

AASHTO RAC Mentoring Guidelines—Updated April 2018

Module	Concept(s)	Checklist for Mentor	Checklist for Mentee	Web Links
About R&I/RAC	Purpose and functions of R&I/RAC, people involved, operating guidelines	<ul style="list-style-type: none"> • Have I explained the purpose of R&I/RAC? • Have I explained the steps to get mentee nominated to RAC (letter signed by CEO)? • Have I shown RAC membership roster to mentee? • Have I explained RAC participation on R&I? 	<ul style="list-style-type: none"> • Read web links info. • Talk with mentor about purpose and function of RAC. • Talk with mentor about the relationship of RAC to R&I. 	About R&I and RAC RAC New Member Guide Upcoming Meetings RAC Roster R&I Roster
Tools for RAC Members	Educational and information sharing resources for RAC members	<ul style="list-style-type: none"> • Have I talked with mentee about Your Role in RAC? • Have I shown mentee RAC101 Power Point? • Have I suggested that mentee view the RAC101 webinar and attend the “Your Role in RAC: A Foundation for Best Practices” session at summer meeting? • Can I contribute to or present at Your Role in RAC session? • Encourage mentee to participate in the Ahead of the Curve workshop. • Encourage mentee to use and add content to the Research Program & Project Management (RPPM) website. 	<ul style="list-style-type: none"> • Read web link info. • If possible, view RAC101 webinar and RAC101 Power Point presentation, and attend “Your Role in RAC: A Foundation for Best Practices” session. • Talk with veteran members at the summer meeting and ask questions during the Your Role in RAC session. • Complete the Ahead of the Curve workshop. • Register for and use RPPM website. Post agency manuals or other documents and read other agencies’ shared documents. Check RPPM calendar. 	RAC New Member Guide RAC 101 RPPM (Research Program and Project Management)

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RAC Meetings-- Summer and Winter	July and January meetings	<ul style="list-style-type: none"> • Can mentee travel to one or both meetings? • After each meeting, have I discussed 2-3 takeaways that mentee and I can use in our research program? • If I am presenting or serving on a discussion panel at a meeting, have I talked with mentee and gotten his/her ideas on the subject? 	<ul style="list-style-type: none"> • If possible, attend one or both meetings. • Discuss ideas and takeaways obtained at meeting with mentor. • Assist mentor with any presentations or panel discussion information in preparation for meeting. 	Upcoming Meetings
RAC Task Forces	Activities, structures, and participation	<ul style="list-style-type: none"> • Have I explained the RAC task forces, their structures and functions, to mentee? • Have I encouraged him/her to join one that he/she is interested in? • Have I advised the regional chair which task forces mentee has joined so that mentee's participation can be counted? 	<ul style="list-style-type: none"> • Have I attended task force meetings? • Is there a task force where I can contribute my skills and abilities? • If so, have I let the task force chair(s) know that I'd like to join? • Have I volunteered for any task force activities or working groups? 	RAC Task Forces
RAC Surveys	Purpose of RAC surveys, guidelines for sending surveys and sharing results	<ul style="list-style-type: none"> • Explain how to send surveys to RAC through the listserv. • Review guidelines for conducting RAC surveys • Explain how to search for survey results. 	<ul style="list-style-type: none"> • Find out if my state distributes surveys through RAC. • Review guidelines for conducting RAC surveys. • Search for survey results on a particular topic. 	RAC Surveys

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RAC Regions	Participation in RAC region (1, 2, 3, or 4)	<ul style="list-style-type: none"> • Have I included mentee in regional meetings and introduced him/her to regional peers? • Have I included mentee in regional conference/web calls? • Have I encouraged mentee to volunteer for regional duties (serving as an officer, serving as a regional R&I representative, meeting planning, coordinating, moderating, or presenting at the summer meeting, regional pooled fund participation, etc.)? 	<ul style="list-style-type: none"> • Attend regional meetings and conference/web calls. • Volunteer for regional duties. • Participate in regional research efforts (pooled funds or UTC activities, for example) 	Regional RAC Page
Organizational Structure and Partnerships—AASHTO	RAC's relationship to AASHTO, my agency's relationship to AASHTO	<ul style="list-style-type: none"> • Have I discussed AASHTO's history and mission and function with mentee? • Does mentee know how R&I/RAC fits in? • Have I made mentee aware of other AASHTO committees such as SCOM, SCOH, SCOPM, etc.? • Is the mentee aware of the AASHTO Technical Services Programs (TSPs)? Is their research program involved in funding TSPs? If so, do they understand the process? • Is mentee familiar with their DOT's TSP payment procedures (approvals, payment method, etc.)? • Is mentee familiar with the AASHTO balloting process for adoption of new guidelines? 	<ul style="list-style-type: none"> • Learn about AASHTO's history, structure and function. • Participate in RAC (and other AASHTO committees if possible). • Learn who from my agency serves on various AASHTO committees. • Do I know my DOT's procedure for payment of TSPs? • If possible, participate in AASHTO balloting process when new guidelines are being discussed, commented on/adopted 	AASHTO Overview About R&I and RAC AASHTO Electronic Balloting System
Organizational Structure and Partnerships – LTAP	Local Technical Assistance Program (funded by FHWA)	<ul style="list-style-type: none"> • Have I provided an overview of the LTAP program to mentee? • Is mentee involved in oversight of the LTAP program in their state (providing federal and other funding, contracting with the center, participating on LTAP Advisory Board)? 	<ul style="list-style-type: none"> • Become familiar with the LTAP program. • Do I understand my DOT's role in providing program oversight (is LTAP a part of the Research Work Program?). 	FHWA Training Resources

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Organizational Structure and Partnerships—TRB	Transportation Research Board	<ul style="list-style-type: none"> • Have I explained the structure and function of TRB to mentee? • Can mentee travel to TRB annual meeting? • Have I discussed 2-3 takeaways from the annual meeting each year with mentee? • Have I encouraged mentee to become a friend or member of a TRB committee? • Have I shown mentee TRB publications? • Have I explained how to order older or additional hard copies? • Have I discussed the TRB E-Newsletter and how to subscribe? • Have I explained how to sign up for the my TRB website? • Have I explained TRID and RIP to mentee, and procedures for keeping these updated? • Have I explained TRB payment procedures (internal financial, FHWA transfer form, etc.) to mentee? • Does mentee’s research program house the DOT library? If so, how do we disseminate TRB research results to subject matter experts? • Have I explained the role of the TRB State Representative to mentee (coordination of committee nominees, annual state visit, surveys, etc.)? Will mentee serve as the TRB State Rep for their state? • Have I talked with mentee about the State TRB Reps Advisory Panel (STRAP)? • Have I encouraged mentee to participate in TRB webinars and to engage subject matter experts who may not attend TRB in available webinars, publications, etc.? 	<ul style="list-style-type: none"> • Browse and search TRB website, read TRB publications. • Attend the annual meeting, if possible. • Volunteer to be a friend or member of a TRB committee of interest. • Have I subscribed to the TRB E-Newsletter? • Register for my TRB website access. • Discuss takeaways and things learned with mentor. • Become familiar with all internal and external TRB payment procedures. • Learn how to communicate TRB results to subject matter experts in DOT (TRB e-newsletter, myTRB, agency internal website, etc.) • Become familiar with the role of the TRB State Representative and identify the State Rep for my DOT and STRAP members. • Participate in TRB webinars in my areas of interest, and reach out to technical experts to let them know about training, publications, webinars, etc. 	<p>TRB Website</p> <p>MyTRB Login</p> <p>Email Updates Subscription</p> <p>TRB Bookstore</p> <p>Research in Progress (RiP) Website</p> <p>TRID Database</p> <p>TRB State Representatives: Guides and Resources (includes STRAP information)</p> <p>TRB Conduct of Research Committee</p>

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Organizational Structure and Partnerships—NCHRP	National Cooperative Highway Research Program structure and function, my agency's interaction with NCHRP	<ul style="list-style-type: none"> • Have I discussed NCHRP, its history and mission, and publications with mentee? • Has mentee been involved with annual NCHRP ballot rating process? • Have I talked with mentee about NCHRP panels and how they work? • Has mentee nominated DOT personnel for panel participation? • Has mentee helped develop NCHRP problem statement(s) through a task force, committee, or other group? • Have I discussed NCHRP payment procedures with mentee (internal financial, FHWA division office, transfer form, etc.)? • Does mentee's research program have the DOT library? Do they disseminate NCHRP reports? 	<ul style="list-style-type: none"> • Read published NCHRP publications of interest. • Help mentor with NCHRP panel nominations and ballot ratings. • Try to participate in an NCHRP panel if possible. • Help task force, committee, or other group develop NCHRP problem statement. • Am I familiar with NCHRP payment procedures, both internal and external? • Do I help disseminate NCHRP reports to subject matter experts in my DOT? 	<p>NCHRP Website</p> <p>NCHRP Research for AASHTO Committees</p>
Organizational Structure and Partnerships—SHRP2	Strategic Highway Research Program, Part 2	<ul style="list-style-type: none"> • Have I explained the SHRP2 program to mentee? • Has mentee been engaged in working with subject matter experts to submit applications for SHRP2 funding? • Have I explained the role of the SHRP2 Coordinator? Is mentee the Coordinator for their DOT? 	<ul style="list-style-type: none"> • Help mentor involve subject matter experts in SHRP2 applications. • Attend SHRP2 webinars. • Become familiar with the role of the SHRP2 coordinator and identify who that is for my DOT. 	<p>SHRP2 Website</p> <p>TRB SHRP2</p>

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Organizational Structure and Partnerships—FHWA	Federal Highway Administration (part of the USDOT)	<ul style="list-style-type: none"> • Have I explained the structure and function of FHWA to mentee? • Have I discussed the Code of Federal Regulations (CFR) research work program requirements in 23 CFR 420, Subpart B and agency compliance with mentee? Do I encourage mentee participation in annual work program preparation? • What other federal regulations affect the research program, such as the OMB Supercircular (2 CFR 200), and current appropriations bill? • Have I made mentee aware of the stewardship agreement and research requirements? • Have I talked about federal funding percentages (100% vs. 80%) on different types of projects/expenditures with mentee? • Have I encouraged mentee to get to know FHWA division office staff and explained their role in our program and payments? • Have I encouraged mentee to attend FHWA-led training (classes, webinars, etc.)? • Have I included mentee in our state DOT peer exchange and encourage his/her participation in other states' peer exchanges? • Have I explained the State Transportation Innovation Council (STIC) to mentee and encouraged participation, if applicable? • Have I made mentee aware of other FHWA innovation deployment efforts such as Every Day Counts (EDC)? • Have I discussed FHWA's relationship to USDOT? 	<ul style="list-style-type: none"> • Browse and search FHWA website, read FHWA guidelines and publication. • Learn about the regulations that govern research and DOT functions. • Participate in annual work program preparation and funding. • Get to know FHWA division office personnel and their roles (administrative, financial, etc.). • Review current stewardship agreement. • Review applicable federal regulations, especially appropriations bill. • Become familiar with work program and funding and payment procedures, both internal and external. • Attend FHWA training. • Participate in my state's and other states' peer exchanges. • Learn about my state's STIC. • Learn about Every Day Counts and other technology deployment programs. • Learn about FHWA, USDOT, and other transportation-related agencies. 	<ul style="list-style-type: none"> FHWA Website FHWA Legislation, Regulations and Guidance GPO – Planning and Research OMB Supercircular STIC Network Every Day Counts U.S. Department of Transportation USPTO – How to Find Laws and Regulations

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Organizational Structure and Partnerships—Transportation Pooled Funds (TPFs)	Transportation Pooled Funds (TPFs)	<ul style="list-style-type: none"> • Have I explained the TPF process to mentee (lead agency, commitments, meetings, etc.)? • Have I shown the website to mentee and gotten him/her website access? • Have mentee and I reviewed TPF manual published by FHWA? • Have I encouraged mentee to participate in a pooled fund technical advisory committee? • Have mentee talked with agency experts about TPF participation? • Is mentee familiar with internal and external TPF commitment and payment procedures (internal approvals, FHWA division office role, transfer forms, etc.)? • Does mentee know how pooled funds are included in their annual work program preparation and presentation? • Does mentee know that they can request an email when the TPF transfer is complete (the request goes in the comment box in the bottom left of the transfer form) and request FMIS access that allows them to view Business Objects reports with TPF transfers? 	<ul style="list-style-type: none"> • Browse, search, and navigate the TPF website. • Do I know which TPFs my state participates in, either on TAC or as lead agency? • Is there a TPF that I might participate in? • Am I familiar with internal and external TPF payment procedures? • Do I communicate TPF opportunities to subject matter experts and coordinate pooled fund participation with them? • Does my agency add a note on the transfer form to request notification when a transfer is complete? • Do I have FMIS access for viewing TPF transfers? 	<p>TPF Website</p> <p>FHWA – Pooled Fund Program</p>
Organizational Structure and Partnerships—OST-R/UTCs	Office of the Assistant Secretary for Research and Technology, (OST-R, formerly RITA), part of USDOT, University Transportation Centers (UTCs)	<ul style="list-style-type: none"> • Have I discussed OST-R (Office of the Assistant Secretary for Research and Technology, formerly RITA) and the UTC program with mentee? • Do any universities in our state participate? • Have I explained the UTC funding program to mentee? • Have I explained CUTC and RAC/CUTC partnership activities to mentee? 	<ul style="list-style-type: none"> • Understand the UTC program. • Get familiar with which universities in my state are UTC partners. • Become familiar with any UTC studies ongoing. • Become familiar with CUTC and the activities of the RAC/CUTC Liaison group. 	<p>OST-R Website</p> <p>University Transportation Centers</p> <p>CUTC Website</p>

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Serving as an Advocate and Resource for Research and Implementation	Determining and communicating the value of research program and studies. Includes high-value research nominations	<ul style="list-style-type: none"> • Have I encouraged mentee to submit annual high-value research (HVR) nominations from my agency? • Have I gotten Research Performance Measures (RPM) website access for mentee? • Have I shown mentee HVR publications such <i>Research Impacts—Better, Faster, Cheaper</i>, and <i>Research Makes the Difference</i>? • Does mentee’s division advocate for research within the agency as well as externally? • Involve mentee in agency research implementation and tracking. 	<ul style="list-style-type: none"> • Participate in the coordination and submission of HVR nominations. If a project wins Sweet 16, coordinate poster session and presentation preparation. • Sign up for RPM website access and update projects. • Read research-value publications. • Learn how to communicate research value to agency, policy makers, and public. • Be committed to implementation and technology transfer of research results in my agency. 	RAC Value of Research Task Force Document Library
Technology Transfer (T²)	Disseminating research results, agency-wide and nationally, and aiding deployment through directed technology transfer	<ul style="list-style-type: none"> • Does mentee’s agency require T² plans and deliverables as part of research projects? • If mentee’s Division has a newsletter, website, or other means of information transfer, encourage mentee to write short summaries for completed and/or ongoing research projects and provide examples of well-written summaries if needed. • Have I involved mentee in project T² efforts (showcasing projects, workshops, website content, training, deployment, etc.)? • Have I encouraged mentee to participate in national T² efforts? • Does mentee’s research office/division work with LTAP/RTAP programs? If so, suggest mentee get involved in those processes. 	<ul style="list-style-type: none"> • Read publications and learn about T². • Participate in T² efforts, both agency-wide and nationally. • Create (or work on existing) newsletter or other agency T² communication. Write project summaries for newsletter and/or website. • Incorporate T² into all phases of each project (planning, project execution, and implementation). • If applicable, participate in local LTAP/RTAP T² efforts. 	Guide to Accelerating New Technology Adoption through Directed Technology Transfer Accelerating Implementation of Transportation Research Results Building a Foundation for Effective Technology Transfer through Integration with the Research Process (OST-R T2 Primer) TRB Technology Transfer Committee

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Agency Research Program Items/ Peer Exchanges	Work program preparation, project selection and monitoring, peer exchanges, research manual, agency implementation and technology transfer	<ul style="list-style-type: none"> • Involve mentee in agency research work program preparation. • Make sure mentee is thoroughly familiar with agency research project selection, contracting, finances, and research project monitoring processes. • Suggest mentee consider hosting a peer exchange and/or participating in one for another state. • Have I discussed the agency's research manual with mentee? Is mentee involved with research manual preparation/updates? • Is mentee involved in any agency-wide research implementation or technology transfer efforts? • Explain how to send surveys to RAC listserv. 	<ul style="list-style-type: none"> • Familiarize self with work program preparation, research study selection, contracting, and monitoring processes. • Read peer exchange reports on RAC website and generate ideas for next one. • Participate in another agency's peer exchange. • Read our research manual. Assist with writing/updates. • Get involved with research implementation; assist mentor, Pls, and subject matter experts. • Review guidelines for conducting RAC surveys. 	<ul style="list-style-type: none"> Peer Exchange Program FHWA's SP&R Guide for Peer Exchanges RAC Surveys Guide for Developing a State Transportation Research Manual State DOT Research