

# Minutes of WHRP Steering Committee Meeting

May 25, 1999

Attendees: Bosscher, Gruendler, Kuemmel, McComb, McLawhorn, McMullen, Paddock, Van Sistine, Waelti, Walker

1. Approval of Agenda.  
The agenda was amended to include scheduling issues, an update on the UTC, internships, and publicity.
2. Approval of Minutes from March 30, 1999 Meeting.  
The minutes were approved as written
3. Review and Approval of TOC Draft Research Funding.  
The recommendations of the TOCs regarding projects, funding levels, and PIs were accepted as proposed. After discussion of the impact of the long-term commitments on future budgets, it was decided that approval specifically included all years of project funding as proposed. The list of approved projects, funding levels, and PIs is attached to these minutes. It was suggested that more complete circulation of RFPs is necessary to improve the process in subsequent years.
4. Conflict of Interest.  
Potential conflicts of interest arise in the review of proposals by individuals from the same agency or institution. To minimize these impacts, it was decided that a member of a TOC from the same agency or institution as the PI should not participate in evaluating proposals from that particular RFP and also should not participate in the final ranking of all proposals from that TOC.
5. Scheduling of annual events and activities for WHRP.  
The timeline as attached to these minutes was adopted. A change to have Steering Committee approval by April 1 was included.
6. Information regarding Earmark and UTC proposals.  
No additional information was available regarding the earmark as of this meeting. Similarly, no result on the UTC proposal was received as of this meeting however it is known that six proposals were submitted in Region 5.
7. Publicity.  
The WHRP and DOT will work together to highlight the benefits gained through the research program. This will include newsletters, news releases, web pages, and open houses as appropriate.
8. Internship  
The WHRP and DOT are negotiating a means to provide student interns that will work within the DOT on projects of interest both to the DOT and academia. The purpose of this program is to introduce students to the potential for a career in the transportation sector.
9. Next meeting to be held at 1pm on August 17, 1999 in Rm 144B Hill Farms Office Building, Madison, WI