Guidelines for Vermont Agency of Transportation Research Project Technical Advisory Committees

All Research Projects will have a Technical Advisory Committee (TAC), made up of a Technical Champion, Administrative Lead, and Subject Matter Representatives. The TAC is charged with advising the research project and directing the work to best advance Agency goals. Projects should have a Sponsoring Bureau, responsible for approving the participation of the TAC members, and to work with Research Staff in appointing replacement members should they be needed.

Technical Champion

Each Project will have a Technical Champion, typically the person involved in the selection process. Tech Champions will have subject matter expertise and be related to the Sponsoring Bureau. The Tech Champion will serve as the central contact for all technical questions on the project, coordinate all VTrans data collection as needed, and coordinate with the Researchers about ongoing VTrans projects (such as construction dates) as needed for the project. The Technical Champion will help with the implementation of the project results during and after the project.

The Technical Champion will lead the review of all quarterly reports and associated deliverables to check the quality of the deliverables, that they match the approved scope of work, and provide to the Admin Lead their recommendation of approval to pay on those deliverables.

In the event a Technical Champion must withdraw from the project, the Admin lead will work with the Sponsoring Bureau to find a replacement.

Administrative Lead

Each Project will have an Administrative Lead, a member of the Research Section staff. The Admin Lead represents the Research Section, who are ultimately responsible for the overall administration of the VTrans Research program. Admin Leads are not subject matter experts, but rather aid in the conduct of research and facilitate the project.

The Admin Lead will coordinate the processing of quarterly deliverables-based invoicing. Admin lead will review the quarterly reports, compare to the scope of work, and with the advisement of the Tech Lead will submit Approval to Pay.

The Admin Lead will serve as the point of contact with the Researchers for the management of the project. The Admin lead will manage VTrans records for the project, and be responsible for the publication and dissemination of the final report.

The Admin Lead will facilitate TAC meetings, including scheduling, agenda, and recording/disseminating notes as needed.

Subject Matter Representatives (Additional TAC Members)

Each project will have additional TAC members: representatives from other technical areas within VTrans, FHWA Division Office, other partner agencies, or outside stakeholders. Subject Matter Reps will attend TAC meetings, participate in discussion of the research, review reports and findings, and make recommendations to the TAC and Researchers. They bring with them their organization's interests, knowledge and resources to help further project outcomes. TAC members should provide input related to conducting the project and implementation of the results.   Project concerns including comments related to the Draft Final Report should be raised by TAC members. Ideally, they should be discussed at a TAC meeting such as the TAC meeting that includes a presentation and discussion of the Draft Final Report. Additional concerns should be resolved through communication between the Technical Champion, Administrative Lead, and Researchers.