

NETC Technical Committee - Roles and Responsibilities

- A. **Technical Committee Formation.** For each NETC research project, a Technical Committee (TC) representative is nominated by state Department of Transportation members and approved by the Advisory Committee to guide the technical aspects of the work. Each TC consists of one representative from each of the six states (a minimum of four members), and FHWA who is technically knowledgeable of the subject being studied. A total of six TC members per project is preferred to accommodate the absence of a committee member due to vacation or illness to keep moving forward with the process.

Estimated Time Commitment: 2-4 hours

- B. **Write the Scope of Work.** The TC uses the Research Problem Statement to develop a Scope of Work (SOW). The TC Chairperson will meet with their respective Advisory Committee member to discuss the SOW. The TC Chair prepares an initial draft SOW for distribution to the TC. Finalizing the draft SOW document usually requires one TC meeting and several emails. The Advisory Committee must approve the SOW. This step includes 1-2 one-hour phone calls, as well as 1-2 reviews of the draft SOW document.

Estimated Time Commitment: 2-6 hours

- C. **Solicit a Request for Proposals.** The NETC Coordinator will prepare and announce/advertise the RFP.

- D. **Review all RFP proposals received.** The TC will review and evaluate all proposals received. NETC typically receives 2-4 proposals. The RFP proposals are generally 10-15 pages, plus appendices. NETC's proposal evaluation guidelines will be provided. The TC will recommend a proposal to the Advisory Committee for their final approval.

Estimated Time Commitment: 2-4 hours

- E. **Execute Research Contract.** The NETC Coordinator coordinates this effort.

- F. **Review Research Activities.** The TC's responsibilities include:

1. **Attend Kick-Off Meeting with the Principal Investigator (PI).** TC members may participate via conference call or attend in person.

Estimated Time Commitment: 2-4 hours

2. **Attend Technical Committee meetings** scheduled throughout the duration of the project (minimum of 2 meetings). Most TC meetings are held via webinar or conference call. Most projects have between 2 and 8 TC meetings, depending on the length of the project.

Estimated Time Commitment: 4-8 hours

3. **Review Quarterly Reports** (usually 2 pages). Most NETC research projects will have 4-8 Quarterly Reports, depending on the length of the project.

Estimated Time Commitment: 2-4 hours

NETC Technical Committee - Roles and Responsibilities

4. **Review Deliverables.** Often, NETC research projects will require the PI to submit Task reports at the completion of each work task so that the Technical Committee members can provide guidance. Some NETC research projects will only require draft and Final Report deliverables.
Estimated Time Commitment: 1-4 hours

5. **Review Final Report.** The PI will submit a Draft and Final Report to the TC for review and comments. The Final Report will incorporate project Task reports and may include 50-500 pages (including an appendices), depending on the nature and complexity of the research project.
Estimated Time Commitment: 4-8 hours

6. **Provide guidance on how to implement research at their respective DOT.** The PI will develop a generic implementation plan for the research project results. The PI will also be asked to work with individual TC members to tailor the generic implementation that implementation plan for their respective DOT programs. TC members will determine how much effort to put into implementation once the project is finished.
Estimated Time Commitment: 1-4 hours

TC members can anticipate approximately 1-2 hours per month of TC commitment for a typical 2-year NETC research project.