



# YOUR ROLE

## as the Lead Agency—State Department of Transportation (DOT)

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

This role is an exciting opportunity to guide and shape national research and innovation collaboration efforts. For a State-led TPF study, a State DOT serves as the lead

agency, administering the study from start to finish. The State DOT 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.

### STATE DOT LEAD AGENCY RESPONSIBILITIES:

- Submit a request to establish the TPF project, including non-Federal match waiver requests, to the local Federal Highway Administration (FHWA) division office for processing and approval.
- Confirm the TPF study is eligible to use State Planning and Research (SPR) funds.
- Ensure the study is incorporated into and approved as a part of the State's SPR work program.
- Develop and post solicitations on the TPF Program website and monitor the status of funds committed.<sup>(1)</sup>
- Develop an acceptance letter to acknowledge the State DOT's lead agency status and willingness to accept funding; submit the letter to the division administrator in the local FHWA division office.
- Post the TPF study in the Federal Management Information System.
- Establish 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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### STATE DOT 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 the closeout funding spreadsheet to the TPF study's project manager.
- Help finalize the final report and summary.
- Ensure all project partners receive quarterly status reports, project updates, and deliverables.

### RESOURCES

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

### ABOUT THE TPF PROGRAM

The 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—State DOT, see the [TPF Procedures Manual](#) and the [TPF Web User Manual](#).<sup>(3,4,5)</sup>

### 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.
5. National Cooperative Highway Research Program. n.d. TPF Program—Process Flow Chart. Washington, DC: National Academies of Sciences, Engineering, and Medicine.

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