

## Submitting State DOT Surveys Conducted via TRANLIB List to the AASHTO R&I/RAC Website

### Background

The AASHTO R&I/RAC website has a dedicated web page for publishing [state DOT surveys](#) conducted by Research Advisory Committee (RAC) [members](#) via the RAC discussion list. Members cumulate results and submit them for posting to this page. RAC members follow [general guidelines](#) for creating and conducting surveys.

Librarians (or others without direct access to the RAC list) may also initiate surveys via the TRANLIB discussion list on behalf of requesters within their agencies who are seeking input or feedback on best practices from other agencies. These surveys can now be submitted for posting to the R&I/RAC website's survey page.

Having survey results (received via the RAC list or TRANLIB list) in one place will make it easier to identify whether a survey has been conducted on a topic. Previously, surveys conducted through TRANLIB were not routinely posted back to the list or shared widely.

### Before the Survey is Sent Out on TRANLIB

Consider who will be receiving the survey results (the librarian or the original requester). Can they collate or cumulate the results in one or more documents for easy reference and posting? In your original survey email, make sure that respondents know that survey results will be published on the AASHTO R&I/RAC website.

### Posting the Survey Results to the AASHTO R&I/RAC website

1. Send an email to [mytrb@nas.edu](mailto:mytrb@nas.edu) with "R&I/RAC Website: Survey Results" in the Subject line. You do not need to be a TRB member or have a TRB account to send an email.

a) In the body of the email, provide the following information (see yellow highlighted sections).

**Title:** [TITLE]

**Date of Survey:** [DATE]

**Survey Detail/Results:** This survey was conducted via the TRANLIB discussion list in [MONTH] [YEAR] by [STATE] DOT to learn more about [DESCRIPTION HERE].  
[INCLUDE SURVEY QUESTIONS HERE IF DESIRED]

**Contact Information:** This survey was conducted by [STATE DOT OR LIBRARY NAME]

[MAIN CONTACT NAME FOR SURVEY]

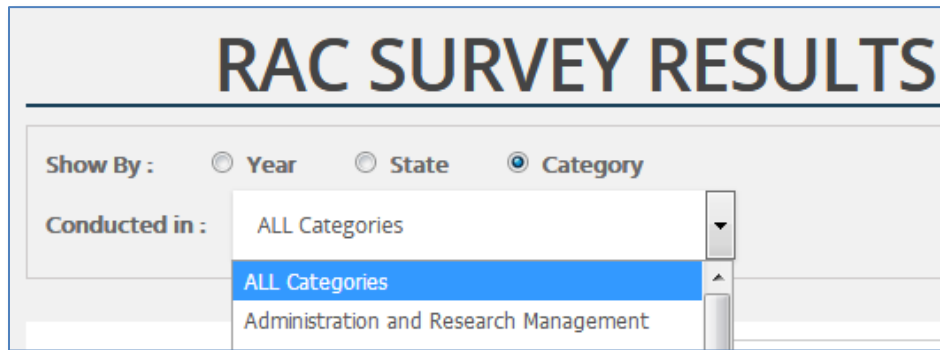
[TITLE]

[MAILING ADDRESS INCLUDING STREET ADDRESS, CITY, STATE, ZIP CODE]

[PHONE]

[EMAIL]

- b) Include one or more recommended categories that should be used to describe the survey. See category dropdown list on the [survey results page](#).



The screenshot shows a web interface titled "RAC SURVEY RESULTS". Below the title, there are three radio buttons labeled "Year", "State", and "Category", with "Category" selected. Below these is a dropdown menu labeled "Conducted in :". The dropdown menu is open, showing "ALL Categories" selected (highlighted in blue) and "Administration and Research Management" as another option.

- c) Attach files (formats accepted include .xlsx and .pdf) which should accompany the survey details. Convert MS Word (.docx) documents to PDF prior to sending. You can attach more than one file.
2. The TRB web developer will notify the sender (cc'ing Renée McHenry, co-lead of CCTF TKN Working Group) once the results have been posted along with a URL link to the Survey Detail page.
  3. The TRB web developer will also notify the RAC list of the availability of the new survey with a link to the Survey Detail page.

*Example*

**From:** ListServ for AASHTO RAC Committee <[AASHTO\\_RAC@LSW.NAS.EDU](mailto:AASHTO_RAC@LSW.NAS.EDU)> **On Behalf Of** Linzau, Natassja  
**Sent:** Friday, September 07, 2018 12:29 PM  
**To:** [AASHTO\\_RAC@LSW.NAS.EDU](mailto:AASHTO_RAC@LSW.NAS.EDU)  
**Subject:** [AASHTO\_RAC] New Survey Results: Risk Based Optimization of Construction Engineering and Inspection (CE&I) Services and Materials Testing for Local Public Agency (LPA) Projects

Dear RAC Members,

The results of a survey on "Risk Based Optimization of Construction Engineering and Inspection (CE&I) Services and Materials Testing for Local Public Agency (LPA) Projects" conducted by Mississippi DOT in July 2018 are now available on the R&I/RAC website at the following URL:

[https://research.transportation.org/rac-survey-detail/?survey\\_id=402](https://research.transportation.org/rac-survey-detail/?survey_id=402)

Thank you to all those who responded.

Best regards,  
Natassja

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4. The sender should notify the TRANLIB list ([TRANLIB-L@umich.edu](mailto:TRANLIB-L@umich.edu)) that the results are now available.