

ASHRAE APPLICATION FOR GRANT OF FUNDS
(to be completed by Applicant)

- 1.0 Title: _____
- 2.0 Principal Investigator (P.I.): _____
- 3.0 Name of Contracting Institution: _____
Mailing Address of P.I.: _____

E-mail address of P.I.: _____
Phone No. of P.I.: _____
Fax No. of P.I.: _____

Other Key Personnel: _____
- 4.0 Any subcontractors: _____
- 5.0 Objective & Scope: * _____
- 6.0 Project Start Date: _____ Total Project Length: _____
- 7.0 Total Cost: US\$ _____ ASHRAE Funding Requested: US\$ _____
- 8.0 Details of Financial Support:
- | | | |
|----------------------------|----------|-----------------------------------|
| a) Professional Salaries | \$ _____ | Total Person Months _____ |
| b) Research Assistants | _____ | P.I. Months or hours _____ |
| c) Fringe Benefits (%) | _____ | |
| d) Equipment | _____ | |
| e) Supplies & Materials | _____ | |
| f) Computer Costs | _____ | |
| g) Travel & Communications | _____ | |
| h) _____ | _____ | |
| i) Total Direct Costs | _____ | |
| j) Indirect Costs (%) | _____ | |
| k) TOTAL | \$ _____ | |
- 9.0 Qualifications of Principal Investigator: * _____
- 10.0 Signature of Project Manager or P.I.: _____
Title: _____ Date: _____

Signature of Executive Officer of Institution: _____
Title: _____ Date: _____

Key personnel were () were not () involved in writing the ASHRAE request for proposal for this project.
* All sections must be completed. Use of terms such as " See Attached Proposal" may result in rejection of proposal.

ADDITIONAL INFORMATION FOR CONTRACTORS

In preparing a response to this request-for-proposal, contractors should be aware of, and be agreeable to, the following ASHRAE policies, procedures, traditions and contractual requirements. Costs for meeting these should be considered when preparing research proposal budgets.

By submitting a proposal, the Principal Investigator is acknowledging he/she understands and agrees to comply with the policies listed below. The inability or unwillingness to comply should be pointed out in the transmittal letter accompanying any proposal or should result in no proposal being submitted.

1. It is the practice of ASHRAE to use fixed price contracts for research projects. Other contract forms, such as cost plus fixed fee, will be considered only in exceptional cases, and such proposals are discouraged. Unlike some other government or foundation research sponsors, ASHRAE does not approve cost extensions nor accept scope reductions except in the most unusual of cases. Such cases reflect unfavorably on the contractor with regard to future work.
2. All fiscal values should be stated in U.S. dollars.
3. Twenty five percent of the contracted sum will be withheld pending completion of the work. Fifteen percent will be paid upon submission of the final report and the remaining ten percent upon completion and acceptance of all contract requirements. The initial seventy-five percent of the total sum is paid in equal quarterly progress payments during the period of performance. Except for the first payment, which is made within thirty days of contract initiation, all progress payments are made contingent upon receipt of a quarterly progress report.
4. The winning bidder is required to meet with the PMS via a site-visit or a conference call at the start of the project to review the project's scope. The results of this meeting shall be summarized by the contractor in the first progress report.
5. During the period of the contract and following submission of the Final Report, the Principal Investigator is expected to personally address the sponsoring Technical Committee or Task Group and report on the progress of the project at each Annual and Winter ASHRAE meeting.
6. ASHRAE, in return for their financial support, expects that the sponsored research will be reported first at an ASHRAE meeting and in an ASHRAE publication. This may be *ASHRAE Transactions*, the *ASHRAE Journal*, or the *International Journal of Heating, Ventilation, Air-Conditioning and Refrigerating Research*. The Principal Investigator should be willing to wait for this to take place before presenting the work elsewhere. The submission of papers for publication by ASHRAE shall be made to the Manager of Research and Technical Services.

7. Any patentable inventions or copywritten computer programs developed as a result of this research shall be made available to ASHRAE in recognition of their financial support of the work.
8. Proposers are encouraged to utilize undergraduate or graduate engineering students where appropriate in conducting this research in order to assist them professionally and financially in their education and in increasing their interest in the HVAC&R industry.
9. ASHRAE's proposal evaluation committee will make the primary recommendation regarding the selection of a contractor. While bidders may be given some information on their and competitors' scores, ASHRAE is not obligated to do so and will not become involved in negotiating, explaining or defending the decisions made.
10. One section of the final report will be entitled "Utilization" and will state:
 - a. ASHRAE Handbook volume(s) and chapter(s) to which the research is related.
 - b. Aspects of the research confirming present knowledge or extending present knowledge.
 - c. Suggestions for change in the Handbook attributed to the research conducted.
 - d. Suggestions for further research identified through that completed.
11. A Technical Paper shall be prepared in a form suitable for presentation at a Society meeting and the author should be prepared to attend such a meeting to make the presentation. In the abstract of this paper, the author should refer to the volume(s) and chapter(s) of the ASHRAE Handbook series related to the work reported and state in the conclusion the possible effect of the research on the technological base.
12. If invited, the Principle Investigator shall speak at an ASHRAE chapter or regional meeting on the subject of his/her research or research in general. The chapter or region extending the invitation shall reimburse out-of-pocket expenses incurred.
13. The signed original of this document should be enclosed with the proposal's letter of transmittal. Multiple copies are not desired.

The above conditions are acceptable:

Principal Investigator (date)

Institution Authority (date)

SAMPLE RESEARCH PROPOSAL

Effect of Internal Store Environment on Refrigerated Display Case Efficiency

Dr. I.M. Researcher

And

Mr. Ima Expert

Department of Mechanical Engineering

University of Anywhere

CONTENTS	PAGE
Background	3
Objective	3
Scope	3
Program Schedule	3
Qualification of Proposer and Consultant	4
Facilities	4
Budget	4
Deliverables	4
References	4

BACKGROUND

Describe current state of the art. Why is this research needed? Outline previous work in this field. How will the results fill this need and how will results be beneficial?

OBJECTIVE

"The objective of this research is to....."

SCOPE

"If awarded the contract, the proposer will:

Task 1

Task 2

Task 3, etc.

PROGRAM SCHEDULE

Month from Start of Contract

1 2 3 4 5 6 7 8 9 10

Task 1 x x x

Task 2 x x x x

Task 3 x x x

QUALIFICATIONS OF KEY PERSONNEL

Principal Investigator:

Assistant:

Consultant (if any):

FACILITIES TO BE USED

--

BUDGET

--

DELIVERABLES

--

REFERENCES

--