

To: DISTRIBUTION - see below

From: Lori L. Sundstrom
Manager, NCHRP

Subject: Panel Members for FY 2020 Projects in the National Cooperative Highway Research Program (NCHRP)

→ → → Immediate Action Requested by *June 17, 2019* ← ← ←

On April 9-10, 2019, the AASHTO Special Committee on Research and Innovation (R&I) formulated the NCHRP's FY 2020 program. We are forwarding the research [problem statements](#) (online at this link) to you and asking for your help in identifying individuals with relevant expertise and experience to volunteer to serve on each project oversight panel.

- ***Nominations should be submitted online at this link:*** [Online Panel Nomination Form](#).
- This year we are also asking if the nominee is a member of an AASHTO Committee or TRB Committee; we are also interested in panel members who are connected to their national community of practice to help with moving research results into practice when research is completed.

Although the [FY 2020 projects](#) (online at this link) are tentative (they have not yet been approved by States' ballot), we are soliciting now for nominees to meet future deadlines. We appreciate anything you can do to identify or **nominate** qualified individuals by **June 17, 2019**.

- Please note that this solicitation for panel nominations is for new regular NCHRP projects EXCEPT for new NCHRP Synthesis of Practice topics. The solicitation for panelists for Synthesis topics will be sent separately.
- **Note to FHWA employees:** Although you may be on the distribution list for this email, assignment of FHWA liaisons is coordinated through Ms. Jean Landolt's office. You will receive a separate email from Ms. Landolt to initiate that process. As a reminder, FHWA employees may serve as liaisons to NCHRP panels, not as members.

We encourage the nomination of members of historically underrepresented groups, including women, young professionals (age 35 and younger), and members of minority groups.

Contacts to determine an individual's interest in serving will be made from this office after we have matched available expertise with that required by the nature of the project.

- Panels for the new projects are scheduled to meet beginning in August through October. Panel members are prohibited from submitting or participating in preparation of proposals on projects under their jurisdiction. They serve without compensation but are

paid travel and subsistence expenses. Travel insurance is provided at no cost to the members. In many cases, three meetings are held in the life of a project, and these normally occur in Washington, D.C. The first meeting is to develop a request for proposals that is used to solicit proposals; the second meeting is to select a research agency from among those submitting proposals. Typically, a third meeting will be held to review progress with the research team while the research is active.

- Membership on each panel will number approximately eight, and panels operate under the guidance of a chair--"[Your Role as an NCHRP Panel Member](#)" (online at this link). The NCHRP staff serves as the secretariat.

We are grateful for your support of the NCHRP by providing nominees each year. With the nominees continuing to outnumber the available positions by about four to one, we have been able to establish panels outstanding in their ability to play a critical role in the accomplishment of successful research. Please realize that if your nominee(s) is not selected, that there are several factors to be considered when forming well balanced and objective panels. Although expertise is the primary factor, we also attempt a proper balance in terms of geographic areas, organization or agency types (e.g., public and private agencies, universities, associations, local and state government), and gender and ethnic diversity.

This memo and links can be found at

http://onlinepubs.trb.org/onlinepubs/nchrp/docs/NCHRP_PanelSolicit2020memoonly.pdf

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