined as something worthwhile that establishes, increases, or enhances value to the public.

Any AASHTO member State is eligible to enter the competition for the Award. Each State is limited to only one award application submittal per award cycle. Entries will be judged on the innovation, sharing, approach, implementation of the innovation, and results.

While the Award covers results from August 1, 2013, through July 31, 2014, the innovation impact may be multi-year in implementation. For example, an innovation that was implemented in March 2011 for designing a ditch filtering system may be submitted if there were no results to report until 2012.

All Applications must be received by July 1, 2014, at midnight (eastern time). Submissions received after that date will not be accepted. Applications should be submitted via e-mail to Matt Hardy Mhardy@ashto.org. If you are not able to email your application or need further clarification, contact Rosemary TenEyck rteneyc@ashto.org or 202-624-5801 for information.

Applications must be submitted as a single file in Word (.doc), Rich Text Format (.rtf), or PDF format, using your State name as the file name. All pages must be 8 ½ X 11 in size with 1-inch margins all around. No photos, videos, DVDs, or other media will be accepted.

Applicants must use the official application form provided on the following page. The Application **must not exceed five pages: four pages of narrative and one page of graphical results.** Narrative page type size may be no smaller than 12-point font size and Times New Roman font. The results page must contain *graphical or data displays only* with minimal narrative. Data displays include graphic information (graphs, charts, trend analysis, results oriented data/information, etc.). Data labels and other text in graphical displays are not limited to 12 point font but must be legible.

. **Applications will be ineligible for consideration if:**

- Applicant is not an AASHTO member state
- Application is received after deadline
- The Official Application is not used
- Type font size for narrative other than Times New Roman 12
- If more than 1 Francois application is received, state will be asked to rescind 1 application
- Results are not included for the current award cycle
- Total package exceeds 5 pages (4 pages for the narrative and 1 data display results page)
- If the innovation was a previous winner of this award
 If the Agency Leader approval line is not completed

Official Application
2014 Francis B. Francois Award

Name of State Agency Applying	
Name of Innovation	
Address	
City	
State	
Zip Code	
Contact Person	
Telephone	
e-mail	
This application is submitted with the approval of (insert name of agency leader and title)	

Only one application per state should be submitted.

By submitting this application the organization is agreeing to allow the publication of this application in print and electronic format.

You are allowed **four single-sided narrative pages**, including this page and one graphical display page (for a total of 5 pages) to respond to the following:

1. *Describe the innovation (what made it innovative?). [450 points]:*

2. *How was the innovation shared? [75 points]:*

3. *How was data analyzed to validate the innovation? [75 points]:*

4. *Describe your implementation plan. [125 points]:*

5. *Provide one page of graphical result with minimal narrative. [275 points for results]:*

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Guidelines

Basic Information:

- The innovation must be something worthwhile that establishes, increases, or enhances value to the public or the transportation industry.
- If your State has more than one application, conduct a review and submit the best choice.
- Read through all instructions for the award.
- Copy and paste the application into a file saved as your state name.

Specific Information and Help:

- Your Application will not be scored without the senior leader's name and title. We want to ensure that the agency head is aware of the nomination.
- You are allowed **five pages** to answer the questions (4 pages of narrative and 1 page for graphical results).

Help on the questions:

1. Describe the innovation (define the problem, why this innovation was pursued and what made it innovative):

In this area, define what the problem was that got you thinking about an innovative solution. If you believe your innovation is not related to a problem, we recommend using some type of root cause analysis tool to identify a cause. Turn the cause into a problem statement.

Explain the potential solutions to the problem you identified. Explain why you opted to use the innovative approach rather than one or more of the other options for solution. Be sure to link your narrative to something worthwhile for the public.

Explain what it was that made your application topic innovative. Be sure your narrative does not lead a reader into thinking that the innovation was just an improvement. New ideas score higher.

2. How was the innovation shared?

In this area be specific about how the innovation was shared. Explain the communication method used. We are interested in how deep into the industry you have shared your innovation. Be sure to mention what you did to share the innovation. Be sure to include things like: being published in a trade journal, Standing Committee Newsletter, Conference presentation, State level presentation, scanning tours, etc.

3. Describe the solution or approach to solving this problem:

In this area we are looking for information about how you determined how to solve the problem. Be sure to include any problem-solving tool used (brainstorming, cause and effect diagram, fault tree analysis, etc.). Be sure to include the solution and any alternates you considered.

4. *Describe the implementation of the innovation used in solving the problem:*

Briefly explain what you did to implement the innovation. A basic plan-do-study-act approach works well. We want to avoid throwing a possible solution out for implementation without knowing the risks of failure. Success should be planned. This area is used to explain how you planned to do something for the good of the public, by implementing your innovation.

5. *What were the results?*

We have selected three key areas for you to report:

1. The first area to report results is **cost**. We selected cost as the first area because cost is emerging as a serious influence in future Transportation related activities. There are numerous costs reporting options. Some approaches to reporting cost follow:

Benefit – Cost Analysis

- Identify the benefits of the innovation
- Express the benefits in a dollar amount (Label as B)
- Identify the innovation cost factors
- Express the costs factors in dollar amounts (Label as C)
- Calculate the net gain or loss by subtracting C from B ($B - C = X$)
- Report your findings.

Benefit Ratio

- Identify the benefits of the innovation
- Express the benefits in a dollar amount (Label as B)
- Identify the innovation cost factors
- Express the costs factors in dollar amounts (Label as C)
- Calculate the ratio by dividing
- Report your findings.

There are many situations that will generate costs worth reporting. Some suggested areas follow:

- Scrap
- Re-work
- Labor costs
- Average hourly cost
- Prevention costs to include activities s done to prevent poor quality in a product or service
- Appraisal costs to include activities specifically done to measure, assess, inspect, or audit
- Failure costs to include bad products, unusable material, rework or mistakes.
- Overtime
- Material costs
- Contract cost

2. The second area to report results is **time**. Every activity takes time. We recommend collecting the amount of time related to your innovation prior to your worthwhile act, then after the implementation. Comparing the two measurements will yield time data. Do not report timesaving, and then use the same data for cost savings. If you turn time into cost savings, use the data in one area for results.
3. The third area to report results is **quality**. The user (customer) determines quality through specific measurable expectations. There are many different interpretations of what a quality measure could be. Your problem statement may identify a quality attribute worth measuring.