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.

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.

This sheet was created as part of Transportation Library Connectivity and Development Pooled Fund Study TFP-5 (237) Research Report Distribution and Access Process Improvement. For more information on the findings of this study, please see: Decina, L., Mastromatto, T., & Tucker, S. (2014). Best Practices for Distributing, Providing Access To, and Archiving Transportation Research. (Final Report).