TECHNICAL REVIEW PANEL (TRP) CHAIR INSTRUCTIONS

(FOR TRP CHAIR USE)

Congratulations! You are chairing a new Technical Research Panel (TRP) for the Illinois Department of Transportation's research program with the Illinois Center for Transportation (ICT).   The following information is provided to assist you in chairing this TRP.

The IDOT Research Coordination Unit is here to help to equip you with the tools you need to make this research project work. If you ever have any questions or concerns, please contact Megan Swanson, Technical Research Coordinator, at DOT.BR.RESEARCH@illinois.gov or 217-782-3547. You may also contact Ryan Culton, Research Implementation Engineer, at that same address or at 217-785-4888.

WHAT IS THE PURPOSE OF A TRP CHAIR?

- Provide coordination between the TRP and the Principal Investigator(s) (PI).
- Manage PI(s) throughout term of research project, ensuring that the research is meeting the needs of the department and goals of the study.
- To champion and facilitate the adoption of outcomes from the research project.

WHAT ARE MY RESPONSIBILITIES AS THE TRP CHAIR?

- Determine membership of TRP. An outline of proposed TRP membership is typically found in the project summary of the ICT Executive Committee booklet.
- Assist IDOT/ICT in selection of PI. This may include reviewing RFPs.
- Hold kick off meeting including TRP members and PI(s). The initial Implementation Planning Worksheet should be discussed at this meeting and completed within two weeks of the meeting. IDOT's Research Implementation Engineer will assist with the initial IPW and subsequent IPWs.
- Schedule TRP meetings as often as necessary – no less than one meeting every 6 months, although ideally a TRP meets at least quarterly. Your PI and/or ICT Project Management may assist in the scheduling and organization of the meetings, if desired. The Implementation Planning Worksheet should be reviewed at each meeting, and updated as needed.
- Arrange for ICT Research Coordinator to take minutes at all TRP meetings. (See **Meetings** below for additional information.)
- Distribute draft and final minutes to principal investigator(s) and TRP members.
- Keep the project on schedule through continuous communication with the principal investigator(s). This may include routine telephone/email contact with principal investigator.
- Ensure the completion of project deliverables in a format that can be used by IDOT.
- In consultation with your TRP, complete/update Implementation Planning Worksheet(s), Quarterly Report for project and semi-annual PI evaluation.
- In consultation with your TRP, review and comment on all interim and final reports within the appropriate editing timeframe.

- Promote the implementation of project findings through revisions of procedural manuals, appropriate revisions of design standards or specifications, creation of training, etc.
- Inform the IDOT Technical Research Coordinator of potential budget/time extension increase requests.
- Keep the IDOT Technical Research Coordinator informed of problems and issues the project may be experiencing. Examples include, difficulty working with PI, difficulty establishing communication with PI, or additional research topics uncovered as a result of current project.
- Alert the IDOT Technical Research Coordinator if any project falls behind by 2-3 months.

STARTING THE PROJECT

Before significant work on a project begins, the following steps must take place:

- A draft proposal or work plan must be prepared by the Principal Investigator (PI).
- Within two weeks of the project start date, hold a kick-off (face-to-face, teleconference or conference call) meeting between the principal investigator and the TRP about the draft proposal or work plan. When possible, in-person meeting is preferable, and the Kick Off Meeting Worksheet should be used in steering the meeting. *Please see Kick-Off Meeting Outline and Worksheet for more information*.
- The PI must refine and resubmit the proposal or work plan for TRP approval in response to any comments by the TRP.
- The work plan and budget must be approved by the TRP before work can begin on the project. The TRP Chair must sign off on the cover of the work plan and budget.
- Develop and submit an Implementation Plan (BR RC 006) to BR Research Implementation Engineer.

MEETINGS

- The TRP shall hold meetings as often as necessary – ideally meetings will be held quarterly, with _at least_ two meetings per year.
- The TRP Chair shall determine the time and location for the meeting through coordination with the TRP and PI(s). ICT Project Management or the PI may also assist with meeting scheduling as requested by the TRP chair.
- The TRP chair (or PI) will arrange for someone from ICT to take minutes for each meeting. Email the meeting notice to ICT (ICTProjectManagement@illinois.edu) at least **2 weeks** prior to meeting to ensure that an ICT Research Coordinator will be able to attend and take minutes. Please include the IDOT Research Unit (DOT.BR.RESEARCH@illinois.gov) as well. It is easiest to make a group email for your TRP, and make ICT and BR part of the group.
- Meetings may be held in person, via conference call or via on-line meeting software. If you choose to hold an on-line, ICT will arrange the meeting for you. Please contact ICT for additional information.

TRP MEETING MINUTES PROCESS

TRP CHAIR RESPONSIBILITIES:

- The TRP chair (or PI) will arrange for someone from ICT to take minutes for each meeting. See above for details.
- The TRP chair will assist with the review of the IPW at each meeting, and update the IPW as necessary. This may be coordinated with the BR Research Engineer.
- Review draft minutes within 2 weeks of receipt from ICT. Collect comments/changes from TRP members.
- Return to ICT staff for finalization, and posting.
- Disseminate final minutes to TRP (including PI(s)) prior to next meeting.

TRP MEETING MINUTES PROCESS (DETAIL):

- TRP Chair emails meeting request to TRP, including ICT (ICTProjectManagement@illinois.edu) and Research Coordination Unit (DOT.BR.RESEARCH@illinois.gov) at least 2 weeks prior to meeting.
- The ICT Research Coordinator assigned to your project will typically be the minute taker, allowing TRPs to work with the same ICT staff on a regular basis and on all aspects of your project..
- ICT will provide the draft minutes, marked with the DRAFT watermark, to the TRP chair and BR (typically within 2 weeks) of the meeting. ICT will also provide BR with PowerPoint presentation of the meeting when possible. Draft minutes and PowerPoint will be added to project file at BR.
- The TRP chair will review the minutes, ask the TRP to review the minutes, and provide any clarifications or changes to ICT within 2 weeks.
- ICT will incorporate any changes and finalize the minutes within one week. The DRAFT watermark will be removed, and document will include a line that states "Final Minutes – <DATE>".
- Final minutes and the updated IPW will be sent to the TRP chair for dissemination to TRP, to BR for inclusion in project file, and will be uploaded to the ICT database.

MEETING MINUTES WILL INCLUDE:

- Attendance
- Overview of presentation – includes main findings and future plans
- Summary of Discussion – includes highlights of discussion and lists major decisions
- Review and update of Implementation Planning Worksheet
- Action Items

SENSITIVE/CONFIDENTIAL INFORMATION:

Confidentiality and publication issues are addressed in Part 3, pages 45-46 of our contract with ICT. If you will be discussing issues of a confidential or sensitive nature in any TRP meeting, or if any part of the research project may potentially include confidential or sensitive information, please contact the Research Coordination Unit (DOT.BR.RESEARCH@illinois.gov) for further direction.

AT BEGINNING AND THROUGHOUT PROJECT

- Implementation Worksheet (BR RC 006) – At each TRP meeting, the TRP will review and update the implementation worksheet with more concrete plans on how the finding will be implemented. This worksheet will guide the implementation of the project outcomes and is understood to be an extension of the project's work plan.

  While the TRP chair, TRP members and PI will work collaboratively on this document, it is the responsibility of the TRP chair and Research Implementation Engineer to ensure that all changes and updates are completed and returned to the ICT Research Coordinator within two weeks of each meeting.

QUARTERLY

- Quarterly Progress Reports (QPRs) – are required for each project, using the online Quarterly Progress Report system. The PI will be contacted by ICT at the end of each quarter (March, June, September, December) with a reminder that the Quarterly Report is due. The PI is responsible for initiating the QPR.

  Once the PI has completed his/her section, the TRP chair is expected to contribute to and review this report and either approve or provide feedback to the PI. We ask that the TRP provide open and honest feedback about the PI(s), positive or negative.

TWICE ANNUALLY

- Semi Annual TRP Evaluations (ICT Form – PI Completes) – In mid-summer and mid-winter, the PIs are contacted by ICT and asked to complete an evaluation of their work and collaboration with the TRP. This evaluation is mandatory, and is shared with IDOT and with the TRP chair. This report is used as an indicator of the success of the relationship between the TRP and PI. If any pinch points are identified by the PI, ICT and IDOT will work with the PI and TRP chair to resolve the problem. We ask that the TRP provide open and honest feedback about the PI(s), whether it is positive or outlines room to improve.

- Semi Annual PI Evaluations (BMPR RC 002) – In mid-summer and mid-winter, the TRP chairs are contacted by IDOT and asked to complete an evaluation of their work and collaboration with the PI(s). This evaluation is mandatory, and is shared with ICT. This report is used as an indicator of the success of the relationship between the TRP and PI. If any pinch points are identified by the TRP, ICT and IDOT will work with the PI and TRP chair to resolve the problem. We ask that the TRP provide open and honest feedback about the PI(s), whether it is positive or outlines room to improve.

- Close Out Evaluation (BR RC 003) – At the end of the project, the TRP will be asked to collaborate on a final evaluation of the PI(s). This evaluation will help IDOT and ICT to gauge the level of satisfaction that the TRP had with the PI(s) throughout the project and also identifies the various deliverables that were (or were not) provided to the TRP.

- Report Distribution/Order Form – At the close of the project, ICT will contact you to ask how many copies of the published report you would like. Reports are available online, in s hard copy (paper) format, and in a CD format.

- Please note that projects are not considered to be complete until the final report has been published to the ICT website.

SPECIAL ISSUES

- Equipment – Any equipment over $500 must be approved by the Research Coordination Unit. The PI is responsible for contacting ICT for assistance in completing the Equipment Request form. This form must be approved by the TRP chair and ICT, and submitted to IDOT for final approval prior to the purchase. Equipment purchased as a part of a research project is inventoried and tracked by ICT, and may revert to IDOT possession after the project is complete.

- Travel – All travel for conferences and professional meetings must be pre-approved by the TRP chair. A travel request form is available on the ICT website, and must be completed by the traveler and approved prior to travel (TRP chair approves PI and student travel/BR approves TRP chair or member travel). The approval must specifically state the travel being requested and each individual being included in the travel. Travel that was not pre-approved will not be reimbursed by IDOT.

- Surveys – Any public survey used by your PI must be reviewed and pre-approved by the TRP.

- Review of Scholarly Presentations/Reports –Part 3, page 46 of our agreement with ICT addresses publication of research findings. IDOT requires a 21-day review period to review all articles for scholarly or peer-refereed journals and papers to be presented at professional meetings (eg, TRB). If your PI plans to present at a meeting or submit a paper on our research to a professional journal, (s)he must provide it to you in advance for your review and approval. If you have any issues with the paper/presentation, or with a lack of adequate review time, please contact the Technical Research Coordinator, immediately. We will work with you, ICT and the PI to address the issue.

- Communication Difficulties – If you are having a difficult time keeping contact with your PI (PI fails to return emails/calls in timely fashion), or you feel that your PI is otherwise non-responsive to the TRPs

requests and suggestions, please contact the Technical Research Coordinator immediately. We will work with you, ICT and the PI to address the issue.