

Leading the AASHTO/TRB Knowledge & Information Management Research Subcommittee

This job-aid is provided to support the Chair of the AASHTO Committee on Knowledge Management (CKM) and TRB Committee on Information and Knowledge Management (CIKM) lead the joint Research Subcommittee.

Subcommittee Purpose

The Subcommittee supports knowledge translation of existing research and develops research activities to advance knowledge management in the transportation sector. This includes activities such as developing research need statements, surveys, case studies, peer exchanges, practice scans, synthesis reports, research funding requests, project participation, state of the art reports, workshops, and technical transfer resources. The KM Research Subcommittee will collaborate with other CKM subcommittees to address knowledge gaps and support outreach activities. The KM Research Subcommittee will also partner with other AASHTO and TRB Committees on knowledge related research activities.

Activities

The Research Subcommittee provides:

- Research Needs Statements – these statements are entered into the TRB Research Needs Statements database for the TRB Committee on Information & Knowledge Management (ABJE45).
- Research Problem Statements – these statements prepared for submittal to funding programs such as the National Cooperative Highway Research Program.
- Research Engagement –
 - o Updates at the AASHTO CKM annual and mid-year meetings and TRB CIKM annual and quarterly meetings
 - o Notification of reports, webinars, research panel nominations, calls for research, and other research-related news. This information is shared through the AASHTO CKM listserve and the TRB CIKM website.
 - o Encouraging the use of relevant research products. This includes maintaining a list of knowledge and information research products, promoting products through subcommittee communications, and periodic surveys about the use of research products.
 - o Collaborate with other AASHTO and TRB committees on research topics.

Membership

The members of the KIM Research Subcommittee include volunteers from the AASHTO CKM and TRB IKM committee members and friends. The Research Subcommittee Chair

maintains a current list of members for publication to the AASHTO CKM and TRB IKM websites.

Logistics

The Research Subcommittee meets periodically. The Subcommittee members determine the frequency of meetings. The current practice is to meet monthly on the 4th Thursday of the month at 11:00 am Eastern. Exceptions to the schedule may occur.

The Research Subcommittee Chair provides the remote meeting software for these meetings.

Research Subcommittee Chair Responsibilities

If the incumbent is employed by a state DOT, the Research Subcommittee Chair participates in the AASHTO Committee on Knowledge Management Steering Committee. If the incumbent is *not* employed by a state DOT, an AASHTO Committee member from the Research Subcommittee should be delegated the responsibility to liaise with the AASHTO CKM Steering Committee.

The Chair also participates in the TRB Standing Committee on Information and Knowledge Management Leadership Team.

Other Research Subcommittee Chair responsibilities include the activities below. This work may be delegated to others on the Subcommittee as feasible.

- Schedule meetings using remote meeting software
- Prepare agendas
- Facilitate meetings
- Encourage members to contribute to the conversation and conduct subcommittee work
- Collaborate with other committees on research problem statement development and research product marketing
- Participate in the TRB Committee Research Coordinators Council
- Input research needs statements into the TRB Research Needs Statements ([RNS](#)) database.

Resources

Transportation Research Coordination & Management

- [TRB Committee Research Coordinator Council](#)
- [Research Program and Project Management – RPPM](#)

Information on Transportation Research Needs and Projects

- [Research in Progress \(RiP\)](#)
- [Research Needs Statements](#)

Transportation Research Funding

- [Research Funding Guide](#)

Research Products

- TRB Transportation Research Information Database ([TRID](#))
- Knowledge Management in Transportation [LibGuide](#)

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