**FY 2024 TCRP SYNTHESIS TOPIC STATEMENT OUTLINE**

***FY 2024 TCRP Synthesis Topic Statements are due by Midnight on Friday, March 29, 2024***

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| The following factors are considered in the selection process for synthesis topics:   * The objective of the scope of work is to document current practices in public transportation and/or public transit agencies; * The synthesis documents current practice, not *best* practice; it is not a research project or a guidebook; * The topic addresses an area of practice that is widespread and of general interest to public transit; * The topic should be timely and critical for expediting delivery, improving the quality, or lowering the cost of agency programs; and * The scope of work aligns with a $55,000 budget and a 10-month turnaround. |

**Please use the outline below for creating your synthesis topic statement. Topic statements should be approximately 1.5 – 2 pages long. Upload your topic statement in a Word document to the** [**Submission Portal**](https://survey.alchemer.com/s3/7601361/TCRP-Synthesis-Topic-Submission-FY-2024)**.**

1. **Topic Title**

* Communicate what the synthesis is about in as few words as possible (i.e., the practices the synthesis will document).

1. **Background**

* One or two paragraphs providing description of the topic to be studied. This section gives context for the proposed topic.
* A synthesis is appropriate when most agencies engage in a practice but they do it differently (i.e., there are no standard guidelines or regulations).

1. **Synthesis Objective**

* One paragraph is sufficient.
* Statement of specific practices the synthesis will document.

1. **Information To Be Gathered**

* A bulleted list is recommended.
* Examples of important aspects of the practices to be documented.
* The information to be gathered should be factual and not require the opinion of a survey recipient.

1. **How the Information Will Be Gathered**

The following activities are typically performed for a synthesis:

* Literature review
* A survey of agencies
* Follow-up interviews with selected agencies for the development of case examples
* Identification of knowledge gaps and suggestions for research to address those gaps

1. **Information Sources**

* Relevant organizations, individuals, or literature references
* Literature searches can be conducted on TRID (<http://trid.trb.org>), which includes the Research in Progress database (<http://rip.trb.org/>)

***Please submit the synthesis topic statement by Midnight on Friday, March 29, 2024:*** [***Submission Portal***](https://survey.alchemer.com/s3/7601361/TCRP-Synthesis-Topic-Submission-FY-2024)

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