

TRB Committee Research Coordinator (CRC) General Successful Practices

- ❖ Include friends in your communications; it increases your volunteer pool for all committee activities.
- ❖ Identify members and friends on your committee from different communities (local, state, federal, university, etc.) who are willing to volunteer and share their unique perspective and knowledge related to the various phases of research (i.e., research needs identification, RNS development, funding, sharing results).
- ❖ Try to spread out the work load so that members and friends can fit additional committee work into their already busy schedules.
- ❖ Use your committee members and friends to identify and schedule regular meetings with stakeholders (AASHTO committee and subcommittee members, FHWA, FTA, FAA, local and state, industry, etc.) and funding program sponsors who may be interested in your topic.
 - Bring them into the loop as early in the cycle as possible.
 - Match your needs with their interests.
 - They can help develop your RNS, and may be able to co-sponsor, champion, submit your research idea for funding, and help to follow the conduct of research and share the results when the research is complete.

Visit the [AASHTO Committee website](#) to identify committees on related topics.

- ❖ Establish formal liaisons with other committees (both within TRB and outside, such as AASHTO committees, subcommittees, CRCs, etc.). Leverage knowledge/contacts of committee members and friends. See TRB Committee Liaisons document attached below; this document can also be found on the [CRC resources web page](#) under Coordination and Collaboration Among Committees and Others.
- ❖ Work with those who will share and implement the research results, such as state DOT staff, from the generation of the research idea through implementation.
- ❖ Search available tools to identify potential funding sponsors, champions, and collaborators. See [CRC Resources Quick Guide](#) for more details on these tools.
 - [TRB Research Needs Statements \(RNS\) Database](#)

- [Transportation Research Needs Google Custom Search](#)
 - [TRB Transportation Research International Documentation \(TRID\) database](#)
 - [TRB Research in Progress \(RIP\) database](#)
 - [USDOT Research Hub](#)
 - [National Transportation Library \(NTL\) Integrated Search](#)
 - [Transport Research & Innovation Portal](#)
 - [HERMES Transport Research Portal](#)
 - [Transportation Libraries and Information Centers](#)
 - [National Technical Information Service \(NTIS\)](#)
 - [Transportation Pooled Fund Studies](#)
 - [WorldCat](#)
 - [Funding Sources for Transportation Research: Competitive Programs.](#)
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- ❖ Add research discussions to your committee agendas and dedicate time at every meeting to discuss research.
 - ❖ Conduct regular conference calls or web meetings in between the TRB Annual Meeting and your mid-year meeting and discuss research activities.
 - ❖ Break into groups to move research activities forward.
 - ❖ Form a research subcommittee or identify a core group of individuals to regularly work on research activities.
 - ❖ Form TRB joint subcommittees, such as with all of the CRCs for all committees within your Section or Group, to discuss potential overlapping research activities.
 - ❖ Attend subcommittee/joint subcommittee meetings to focus discussion on research topics.
 - ❖ If due to the nature of your committee research ideas are submitted to only one or a few funding programs, align your committee process to that or those funding program(s) to:

- Decrease the time between RNS development and funding submittal and delivery of final research products.
- Help to ensure your RNS is based on the latest information and the research solutions are timely.

See *Funding Sources for Transportation Research: Competitive Programs* to determine funding program schedules - <http://www.trb.org/ResearchFunding/ResearchFunding.aspx> or www.tinyurl.com/transportationresearchfunding.

- ❖ Use a collaborative website to develop and prioritize research ideas.
- ❖ Make your communications more personal - send personalized e-mails, call, and/or meet with others.

Meetings

- ❖ Use meeting scheduling websites, such as:
 - [WhenisGood](#)
 - [Doodle](#)
 - [Meetomatic](#)
 - [MeetingWizard](#)

The Role of TRB Committee Liaisons

The objective of developing liaisons for [Click or tap here to enter text.](#) is to keep both committees/groups informed on activities of mutual interest. Any member or friend may be appointed by the committee to serve as a liaison with another committee for which they are a member or friend.

The role of the liaison is to:

- Establish official contact with the target committee (e.g., become a member, friend, or appointed liaison of the other committee)
- Monitor target committee communications and activities to identify items and issues of mutual interest
- Report mutual interests to both the home and target committee(s) at the next regularly scheduled meeting or via e-mail if the information is time sensitive and the next regularly scheduled meeting is not timely.
- Report liaison activities to the home committee at the next regularly scheduled meeting or via e-mail if the information is time sensitive and the next regularly scheduled meeting is not timely.

Currently, the home committee has liaisons with the following committees/groups:

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Currently, the home committee is seeking volunteers to serve as liaisons with the following:

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