

INSTRUCTIONS

FOR PROVIDING ACCESS TO TRANSPORTATION RESEARCH

This sheet provides an overview of instructions for the distribution of Federal Highway Administration (FHWA) reports funded by the State Planning and Research (SPR) program.

Where?

TRID, NTL, and NTIS

Distributing SPR-funded reports to TRID and NTL is a must. These two organizations play a vital role in providing access to the transportation community. A copy of the report should be sent to the appropriate state or DOT archive as well.

Sending to NTIS is required for all federally-funded reports; it is also ideal to serve as a back-up system.

Send to ANYWHERE ELSE that expresses interest in receiving these reports. Redundancy in catalogs and holdings is useful in improving discovery and access.

Who?

Group Email List

Creating a group email list of interested parties to notify when new SPR-funded reports have been made available is ideal. This provides necessary information to those who want it, without the burden and margin of error associated with searching for this information on their own.

What?

URLs or Full Electronic

Send a full-text electronic copy of a report, or a URL, to NTL, TRID, and NTIS for their use in creating records. NTL and NTIS will download the full report from a URL .

Follow your state's procedures to ensure that a full electronic copy is added to the appropriate repository / archive.

When?

0-3 Months

Upon approval, making SPR-funded reports available as soon as possible allows researchers and practitioners in transportation fields to stay current, conduct research, and access information.