



U.S. Department
of Transportation

**Federal Transit
Administration**

Administrator

400 Seventh St., S.W.
Washington, D.C. 20590

C-06-03

Dear Colleague:

Many positive changes have occurred in the Federal Transit Administration (FTA) over the past several years, and consequently, FTA Guidance Circulars have become outdated and in need of revision. I am happy to provide you with a comprehensive revision of FTA Circular 6100.1C, Transit Research and Technology Programs: Application Instructions and Program Management Guidelines.

This revised circular is intended to clarify application procedures, project administration and management guidelines that apply to individual projects and activities within FTA's National Research Program and other affiliated Federal research programs in which FTA takes a lead role. Among these affiliated programs are the Intelligent Transportation Systems (ITS) program, the new technology capital program, and others specifically authorized by law. To the extent appropriate, projects undertaken through the International Mass Transportation Program and the Joint Partnership Program for the Deployment of Innovation will also be administered in accordance with these guidelines.

The FTA has established an electronic system for application, award and management of FTA projects called the Transportation Electronic Award and Management (TEAM) system, commonly referred to as TEAM-Web. This system is accessible via fteamweb.fta.dot.gov and enables project recipients to submit their project applications directly via the Internet. Real time access to detailed disbursements by project, balances in project budget accounts, and the status of applications in the award process are also available on-line. Additionally, TEAM-Web has a feature that allows you to submit supporting documentation by allowing the attachment of files to an application or quarterly report. This new system also has an email notification process that will increase the productivity of staff by forcing accountability when processing applications through the FTA and the Department of Labor.

FTA's Office of Research, Demonstration, and Innovation (TRI) is assigned responsibility for administering most projects covered by this circular. However, other FTA offices will also take a role in administering certain projects as may be necessary or desirable. Please direct any questions and comments regarding this circular to research@fta.dot.gov for a prompt response.

Sincerely,

Jennifer L. Dorn

Enclosure