

## **TECHNICAL REVIEW PANEL (TRP) MEMBER HANDOUT**

*(Please share with TRP)*

### **WHAT IS A TRP?**

A Technical Review Panel (TRP) is a small group that:

- oversees a specific IDOT research project from project start to research implementation;
- provides expertise and support that allows the project to meet IDOT's needs;
- oversees the scope, schedule and budget of the project; and
- facilitates the implementation of the project.

### **WHO IS ON A TRP?**

A TRP typically consists of a Chair and 3 to 10 members with a background, interest and specialized knowledge in the topic being studied.

The TRP chair selects the TRP membership, including:

- Representatives from IDOT Bureaus/ Offices directly affected by the research.
- Representation from the Federal Highway Administration.
- Representation from Research Coordination, Bureau Research (BR).
- Representation from any other agency or agencies impacted by the research or contributing funds for the research.
- Industry representatives and other stakeholders when deemed appropriate.

### **TRP MEMBER RESPONSIBILITIES:**

- Review and approve work plan and budget for project.
- Attend and participate in TRP meetings.
- Advise the principal investigator(s) in the technical aspects of a project.
- Direct the investigation to ensure that it is aimed at finding implementable answers to the stated research objective or objectives.
- Evaluate the progress on a project, both at TRP meetings and through bi-annual PI evaluations.
- Review and provide comments on interim and final reports. PI is required to submit draft final report to ICT for preliminary editing prior to review by TRP. This will allow TRP to focus on reviewing technical issues addressed in the report instead of spelling, grammar and flow issues.
- Evaluate the effort, cost, and probable benefits stemming from the research findings.
- Champion and assist with the implementation of project findings into practice.

### **TRP MEETINGS**

- The TRP shall hold meetings as it may determine are necessary - preferably every three to four months but no less than once every six months.
- Meetings may be held in person, via conference call or via video-conferencing.