

## Guidance for Distribution of State DOT Research Reports<sup>i</sup>

### *Where should I deposit my research reports?*

#### **REQUIRED**

State departments of Transportation (DOTs) are required to send all research reports funded by State Planning and Research funds (SP&R) to the following organizations by [directive](#) of the Federal Highway Administration (FHWA):

- FHWA Library [fhwalibrary@dot.gov](mailto:fhwalibrary@dot.gov)
- FHWA Office of Corporate Research, Technology, and Innovation Management [john.moulden@dot.gov](mailto:john.moulden@dot.gov)
- National Transportation Library (NTL) [NTLDigitalSubmissions@dot.gov](mailto:NTLDigitalSubmissions@dot.gov)
- National Technical Information Service (NTIS<sup>ii</sup>) [input@ntis.gov](mailto:input@ntis.gov)
- Transportation Research Information Documentation Database (TRID<sup>iii</sup>) [tris-trb@nas.edu](mailto:tris-trb@nas.edu) or <http://trid.trb.org/submit.aspx>
- Transportation Library, Northwestern University, [r-sarmiento@northwestern.edu](mailto:r-sarmiento@northwestern.edu)

These organizations play a vital role in providing access to transportation research reports within and beyond the transportation sector.

#### **RECOMMENDED**

State DOTs should deposit a copy of their print and/or electronic published reports with:

- TRID and the NTL, regardless of funding source;
- Their state DOT library; and
- Their state library, state archive, or other state repository

Deposits in one or both formats may be required by state law, regulation, requirement, guideline or agency policy. Contact agency librarians and/or records managers who can advise on requirements.

### *What submission format should I use?*

Email a full-text electronic copy of a report or a URL through which the report can be directly downloaded.

- The URL should link directly to the report or directly to a dedicated web page for the report or project (which may list one or more URLs for the main report, appendices, data or errata). The latter is recommended.
- A Persistent Uniform Resource Locator (PURL) is preferred<sup>iv</sup>.
- No passwords should be required to access the report.

Electronic reports may be sent by other media if necessary. Please see the FHWA directive for further instruction on alternate methods.

Follow your state's procedures to ensure that a full electronic copy is added to the appropriate library, archive or repository.

### *When should reports be distributed?*

Reports should be made available **upon approval and not later than 3 months after publication**. Making reports available as soon as possible allows researchers and practitioners in transportation fields to stay current, conduct research, and access information.

## ***Updating Research in Progress records***

After receiving notice or determining that the report is now available in TRID, delete the associated project record in the [Research in Progress Database](#). Please refer to the [TRB webinar on updating RiP records](#) for more guidance.

## ***Supporting distribution & discoverability***

State DOTs are also encouraged to share research reports with other interested partners. Some partners may wish to receive notice of recent publications (distribution) while others want to find the information when they need it (discoverability). Methods to support distribution and discoverability are provided below.

### *Distribution*

- Group list – Most states use group email lists to manage distribution as this doesn't require special software. The group list manager maintains a list of required and interested recipients and sends periodic emails with one or more recent publications.
- Listserves – Some states use listservs to manage distribution of research reports. A listserv employs software that allows individuals to manage their subscription directly. This includes signing up or leaving a list and may include options for subject selection.
- RSS feeds – Some states offer the option of keeping up-to-date with new report announcements by subscribing to an RSS feed.

To view available options, please see the SCOR/RAC [Publications Subscriptions Page](#). Please make sure to include your state's distribution methods on this page and on your research program website.

Any type of distribution or subscription list should be reviewed and updated on a periodic basis.

### *Discoverability*

- Libraries: A library is a collection of resources processed, stored and organized by information professionals to provide convenient access and retrieval. Resources may be physical or digital, and include data, information and knowledge. Libraries provide a point of access for general users seeking information. Agencies are encouraged to keep their library or center listing current in the [Directory of Transportation Libraries and Information Centers](#).
- Bibliographic databases: A bibliographic database, such as [TRID](#), is a searchable electronic index to published literature on a specific topic. Bibliographic records represent journal articles, book chapters, reports, conference proceedings and other published items. They usually contain an analysis of the item and, if available, a link to the electronic copy or physical location. Accessing a database may require free registration or a fee-based subscription.
- Research Program websites: Posting research reports on a website provides access when researchers are looking for resources from a specific organization. Please maintain information on how people can access and/or sign up for research report announcements from your organization on the SCOR/RAC [State DOT Publications Notifications](#) page.

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<sup>i</sup> For additional information, see Best Practices for Distributing, Providing Access To, and Archiving Transportation Research. Decina, L., Mastromatto, T., & Tucker, S. (2014). See Part A of [2014 Final Report](#)

<sup>ii</sup> Title 15: Commerce and Trade American Technology Preeminence Act (ATPA) 15 U.S.C. § 3704b-2 (a)

<sup>iii</sup> Title 23: Highways PART 420—Planning and Research Program Administration 23 CFR § 420.209

<sup>iv</sup> A PURL functions as a persistent or durable URL whose address will not change even if the resource being pointed to relocates or migrates. Persistent URLs may not always be permanent.