



YOUR ROLE

as the Lead Agency—Federal Highway Administration (FHWA)

A lead agency oversees each Transportation Pooled Fund (TPF) study.

For an FHWA-led TPF study, a designated FHWA staff member administers the study from start to finish. As the lead agency, FHWA submits the project request, solicits partner agencies to join and contribute, controls and monitors financial commitments, provides regular status updates, provides final research deliverables, and closes out the study.

LEAD AGENCY RESPONSIBILITIES:

- Ensure the TPF study is eligible to receive State Planning and Research funds.
- Develop and post solicitations on the TPF Program website and monitor statuses.⁽¹⁾
- Develop an initial TPF study scope of work.
- Submit a request to establish the TPF study to the TPF program manager for processing and approval.
- Develop and submit an acceptance letter to the TPF program manager that acknowledges their role as study lead and willingness to accept funding.
- Set up a technical advisory committee (TAC) and develop a work statement under the TAC's direction.
- Track and control all funding, awards, and contracts; monitor financial commitments from other organizations.



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LEAD AGENCY RESPONSIBILITIES:

- Write and post the TPF study's quarterly reports to the TPF study web page.
- Ensure the work statement includes providing final research deliverables.
- Close out the study once all contract requirements, claims, payments, and awards are completed.
- Send a closeout funding spreadsheet to the TPF program manager.
- Help finalize the final report and summary.

RESOURCES

The TPF Program's [interactive website](#) is a great resource.⁽¹⁾ Additionally, the website's [Frequently Used Resources](#) page houses all the relevant manuals and reference sheets.⁽²⁾ Further questions can be answered by the TPF program manager.⁽¹⁾

ABOUT THE TPF PROGRAM

FHWA's TPF Program enables public and private entities to pool their funds, expertise, and resources to conduct high-priority research that solves a wide variety of shared transportation problems.

LEARN MORE

For more information on the role of the lead agency—FHWA, see the [TPF Procedures Manual](#) and the [TPF Web User Manual](#).^(3,4)

REFERENCES

1. National Cooperative Highway Research Program. 2023. "Transportation Pooled Fund Program Website" (website). <https://www.pooledfund.org/>, last accessed September 26, 2023.
2. National Cooperative Highway Research Program. 2023. "Transportation Pooled Fund—Frequently Used Resources" (web page). <https://www.pooledfund.org/Home/FrequentlyUsedResources>, last accessed September 26, 2023.
3. National Cooperative Highway Research Program. 2023. *TPF Procedures Manual*. Washington, DC: National Academies of Sciences, Engineering, and Medicine.
4. National Cooperative Highway Research Program. 2022. *TPF Web User Manual*. Washington, DC: National Academies of Sciences, Engineering, and Medicine.

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