

**National Transportation Research Center**  
**User's Guide**

September 21, 2005

**OAK RIDGE NATIONAL LABORATORY**



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## **User Access Policy**

The goal of the National Transportation Research Center (NTRC) User Program is to provide access to unique experimental research and development facilities and staff expertise. Industry researchers, university faculty and students, and federal researchers can be NTRC Users.

As a Department of Energy National User Facility, the NTRC cannot perform work that places the NTRC in competition with private industry. All proposals are screened to ensure that the research to be performed does not represent competition with private organizations. Possible reasons for wanting to conduct your research at the NTRC might include

- Access to one or more pieces of unique experimental equipment
- Access to staff who have essential expertise applicable to your research
- Working directly with NTRC scientists and engineers provides a significant training or educational experience for your staff
- The NTRC User Facility allows your staff to be an active, hands-on participant in your research and development project, contributing to the problem solution and returning knowledge to your organization

## **Research Laboratories at NTRC**

Table 1 lists the research laboratories available through the NTRC, along with information on how to contact the appropriate laboratory manager. More information on the facilities, equipment, and types of research performed in each laboratory is available on the Internet at <http://www.ntrc.gov>.

**Table 1. NTRC Laboratories and Contacts**

Commercial Vehicle Operations	Gary Capps 865.946.1285 <a href="mailto:cappsgj@ornl.gov">cappsgj@ornl.gov</a>
Composite Materials	Mike Starbuck 865.576.3633 <a href="mailto:starbuckjm@ornl.gov">starbuckjm@ornl.gov</a>
Radio Frequency Identification Center	Simon Rose 865.946.1253 <a href="mailto:rosesd@ornl.gov">rosesd@ornl.gov</a>
Fuels, Engines, & Emissions Research Center	Ron Graves 865.946.1226 <a href="mailto:gravesrl@ornl.gov">gravesrl@ornl.gov</a>
Heavy Vehicle Safety	Bill Knee 865.946.1300 <a href="mailto:kneehe@ornl.gov">kneehe@ornl.gov</a>
Intelligent Transportation Systems	Bill Knee 865.946.1300 <a href="mailto:kneehe@ornl.gov">kneehe@ornl.gov</a>
Packaging Research Facility	Scott Ludwig 865.946.1267 <a href="mailto:ludwigsb@ornl.gov">ludwigsb@ornl.gov</a>
Power Electronics and Electric Machinery	Don Adams 865.946.1321 <a href="mailto:adamsdj@ornl.gov">adamsdj@ornl.gov</a>
Transportation Policy, Planning and Analysis	David L. Greene 865.946.1310 <a href="mailto:dlgreene@ornl.gov">dlgreene@ornl.gov</a>

## How to Become an NTRC User

Becoming a user at the NTRC is a straightforward process. The following checklist will help ensure that you do not encounter delays in beginning your research at the NTRC. Each item is described in more detail following the checklist.

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### User Checklist

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- ✓ Standard User Agreement signed?
- ✓ ORNL staff contacted to discuss feasibility of research proposal?
- ✓ Research proposal submitted?

On receiving a favorable proposal review,

- ✓ Appendices A and B to Standard User Agreement signed?
- ✓ Advance payment deposited with UT-Battelle?
- ✓ Guest Assignment form completed?
- ✓ Dates for research confirmed with ORNL staff?
- ✓ Date of arrival at NTRC confirmed with ORNL staff?

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### Standard User Agreement

The first step in becoming an NTRC user is to execute a Standard User Agreement. This agreement is between UT-Battelle, LLC, on behalf of ORNL, and your institution or company, and provides the contractual basis for collaboration. A signed User Agreement allows access to any of the National User Facilities at ORNL. You may conduct multiple research projects at multiple National User Facilities under one User Agreement.

There are two types of User Agreements. One provides for non-proprietary research, and the other provides for proprietary research. You must decide whether your proposed project will be proprietary or non-proprietary before executing a User Agreement.

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Ask your NTRC contact to have an executable Standard User Agreement sent to you, or request one from Kim Wilson at 865-576-1672, [wilsonkm@ornl.gov](mailto:wilsonkm@ornl.gov).

Return the signed Standard User Agreement to Kim Wilson.

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### Research Proposal

Research projects are considered and approved on an individual basis. The NTRC accepts research proposals at any time. The NTRC User Proposal form can be downloaded from the Internet at <http://www.ntrc.gov/proposal.html>.

You are **strongly encouraged** to discuss your research proposal with the appropriate laboratory manager before submittal. Contact information for the laboratories within the NTRC is shown on page 4.

Proprietary information should not be included in proposals; however, sufficient information is needed to allow reviewers to thoroughly evaluate the scientific and technical feasibility and the environmental, safety and health aspects of the work.

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E-mail submission of research proposals is preferred. Send proposals to  
ntrc@ornl.gov

Proposals may also be submitted by mail or fax:

Kathi Vaughan

National Transportation Research Center

2360 Cherahala Boulevard

Knoxville TN 37932

Phone 865.946.1206

Fax 865.946.1214

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### ***User Agreement Appendices***

Approval of your research proposal is formally documented by executing an Appendix A to your User Agreement. An organization may have multiple Appendices A under a User Agreement. Appendix A is a simple, one-page document providing a very brief summary of the work to be performed and the financial billing arrangements. Appendix A must be signed by a legal representative of your organization, and by UT-Battelle.

An Appendix B is required for each researcher who will perform research at the NTRC. Appendix B is a one-page document outlining the responsibilities of individuals performing on-site work under a User Agreement. Each individual from your organization who will perform work at the NTRC must sign an Appendix B.

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Your NTRC laboratory contact will coordinate preparation and execution of Appendices A and B after approval of your research proposal.

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### ***Advance Payment***

In most cases the user pays the full cost of research conducted at the NTRC. The Composites Laboratory has some funding available for user projects in fiscal year 2006 (October 1, 2005–September 30, 2006). You should work with your NTRC laboratory contact to estimate the cost of conducting your research, or to inquire about the availability of other sources of funding for the research.

By law, Oak Ridge National Laboratory must receive an advance payment from your organization before our staff can begin work on your project. The minimum advance payment is generally equivalent to the first three months' estimated cost.

Payment information will be incorporated into the Appendix A executed for your project. After the Appendix A is in place, Oak Ridge National Laboratory will invoice your organization for the agreed-upon advance payment. The payment will be deposited in an account and the actual costs incurred by Laboratory staff in working on your project will be billed against that

account. Any balance remaining after the project is completed will be returned to your organization.

### ***Guest Assignment Form***

A guest assignment form (see page 8) must be completed for each person who will conduct research at the NTRC. Fax or e-mail the completed form(s) to your NTRC laboratory contact. This form provides the information needed to arrange for a security badge, which is mandatory for user access to Oak Ridge National Laboratory and the NTRC.

United States citizens should allow 10 working days for security processing. Non-citizens from most countries should allow three to four weeks for processing. Non-citizens from countries designated as “sensitive countries” by the Department of Energy should allow 10 to 12 weeks for processing. The list of sensitive countries is subject to change; please check with your NTRC contact for current information.

### **User Check-in**

Be sure that you have discussed your arrival date with the appropriate NTRC laboratory manager. This will ensure that your security badge is ready for pick-up when you arrive. U.S. citizens must have a photo ID for user check-in. Non-U.S. citizens must have a photo ID, valid passport, and visa for check-in.

### **Training and Orientation**

If you will be on site for 30 days or more, on either a continuous or intermittent basis, you must complete General Employee Training (GET). GET training can be completed in a classroom setting or through a Web-based application on the ORNL intranet. The classroom setting can be completed in approximately three hours, and the Web-based application in approximately two hours.

If you require access to ORNL’s intranet and cyber resources, you must complete Cyber Security Awareness Training, a Web-based application that takes approximately one hour to complete. See your NTRC contact to arrange for a user ID and cyber account if needed.

NTRC laboratory managers may impose additional training requirements depending on the nature of the research to be performed. For example, training on equipment and instrument usage or laboratory-specific safety and health concerns may be required.

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## RESEARCH GUEST ASSIGNMENT REQUEST

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### Information Required From All Users

**FULL NAME**

Last:

First:

Middle (no initials, NMN if none):

**GENDER:**

**PERMANENT ADDRESS**

Street:

City:

State/Province/Zip/Country:

**DATE OF BIRTH (mm/dd/yyyy):**

**SOCIAL SECURITY NUMBER:**

**CITIZENSHIP:**

**EDUCATION**

University:

Highest Degree:

Year Attained:

Major:

**CURRENT EMPLOYER**

Name:

Present Position:

**START DATE FOR ORNL ON-SITE ACCESS:**

**END DATE FOR ORNL ON-SITE ACCESS:**

### Information Required From All Foreign Nationals

Place of Birth (City, Country):

Passport Number and Expiration Date:

Visa Type and Expiration Date:

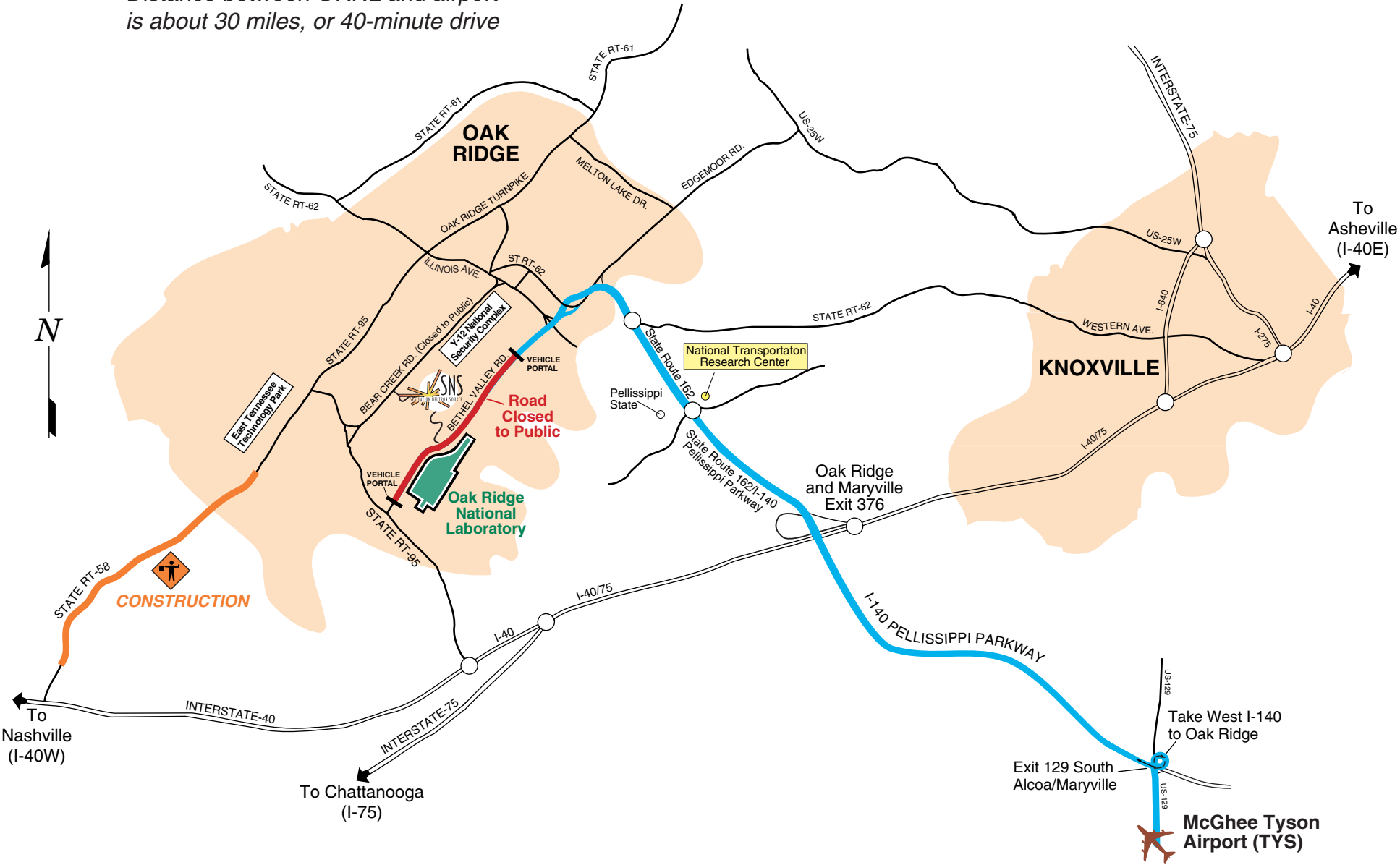
If PRA, Permanent Resident Alien Number:

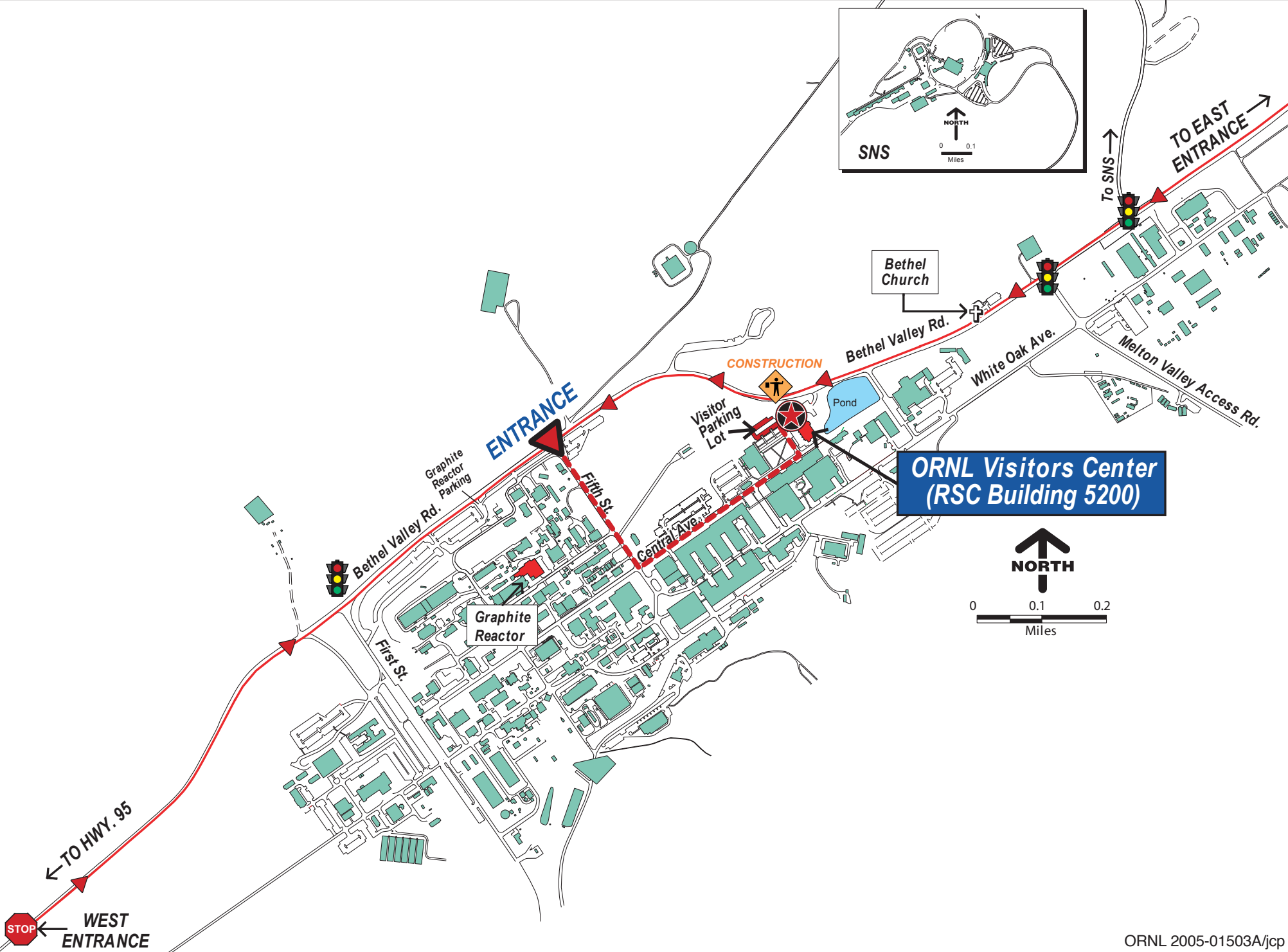
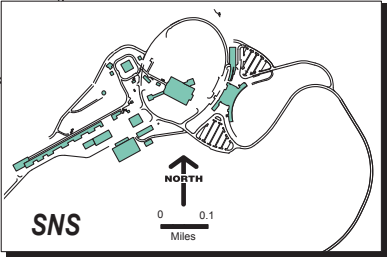
Name and Address of Organization Represented (if different than above):



# Oak Ridge/Knoxville Airport Route Map

Distance between ORNL and airport is about 30 miles, or 40-minute drive





**ORNL Visitors Center  
(RSC Building 5200)**