The Arizona Department of Transportation (ADOT) is sponsoring three students from the eligible Arizona universities for the Transportation Research Board (TRB) Minority Student Fellows Program for the 2019-2020 Academic Year. There will be one student each from Arizona State University (ASU), Northern Arizona University (NAU), and the University of Arizona (U of A). These schools meet the TRB eligibility requirements with respect to minority student bodies and transportation programs.

The Program promotes participation of minorities in transportation careers and in TRB by providing awards to qualified students to support attendance and participation in the TRB Annual Meeting. ADOT covers only the cost of student registration, travel, hotel, and per diem expenses in connection with their attendance at the TRB 2020 Annual Meeting.

The TRB Minority Student Fellows Program is a category of the Dwight David Eisenhower Fellowship Program (DDETFP), but is different from the other Eisenhower fellowships in that it is administered by TRB, and does not provide any research/tuition-related funding.

Participation in the TRB Minority Student Fellowship Program will provide:

- an opportunity to apply classroom theory to transportation problems;
- critical exposure to the range of transportation careers;
- ability to hone research writing skills;
- a guaranteed chance to present their research in a poster or lectern session;
- exposure to the peer review process;
- networking opportunities with leaders in the transportation field; and
- an opportunity to become involved with TRB through its committee structure.

The TRB Minority Student Fellowships are intended for undergraduate students (juniors and seniors) and graduate students (masters or doctorate) pursuing transportation-related degrees who plan to enter the transportation profession upon completing their higher education.

**TRB STUDENT ELIGIBILITY**

Each school can use its own selection process in deciding which student to send as TRB Minority Student Fellow. The student who schools select must meet the criteria outlined in the TRB Screening Questionnaire. Students must also review this questionnaire to ensure that they meet all criteria and agree to the terms of program participation before completing the rest of the application package. After students submit their research papers to TRB by August 1 and complete their revisions by November 15, they automatically receive a slot to present their research.
## Part I: TRB Screening Questionnaire for Student Eligibility

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1.</td>
<td>Will you be a full-time student in January 2020?</td>
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<td>2.</td>
<td>Do you understand (and accept) that TRB Minority Student Fellows Program only provides funding to attend the TRB Annual Meeting, and does not provide any additional funding for tuition or research-related expenses?</td>
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<td>3.</td>
<td>Do you identify as black/African-American, Hispanic, American Indian, Alaska Native, or Native Hawaiian?</td>
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<td>4.</td>
<td>Are you a U.S. citizen or permanent resident (meaning only that you do not hold a J-1 or F-1 visa)?</td>
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<td>5.</td>
<td>Are you majoring in a transportation-related curriculum?</td>
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<td>6.</td>
<td>Will you be able to conduct transportation-related research then write a subsequent research paper for submission to TRB peer review by August 1st? (Note: If a student is not majoring in a transportation field but happens to be working on transportation-related research as a one-time event, that student is not eligible for the program.) Paper submission guidelines are available at: <a href="http://www.trb.org/GetInvolvedwithTRB/GetInvolvedSubmitaPaper.aspx">http://www.trb.org/GetInvolvedwithTRB/GetInvolvedSubmitaPaper.aspx</a></td>
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<td>7.</td>
<td>Will you be able to revise your research paper based on peer reviewer comments then resubmit your paper by November 15th?</td>
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<td>8.</td>
<td>Will you be able to attend the TRB Annual Meeting from January 12-15, 2020 in Washington, D.C.?</td>
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<td>9.</td>
<td>While at the TRB Annual Meeting, will you (and not a co-author) be able to present your research paper in a poster or lectern session?</td>
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<td>10.</td>
<td>Are you willing and able to attend the four following required events that are part of the TRB Minority Student Fellows Program during the Annual Meeting?</td>
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<td>11.</td>
<td>Sunday: Welcome Reception at 4-5:30pm</td>
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<td>12.</td>
<td>Monday: Student-only Lunch at 12-1:30pm</td>
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<td>13.</td>
<td>Tuesday: Eisenhower Program Networking Reception at 6-8pm</td>
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<td>14.</td>
<td>Wednesday: Chairman’s Lunch at 12-2pm</td>
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<td>15.</td>
<td>Do you plan to pursue a transportation-related career after completing your degree program?</td>
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A “No” answer to any of the questions above would make the student ineligible to participate in TRB’s Minority Student Fellows Program.
FACULTY MENTOR
The TRB program requires that a faculty mentor travel with the student fellow and participate in all required events while actively encouraging and advising the student before and during the Annual Meeting. TRB provides mentors with complimentary meeting registration (estimated $875) and two complimentary nights at one of the conference hotels (estimated $400). ADOT’s sponsorship does not cover any of the faculty mentor’s costs.

Mentor Expectations:

1. Ensure that the students you select meet the program criteria outlined below.
2. Ensure that the students you select are clear that the fellowship only covers Annual Meeting-related expenses—so they do not receive funds that cover tuition, or a blank check.
3. Provide support as the students pull together their application materials.
4. Provide on-going guidance to students in carrying out research and writing the research paper.
5. Make sure the students meet the deadline of August 1 for submitting their paper, and the November 15 deadline for submitting the revised paper.
6. Ensure students are on track for attending the Annual Meeting, including: they have made all travel arrangements such that they can attend all required events, their research presentation is ready to go, they have a plan for attending the required events and other sessions of interest, they know how to access and seek reimbursements of their expenses.
7. Accompany your students to their research presentation, Welcome Reception, the Fellows and Mentors Networking Lunch, and Chair’s Luncheon.

Additional Guidelines from ADOT
ADOT strongly supports the promotion of this opportunity to all qualified minority students enrolled in programs that have transportation-related curricula, which includes but not limited to civil engineering, urban planning, and geography. To keep this opportunity open to as many eligible students as possible, the universities may not award students who were previously sponsored by ADOT as a Program Fellow.

Upon completion of the school’s selection process, the student must submit the TRB Minority Student Fellows application packet to the ADOT point-of-contact for official submission to TRB. The application packet, which will be made available by the ADOT point-of-contact, shall include the student’s personal information, faculty mentor’s information, a personal statement, a letter of support for participation, and the student’s resume and picture.

ADOT expects the following information from each participating school by the specified due date in the timeline:
- Intent to participate
- Description of the selection process and criteria
- Brief report on the selection process implementation (report template to be provided)

All questions regarding this Program should be directed to the ADOT point-of-contact:
Bernadette Phelan, Ph.D.
Sr. Research Project Manager
ADOT Research Center
BPhelan@azdot.gov
602-712-3138
**TIMELINES:**

November, 2018: *Announcement of ADOT sponsorship*

December 2018 – March 31, 2019: *University Student and Faculty Mentor Selection Period*

December 14, 2018: University notifies ADOT of intent to participate

January 4, 2019: Each university submits to ADOT a brief description of their selection process and criteria

**March 1, 2019: ADOT officially notifies TRB of its intent to participate in the 2019-2020 Minority Student Fellows Program**

April 1, 2019: University notifies ADOT of the selection process completion

April 15, 2019: University submits to ADOT the student’s complete application packet, including the faculty mentor’s information

**April 22, 2019: ADOT submits to TRB selected students’ application packet**

[Note: Submission of students’ papers and travel arrangements will be conducted directly between TRB, the students, and their faculty mentors.]

**August 1, 2019: Students submit research paper to TRB in accordance with the TRB paper submission protocol**

September, 2019: Students, along with their faculty mentors, will be invited to present their research papers before ADOT staff

**October, 2019: TRB issues peer review feedback**

**November 15, 2019: Student submits revised research paper to TRB based on peer review**

Jan. 12-15, 2020: The approved travel dates are from January 11th to January 15th. (Though students will have their approval date extended to January 16th if their research presentation is scheduled for the afternoon of January 15th.) (Note: Students may choose to arrive before or after the approved Annual Meeting travel dates. They would, however, have to cover any food, lodging, and ground transportation expenses incurred outside of those dates. In addition, students would have to cover the difference—if there is any—of what the airfare would be if they traveled within the approved travel dates and what it is for their travel outside of the approved travel dates.)