

What do TRB Committee Research Coordinators (CRC) Need to Know? Top Ten (or So)

1. **Research is TRB's middle name; it's important!**

Let's get *Back to the Basics* and focus on research!

2. **You have great volunteers with which to work.**

Your role is to facilitate the research activities of your committee. You should not be doing it all or even leading it all. Engage other committee members and closely coordinate your activities with the Committee Chair. Some CRCs form research subcommittees that are comprised of both committee members and friends. Representation and support from State DOTs, Federal agencies, and academia involved with the committee can be of great assistance in facilitating the committee's successful contribution to the identification and advancement of needed research!

3. **You have support.**

You have the CRC Council, your Group representative on the CRC Council, TRB Staff, and other CRCs. If you have a question, contact us. We would be happy to help. See contacts list - <http://www.trb.org/abouttrb/crccontacts.aspx>. There are also quite a few resources for you on the CRC website - <http://www.trb.org/abouttrb/crc.aspx>. Check it out!

4. **The first step is for your committee to identify research topics.**

Resources can be found on the CRC website - <http://www.trb.org/abouttrb/crc.aspx>. For specific successful practices and tools on *generating participation and research ideas within your committee*, see the link with the same name on the CRC resources web page - <http://www.trb.org/abouttrb/crcresources.aspx>.

5. **Next step, develop Research Needs Statements (RNS) for your most pressing research topics.**

For specific successful practices and tools go to the CRC Resources web page - <http://www.trb.org/abouttrb/crcresources.aspx>. Also, visit the RNS database webpage - <http://rns.trb.org/>. There is one person assigned to the RNS Editor role; it may even be you. This person when logged in will see useful tips for each RNS field. Additional help can be found in Appendix A of the Funding Guidebook - <http://www.trb.org/ResearchFunding/AppendixAWritingaResearchStatement.aspx>. A review of the Transportation Research International Documentation (TRID) database - <http://trid.trb.org/> - to identify what research on your topics is currently ongoing and what related research has been completed is an absolute must! You can set up a Twitter or RSS feed to stay current on your research topics. Take the time to develop good RNS'; it is more likely to pay off when you are looking for funding.

6. **Your committee should internally vet each RNS.**

This step just ensures each RNS is well written and addresses the intended need

7. Determine if other TRB committees would like to co-sponsor your RNS'.

For specific successful practices and tools go to the CRC Resources web page - <http://www.trb.org/abouttrb/crcresources.aspx>. Take a look at the Standing Committee listing - <http://www.trb.org/AboutTRB/StandingCommitteesMT.aspx> - to identify committees on related topics that may be interested in each of your RNS'. Contact the CRCs for those committees and ask. The more interest in your RNS', the better chance it will be funded.

8. Enter each RNS into the RNS Database.

...and then keep them up-to-date. If an RNS is not funded within a year and it is still a high priority, update it. Review TRID again and add new information. If it is no longer a high priority, archive it stating "This is no longer a research need". When funding is secured, archive it, stating "This research is being conducted". RNS Database - <http://rns.trb.org/>. This is important. A funding sponsor may decide to pick it up. It may be a perfect graduate student project, picked up by a university. Someone may be looking for collaborators. You never know.

9. Obtain funding for your RNS'.

For specific successful practices and tools go to the CRC Resources web page - <http://www.trb.org/abouttrb/crcresources.aspx>. This isn't always easy and it can be an iterative process. Visit the Funding Program Deadline calendar - <http://rppm.transportation.org/Lists/Calendar/calendar.aspx>. Check out the Funding Guidebook - <http://www.trb.org/ResearchFunding/AppendixAWritingaResearchStatement.aspx> - to determine which funding program best suits each of your topics. Learn the rules. You can't win if you don't know how to play the game. Make connections. For example, if you are planning to submit to the National Cooperative Highway Research Program (NCHRP), know that only state DOTs, AASHTO committees, and FHWA can submit topics for funding. Have those committee members representing these groups help you through the process. If at first you don't succeed.... get feedback by completing the survey found at <https://www.surveymonkey.com/s/SV2HZTD> and improve your RNS' for the next go around.

10. Follow the research and share the results.

For specific successful practices and tools go to the CRC Resources web page - <http://www.trb.org/abouttrb/crcresources.aspx>. Try to have a committee member on the panel overseeing the research (if there is one). Stay in touch with the research sponsors. Make sure the research addresses your committee's needs. Share the results and facilitate implementation. Help to communicate the value of the research. This is the reason the research was conducted in the first place; make sure it has the intended impact.

11. CELEBRATE AND SHARE YOUR SUCCESSSES!

The CRC Council wants to know about your successes!