

# **Transit Cooperative Research Program Ambassador Nomination Form**

## **Program Purpose**

The main purpose of the Transit Cooperative Research Program (TCRP) is to broaden, strengthen, and accelerate the introduction and adoption of TCRP sponsored research results within the transit industry through peer to peer contact by the TCRP Ambassadors.

## **Program Objectives**

TCRP Ambassadors have four goals:

- To inform their peers in the transit community of the benefits of the Research products from the TCRP program
- To encourage implementation of the TCRP research
- To promote participation in the TCRP program
- To gather anecdotal information from their peers as to the usefulness of the various research products applied in their departments

## **Nomination/Application Process**

Nominees must work in a full-time, on-site position for U.S. transit agencies, government transit agencies at the state, regional and local levels, state department of transportations, transit educational institutions, transit industry organizations, or other non-operating agencies playing a major role in planning or financing public transit.

A TCRP Ambassador is selected for their field experience and for their ability to motivate and instruct others on how to use the research results or products. Ambassadors are selected by a committee of individuals distinguished in the field of transit operations and research.

All nominations or applications should be submitted on the form that follows. Self-nominations are encouraged. Evaluation will be based on documentation submitted as well as on letters and comments from references. A statement from an agency executive supporting the nominee's participation is essential.

## **Selection Criteria**

The selection committee will use the following criteria in determining the Ambassadors:

- Interest in current areas of transit research
- Practical field experience in one or more of the TCRP areas of investigation.
- Successful experience in the application and implementation of transit research
- Presentation and instruction skills with a willingness to improve those skills
- Commitment to using research to improve service and achieve greater cost efficiencies
- Willingness to share knowledge and experiences, of both successes and failures, with colleagues
- Evidence of support from the nominee's organization

## **Notification**

COMTO will notify ambassadors of their selection in writing by early Spring.

## Activities

Each new Ambassador is asked to attend a two-day Ambassadors' Orientation Seminar that will instruct the ambassadors about TCRP and its research projects, as well as a workshop on presentation skills. The seminar will coincide with TRB's Annual Conference. The agenda for the seminar includes:

- An orientation on the TCRP research process and current research projects
- Open exchange of ideas and experiences with other ambassadors
- Workshops on presentation skills
- Preparation of presentation materials
- Create a preliminary travel schedule

Following the seminar, each Ambassador will participate in several venues for sharing the research results with colleagues. Examples include:

- Identifying regional industry events/conferences where they can promote the TCRP research
- Visiting regional transit properties
- Attending APTA sponsored industry conferences
- Interviewing with transit-related media

Over a two-year period, Ambassadors will be expected to spend as many as ten days on TCRP business, including the Ambassadors' Seminar. Arrangements for conferences, seminars, workshops, etc. will be made by the Ambassadors in coordination with COMTO. All expenses associated with participating in TCRP activities are covered by the program, including travel, conference arrangements, and materials. However, TCRP cannot provide a stipend to the Ambassadors or their employing organizations.

### Nomination Deadline

All nominations must be received by January 31.

Mail or fax to: COMTO Attn: TCRP  
818 18th Street NW – Suite 850  
Washington, DC 20006  
Phone: (202) 530-0551  
Fax: (202) 530-0617

The TCRP Ambassador Program is managed by COMTO under agreement with APTA's Dissemination and Implementation Program. For additional information regarding TCRP, please visit our web site at [www.comto.org](http://www.comto.org)

Questions should be directed to  
Ramonica D.M. Moore, Marketing & Communications, 202-530-0551 Ext. 309

## TCRP Nomination/Application Form

Deadline January 31  
Print this page to use as your application  
Print the following page to use as fax cover sheet

### I. Nominee Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Self-nomination: \_\_\_\_\_

**Nominated by (fill out below)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**II. Attachments**

Please attach the following items to your mailed or faxed application:

Personal Statement - Describe your interests and goals for your participation in TCRP; briefly describe your employment history in the transit industry; be sure to address the program objectives and the selection criteria.

Statement of Agency Support - It is essential that you submit a statement from an authorized supervisor or officer permitting your participation in all program activities.

References - Submit two letters of reference from colleagues. Make sure the name, title, organization, address, and phone and fax numbers of the references are included. Letters of references may be included in this submission or sent separately to COMTO.

**III. Signature**

I hereby attest to the accuracy of the information contained in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail to:

COMTO  
ATTN: TCRP  
818 18th Street NW - Suite 850  
Washington, DC 20006  
Phone: (202) 530-0551  
Fax: (202) 530-0617

