

Technical Report Documentation Page (TRDP) Guidelines for Use with Original 1972 Form

Visit the AASHTO R&I/RAC website [Report Guidelines and Requirements page](#) for the TRDP template with instructions, a filled-out example and guidelines. Please check the website for updates.

General Guidance

- Use the original 1972 form with modified instructions until otherwise notified. Even though a modified form will eventually be submitted for approval to the Office of the Secretary of Transportation (OST), the process will be lengthy and success is not guaranteed. Our intent is that the instructions for the new form will be consistent with the new instructions for the 1972 form.
- See [glossary](#) for explanations of acronyms and how to obtain identifier numbers.

Best Practices

- Make sure you are using the form with the most recent instructions on the [AASHTO R&I/RAC website](#).
- Try to keep the TRDP to one page.
- Use existing style in form (e.g. font size 8 for text entry). Try to avoid making text fonts smaller or margins narrower.
- Abstracts should be brief (ranging from 200-350 words). See [examples](#) below.
- Use spelled-out URLs instead of hypertext links (to avoid links that are not clickable in a PDF). For example, use Leighton L. Christiansen <https://orcid.org/0000-0002-0543-4268> instead of [Leighton L. Christiansen](#)

Workflow Suggestions

- Develop a **process** so that all concerned (authors, performing organizations, sponsoring agencies) know **who should be responsible for filling out which field and when**. At least one **contact/person** should be responsible for making sure that the final TRDP is filled out correctly prior to publication. Communicate the process to all parties.
 - The contact should have **input** as early in the report publication workflow process and be as **fully integrated** in the process as possible. This is to avoid additional work or re-work later.
- Ask the contractor to send an **editable version of the TRDP** in case information needs to be added by the sponsoring agency.
- **Identify ORCID**s ahead of time for frequently used researchers and collaborators.
 - Ask researchers you work with to register for an ORCID on their own (or claim an ORCID record if they already appear in the database). The performing organization (such as a university office of sponsored research or departmental contact) may opt instead to [batch register or claim ORCID](#)s for faculty members.

- Create your own **state DOT version** of this form for use by your contractors or as part of a report template. You can edit the form to customize the instructions by adding the Developer tab to the ribbon in Microsoft Word (File > Options > Customize Ribbon > Main Tabs > Checkmark Developer box. Once on the Developer tab, click on Design Mode to edit the instructions for each field. When you are ready to save the edited form, unclick Design Mode.

Individual Field Comments

2. Government Accession No. – Not traditionally used. Unable to identify a suitable field example.

3. Recipient’s Catalog No. – Not traditionally used. Unable to identify a suitable field example.

7. Author(s) – [Search the ORCID registry](#) for the number. If the author does not have an ORCID number, ask the author to [register](#) for one. If this is not feasible, then exclude the ORCID number or link.

At a minimum, the ORCID identifier should be displayed as the full iD URI such as:
Leighton L. Christiansen <https://orcid.org/0000-0002-0543-4268>

As of January 1, 2016, ORCID IDs are **required** for researchers who must comply with the [U.S. DOT Public Access Plan](#).

10. Work Unit No. – Not traditionally used. Unable to identify a suitable field example.

11. Contract or Grant No. – Include contract, grant or project numbers here. State whether the number is a contract, grant or project number (e.g. Contract # 8218).

12. Sponsoring Agency Name and Address – Include sponsoring agency name and address. After the agency name, indicate the source of funding. Add (SPR) after the agency name if any type of [SPR funding](#) is used. Funder IDs will not be required for researchers who must comply with the U.S. DOT Public Access Plan. Adding the ID to the TRDP is optional. See [glossary](#).

Recommended: Missouri Department of Transportation (SPR)

14. Sponsoring Agency Code – Not used often. Our understanding is that this is an office mailing code that may be included if a DOT agency such as FHWA or NHTSA is **named** in the sponsoring agency name and address field. If it is not named, leave the field blank. See [FHWA phone directory](#) for office codes.

Report Example: [Work Zone Operations Best Practices Guidebook \(Third Edition\)](#)

12. Sponsoring Agency Name and Address Federal Highway Administration 1200 New Jersey Avenue, SE Washington, D.C. 20590	13. Type of Report and Period Covered 1/23/2008 to 10/30/2013
	14. Sponsoring Agency Code HOTO

15. Supplementary Notes –

- *Alternate title:* If the project is known by another title (which differs from the report title), include here.
- *Hypertext links:* Include a link such as a DOI, URL or PURL to the dedicated web page for the project (preferred). This page may list one or more URLs for the main report, appendices, data or errata. If this is not possible, then link to the report archive or repository or link directly to the report itself. It is understood that you may not know the exact report URL when the report (and TRDP) are published. PURLs are preferable to URLs, if available.
- *Copyright statement:* Discretionary. Include if needed. See samples in separate document on [AASHTO R&I/RAC website](#). Note: Some states include a copyright statement elsewhere in the report, as opposed to adding language to the TRDP.
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16. Abstract – See examples below.


MONTANA DEPARTMENT OF TRANSPORTATION
<p>The purpose of this project was to quantitatively evaluate the relationships between MDT's occupant protection program activities and seat restraint usage throughout Montana, in an effort to clarify how MDT's occupant protection programs may affect seat restraint use. Quantitative evaluations of program effectiveness are critical to optimizing program impacts, yet performing evaluations of these programs is challenging. Here, a cross-disciplinary research team worked in collaboration with Montana Department of Transportation (MDT) to produce a quantitative evaluation of four programs (Office of Public Instruction driver education programs, Selective Traffic Enforcement Programs, Buckle Up Montana coalitions, and media campaigns) aimed at improving seat belt use rates in the state of Montana. Program impacts were measured using National Occupant Protection Survey data from 2010 to 2012. The evaluation suggested that MDT's programs largely operate independently of one another. Buckle Up Montana program presence was associated with increased seat restraint use rates, and this was especially true in areas that were not in large media catchment areas. Selective traffic enforcement programs showed a strong relationship with increased seat restraint use, but this relationship disappeared in models that included all programs. Driver education program completion rates were not associated with increased seat belt use. There was no saturating effect of program impacts, except for media campaigns, where additional dollars lead to improved occupant protection rates only to a point. Detecting program-specific effects was challenging using the NOPUS data, and the team suggested additional data collection for isolating particular program effects in the future.</p> <p style="text-align: right;">[248 words] [Source]</p>

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
<p>Reflection cracking is a serious challenge associated with pavement rehabilitation. Practical experience shows that reflection cracking propagates at a rate of 1 in. per year. The primary objective of this synthesis study is to conduct an in-depth literature review of research projects on reflection cracking and a survey of the practices of highway agencies with regard to the types of cracking mitigation strategy used. Based on the results of the literature review and the survey questionnaire, a summarized assessment is presented for each reviewed treatment method. Further, a number of treatment methods were identified for further evaluation. For existing HMA pavements, crack sealing and overlay, chip seal and open-graded interlayers, full-depth reclamation, and cold-in place recycling are the most promising treatment methods. For existing PCC pavements, saw and seal, chip seal and open-graded interlayer systems, and rubblization are the most promising treatment methods. Based on the results of this study, the research team recommends that a follow-up study be conducted in order to evaluate the cost-effectiveness of the most promising treatment methods and to develop guidelines for the control of reflection cracking. The developed crack control guidelines will present recommended treatment methods for different classes of rehabilitated pavements in order to achieve adequate control of reflection cracking in a cost effective manner.</p> <p style="text-align: right;">[212 words] [Source]</p>

Glossary of Terms

Term	Definition/Notes	Want to learn more?
DOI	<p>Also known as “Digital Object Identifier.” A DOI is a structured unique identifier for digital material. A DOI link is also a persistent URL. The prefix https://dx.doi.org/ can be inserted in front of a DOI name to create a DOI link.</p> <p>DOIs are assigned by publishers by using a service provided by a DOI registration agency (such as CrossRef) for content such as journals, journal articles, working papers, books, book chapters, conference proceedings and papers, dissertations, databases, standards, and data sets and elements.</p> <p>As standard practice, DOIs are usually not assigned to state DOT research because of the nature of state government as a publisher and the research report as a publication type.</p> <p>Search for DOIs Create shortened DOIs</p> <p>Journal article example: DOI name - 10.1016/j.tra.2014.11.002 DOI link - https://doi.org/10.1016/j.tra.2014.11.002 DOI citation - doi:10.1016/j.tra.2014.11.002</p>	<p>FAQ</p>

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Funding Agreement Number	A funding agreement number is the same as a contract, grant or project number associated with the funded project.																									
Funder Registry (formerly known as FundRef)	“Authors acknowledge the funding sources for their research in their publications. Using the Funder Registry, publishers can clearly identify the funders who backed the research.” [Source]	Funding Data Funder Registry Best Practices for Depositing Funding Data																								
Funder ID (identifier or number)	<p>A Funder ID is a unique identifier number for a funding body. To our knowledge, there are no stated guidelines for how to cite the funder ID number other than as a URL</p> <p>Download registry file</p> <p>Funder IDs will not be required for researchers who must comply with the U.S. DOT Public Access Plan. Adding the ID to the TRDP is optional. If you wish to obtain one for your agency, send a request to funder.registry@crossref.org and ask that your agency be added to the registry.</p> <p>Missouri Department of Transportation example: Funder ID number – 100007251 Funder ID URL – http://dx.doi.org/10.13039/100007251</p> <p>Other Funder ID examples from the registry:</p> <table border="1" data-bbox="386 1209 1057 1461"> <thead> <tr> <th data-bbox="386 1209 646 1234">URI</th> <th data-bbox="646 1209 1057 1234">Funding Body</th> </tr> </thead> <tbody> <tr> <td>http://dx.doi.org/10.13039/100010604</td> <td>Arkansas State Highway and Transportation Department</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100004811</td> <td>California Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100007663</td> <td>Florida Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100007664</td> <td>Georgia Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100012606</td> <td>Hawaii Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100009637</td> <td>Illinois Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100013418</td> <td>Louisiana Department of Transportation and Development</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100004947</td> <td>Michigan Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100004960</td> <td>Minnesota Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100007251</td> <td>Missouri Department of Transportation</td> </tr> <tr> <td>http://dx.doi.org/10.13039/100009209</td> <td>Montana Department of Transportation</td> </tr> </tbody> </table>	URI	Funding Body	http://dx.doi.org/10.13039/100010604	Arkansas State Highway and Transportation Department	http://dx.doi.org/10.13039/100004811	California Department of Transportation	http://dx.doi.org/10.13039/100007663	Florida Department of Transportation	http://dx.doi.org/10.13039/100007664	Georgia Department of Transportation	http://dx.doi.org/10.13039/100012606	Hawaii Department of Transportation	http://dx.doi.org/10.13039/100009637	Illinois Department of Transportation	http://dx.doi.org/10.13039/100013418	Louisiana Department of Transportation and Development	http://dx.doi.org/10.13039/100004947	Michigan Department of Transportation	http://dx.doi.org/10.13039/100004960	Minnesota Department of Transportation	http://dx.doi.org/10.13039/100007251	Missouri Department of Transportation	http://dx.doi.org/10.13039/100009209	Montana Department of Transportation	
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ORCID	“ORCID is a non-profit organization supported by a global community of organizational members, including research organizations, publishers, funders, professional associations, and other stakeholders in the research ecosystem.” [Source]	ORCID website About ORCID																								

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<p>ORCID ID (identifier or number)</p>	<p>Acronym for Open Researcher and Collaborator IDentifier.</p> <p>ORCID IDs comprise a system of unique identifiers (or URLs) that distinguish one researcher from another. The identifier (or number) directly links to the research with which they are associated or to which they contributed (such as reports, manuscripts, grants or data). An author’s ORCID is sometimes referred to more informally as an ORCID number or ORCID identifier or ORCID ID.</p> <p>Search the ORCID registry (see top search bar on the home page)</p> <p>ORCID example:</p>  <p>ORCID IDs are required for researchers who must comply with the U.S. DOT Public Access Plan.</p>	<p>2015 TRB poster</p> <p>ORCID video (4 min.)</p> <p>Register for an ORCID</p> <p>Creating ORCID Records for Researchers</p> <p>How to Display an ORCID</p>
<p>PURL</p>	<p>Acronym for “Persistent Uniform Resource Locator.” “PURLs are persistent URLs. They provide permanent addresses for resources on the web.” [Source]</p>	
<p>QR code</p>	<p>Acronym for “Quick Response” code. A two-dimensional barcode which can be scanned using a mobile app on a smartphone. Connects directly to a website or web page about an organization, product, event or publication. QR codes can be inserted in print publications, posters, web pages, etc. [Source]</p>	<p>About QR codes</p> <p>White paper on QR Codes and Government Communications</p>
<p>URI</p>	<p>Acronym for “Uniform Resource Identifier.” This address is used to identify the protocol application, the computer’s Internet address and the file’s location. A URL is a form of URI. [Source]</p>	<p>Definition</p>
<p>URL</p>	<p>Acronym for “Uniform Resource Locator.”</p> <p>Defined as a Web address, such as https://www.transportation.gov/</p>	<p>Definition</p>