



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

6300 Georgetown Pike
McLean, VA 22101

Subject: **INFORMATION**: Lead Agency for Transportation
Pooled Fund Program study TPF-5(557), “TRB Core
Program Services for a Highway RD&T Program –
Federal Fiscal Year 2025/TRB (State DOTs) Fiscal
Year 2026”

Date: July 10, 2025

From: Heather R. Shelsta
Director, Office of Research Services
McLean, VA

In Reply Refer To: HRRS-10

To: Patricia Sergeson
Transportation Pooled Fund Program Manager
Office of Corporate Research, Technology, and
Innovation Management
McLean, VA 22101

The Federal Highway Administration (FHWA) is the lead agency for the Transportation Pooled Fund (TPF) Program study TPF-5(557), TRB Core Program Services for a Highway RD&T Program – Federal Fiscal Year 2025/TRB (State DOTs) Fiscal Year 2026. FHWA’s Office of Corporate Research, Technology and Innovation Management accepts the lead agency role and agrees to receive, obligate, expend, and manage contributions from participating agencies.

Participating States and agencies utilizing Federal funds will be asked to submit their funding transfer requests through FHWA’s Fiscal Management Information System (FMIS). When submitting through the FHWA FMIS, please select the State to FHWA Program Office-Pooled Fund transfer type. Funds should be sent to the Office of Research, Development and Technology (BPAC 040). As part of the fund transfer request, the State or agency should upload this memorandum and include the TPF study number TPF-5(557) in the pooled fund project number field. In the additional information field, please include TPF-5(557), TRB Core Program Services for a Highway RD&T Program – Federal Fiscal Year 2025/TRB (State DOTs) Fiscal Year 2026.

Participating agencies that wish to contribute non-Federal funding can do so via [pay.gov](https://www.pay.gov). For further instructions, please see chapter 12 of the *TPF Procedures Manual* (updated March 2023), which is available on the [TPF website](https://www.fhwa.dot.gov/tpf/).

The lead agency coordinator for this pooled fund study, Jean Landolt, can be contacted at 202-493-3146 or jean.landolt@dot.gov.

Cc: Jean Landolt