

INTAKE FORM

NONPROFIT, RESEARCH OR EDUCATIONAL INSTITUTION COLLABORATION REQUESTS

Sound Transit values collaboration with our local research and higher education institutions to build future capacity for transportation research and development of related practical applications. We have collaborated with local institutions on student courses, capstone projects and lectures.

To ensure clear expectations and to expedite supporting planning activities, this form outlines information staff need to adequately consider viability of a collaboration request pending concurrent agency work activities.

INSTRUCTIONS TO REQUESTORS

Complete this form if you work for a not-for-profit, research institution or are in higher education requesting collaboration with Sound Transit in the form of staff time, consultation or participation in course instruction to support student capacity building, research or coursework activities. Receipt of this completed form does not constitute Sound Transit agreement for participation.

To initiate a collaboration, e-mail this completed form to abby.chazanow@soundtransit.org.

Note:

- Sound Transit appreciates a minimum of two months advanced notice of request for collaboration to support staff participation in lectures and coursework activities in order to build teams of relevant project staff with appropriate expertise and gauge staff commitment balancing work capacity. The more lead time the better.
- All fields are considered required fields for the purposes of the below form.

RESEARCH COLLABORATION REQUEST

Course title or project name:

Course/project start date:

Course/project end date:

Preferred dates and times of day for ST involvement:

ST staff time required:

If applicable, time allotment for a ST presentation:

Does this time include time for questions and answer:

Course/activity location (Street address and meeting room):

Tell us about yourself and your role in this request (e.g. Professor, researcher)

Name:

Title:

Department:

School:

College, university or higher education institution name:

Tell us about the course/project for which you are requesting partnership

Course/project description:

Is the audience graduate or undergraduate-level students?

If research and not a course, is this graduate or undergraduate research?

Presentation topic of interest from audience:

Point of contact for day-of logistics:

Name, cell phone number

Graduate Undergraduate

Number of participants

Describe your request for Sound Transit staff time including preparation, duration and conclusion of the course/project work.

Are you open to jointly crafting course/project objectives and outcomes together with Sound Transit staff?

What deliverables, data points or materials will you be requesting to support this work?

What student-produced deliverables will be shared with Sound Transit following completion of the course/project?

Non-Profit Collaboration Requests

Non-Profit Name:

FEIN or State Registration Number:

Requestor Name:

Title:

Phone number:

Email address:

Tell us about what you are requesting for this collaboration

Request description:

Describe your request for Sound Transit staff time including preparation, duration and conclusion of the collaboration.

Are you open to jointly crafting objectives and outcomes together with Sound Transit staff?

What deliverables, data points or materials will you be requesting to support this work?

What non-profit-produced deliverables will be shared with Sound Transit following completion of the collaboration?