TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Iowa DOT

INSTRUCTIONS:
Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)* TPF-5(472)		**Transportation Pooled Fund Program - Report Period:** ☐ Quarter 1 (January 1 – March 31) ☐ Quarter 2 (April 1 – June 30) ☑ Quarter 3 (July 1 – September 30) ☐ Quarter 4 (October 1 – December 31)
Project Title: 2021 Innovations in Freight Data Workshop		
Name of Project Manager(s): Gary Jenkins	**Phone Number:** (202) 334-2311	**E-Mail** gjenkins@nas.edu
Lead Agency Project ID:	**Other Project ID (i.e., contract #):**	**Project Start Date:** February 24, 2021
Original Project End Date: February 28, 2022	**Current Project End Date:** February 28, 2022	**Number of Extensions:** 0

Project schedule status:

☑ On schedule ☐ On revised schedule ☐ Ahead of schedule ☐ Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
$84,000	$0	10%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
	$0	10%

Project Description:

The 2021 Innovations in Freight Data Workshop is expected to follow the format of the successful two-day 2017 and 2019 workshops. The planning committee will seek applications form interested participants and will invite expert panelists to participate in a variety of session types, including panel presentations, speed presentations, live demonstrations of applications or technologies, and breakout discussions.

A workshop report will be published that provides an overview of the entire workshop proceedings.

A pooled fund technical representatives-only workshop session will be provided to discuss key takeaways, lessons learned and technology transfer actions for members to take back to their states.

Pooled fund technical representatives will be invited to join the overall workshop planning committee but will be required to serve as a session moderator, speaker, poster presenter, technical representatives-only workshop session planner or technical representatives-only technology transfer webinar planner.

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

• Held workshop planning committee calls: July, August, and September;
• Finalized written descriptions for all program sessions;
• Assigned session moderators planning committee members; hosted pre-workshop meeting with moderators and provided suggested format for conducting session and reviewed moderator role and responsibilities;
• Scheduled and hosted pre-workshop meeting to reiterate written detailed instructions for preparing pre-recorded, provided an overview of session format, reviewed features of the virtual conferencing platform with Zoom integration, responded to presenter questions and concerns, and outlined presentation requirements and submission deadlines;
• Maintained regularly scheduled meetings with Open Water support team to make updates and corrections to the virtual conference website;
• Convened Innovations in Freight Data Workshop, September 21-23, 2021 – see attached program; conference website can be viewed here - https://trb-freightdata.secure-platform.com/a/organizations/main/home;
• Reviewed, edited and posted recordings of all moderated sessions and presentations;
• Sent notifications to all workshop attendees that session recordings were available for viewing by registered attendees and presenters;
• Provided rapporteur with access to all transcripts, presentations, and recordings of all Workshop sessions; and
• Held a post-conference meeting to gain feedback and ideas from planning committee and begin preliminary discussion of next steps, including the development of research needs statements to emerge and objectives of future workshop event.

Anticipated work next quarter:

• Assist rapporteur in the development and preparation of an e-Circular for the Innovations in Freight Data Workshop; and
• Close out and settle any expenses related to the planning and hosting of the workshop, payment of rapporteur services excluded.

Significant Results:

Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

Originally planned for an in-person workshop. Workshop has moved online.

Potential Implementation: