



Research Administration Committee

Member Responsibilities

General Description of the position:

RAC administers millions of dollars annually in research-related expenditures. RAC is responsible for helping TCs formulate well-designed research projects. Our process involves:

1. Reviewing the proposed topics (RTARs) and suggesting to TCs directions for research in keeping with ASHRAE's goals as voiced by the members – the Research Strategic Plan
2. Then developing a biddable document – the Work Statement (WS)
3. Assisting the TC to evaluate bids on the WS
4. Monitoring the progress of the research project
5. Making sure the results of ASHRAE research are applied – especially to ASHRAE products, such as

RAC is also responsible for evaluating Grants in Aid (GIA), support to graduate students in the HVAC&R industry, to attract the brightest, most innovative talent to involvement with ASHRAE. Each year RAC makes 10 to 20 grants to students. We also recognize a young researcher on a university faculty through the New Investigator Award (NIA).

Finally, we recognize extraordinary efforts by ASHRAE volunteers through the Homer Addams Award and the Service to ASHRAE Research Award.

1. Composition of the committee: There are 14 voting members, including a Chair, Vice Chair, Chairs of 2 subcommittees, and 10 Research Liaisons. There are also non-voting consultants serving on RAC from AHRTI, CIBSE, and IAQA.
2. Term of Service: 4 years. (Elected by Board of Directors.)
3. Required Qualifications: (Rules of the Board 2.421.003) You must have been an active Member of ASHRAE for at least 5 years, regularly attending ASHRAE Summer and Winter meetings, and serving on more than one Technical Committee or Standing Standards Projects Committees for more than 10 years in aggregate. Being active in ASHRAE research activities is also essential. It is preferable to have served on another standing committee previously.
4. Helpful qualifications, experience, interests, or skills: Because RAC must make sure that proposed research projects are feasible and useful, on-going projects are on schedule, candidates should have experience conducting, reviewing, contracting for, and administering research. We also seek to have a broad scope of expertise among RAC members.

Specific Time, Money, and Task Commitments

Normally RAC meets four (4) times per year, at the Annual and Winter Meetings of the Society and at the Fall and Spring Tech Weekend meetings. Fall and Spring meetings may be held via teleconference.



Transportation costs are paid by ASHRAE. Transportation cost covered is the cost of transportation to the meeting only. Meals and incidentals, ground transportation, parking, etc.

are not reimbursed.

RAC is very time-intensive – both at the Summer and Winter meetings, and between meetings. During the Summer and Winter meetings especially you will have very little time for non-RAC- related activities. However, you will also have an opportunity to work closely with the 10 TC Sections and will expand your technical subject familiarity through this interaction. RAC is a highly visible committee.

1. Attend the ASHRAE Annual (Summer) and Winter Meetings.
 - RAC meets two weeks prior to Society meetings via teleconference and on Saturday, and Wednesday mornings at Society meetings. From Sunday through Tuesday, you should attend the Research Subcommittee meeting of every TC in the TC section to which you are assigned (typically about 10 TCs). If possible, it is desired that you also attend, at least briefly, each TC meeting. RAC also has a breakfast meeting for TC Research Subcommittee Chairs on Monday at 6:30 am, which is a convenient way to meet with all your TC Research Committee Chairs at one time..
 - RAC has two subcommittees (Research Planning and Research Activities). You will be assigned to one. Each subcommittee has specific duties to either review research topic acceptance requests (RTARs), and evaluate applications for awards and grants or review draft work statements (WSs), and evaluate proposals. Most subcommittee work is done between meetings.
 - ~~RAC members traditionally go to dinner together on Friday night.~~

Before the meeting

About one month before the meeting, you will receive submitted research topics and work statements for review, as well as pending bids and unsolicited research proposals. Before the winter fall, and spring meetings, you will also receive nominations for awards. You should complete your review assignments and send your recommendations to ASHRAE Manager of Research and Technical Services (MORTS) at least 2 weeks before the meeting. The time needed to review the materials depends upon the number of award nominations, research project topics, work statements, and research proposals submitted, but you should count on needing 8 to 20 hours to complete all reviews.

RAC also now meets two weeks prior to each Society meeting for approximately 2 hours via web meeting in order to handle some business that was previously handled at a Friday afternoon meeting at the Society meeting. This change allows RAC members to travel on Friday instead of Thursday to Society meetings.

During the Meeting

Friday afternoon RAC – 2 to 6pm

RAC meets to evaluate proposed research topic (RTARS), draft work statements (WS), and awards, and to address any pending action items for RAC (from Tech Council, the BoD, or previous RAC activities).

Saturday RAC – 7 am until Plenary Session (3 pm)

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Sunday, TAC Section Breakfast for TC Chairs – 6:30 to 8am

You should try to attend this breakfast to communicate with the TC chairs in your section one-on-one to discuss any pending research issues with the TC

Monday, Research sub-Committee Chair Breakfast, 6:30 to 8 am

- Meet your section's Research Subcommittee Chairs.
- Discuss any research issues with your TCs, (revising work statements, monitoring current research projects, etc.)

Sunday – Tuesday, During the Meeting

- Try to attend the Research Subcommittee meeting of every TC in your section to answer questions, help the TC prepare or review RTARs or WS, deal with questions or problems about ongoing research projects, remind the committee about pending action items, or generally answer questions about ASHRAE research. This is usually about 10 TC Research Subcommittee meetings!
- Try to attend every TC meeting, or at least to drop by and see if there are any questions..
- Attend any proposal evaluation subcommittee (PES) in your section. The PES reviews bids on work statements and recommends selection of a contractor to do the project. f

Wednesday morning RAC – 7 to 11 am

- Review and vote to approve the TCs' decisions on awarding research projects
- Section reports – report on the status of any outstanding issues in your section.

2. The Spring and Fall Tech Weekends

RAC evaluates RTARs and WS submitted by TCs 4 times a year. Lately, the spring and fall reviews have been conducted by telephone conference call. This is usually two 3-hour conference calls.

During the fall meeting that also select the Service to ASHRAE Research Award recipient. At the spring meeting, they select the Graduate Student Grant-in-Aid recipients for the coming Society year.



3. Requirements between meetings

You will keep in touch with your TCs, receive preliminary RTARs and draft WS, review and edit them, and return them with comments. The objective is to help the TC fashion an acceptable RTAR or WS before it is sent to the entire RAC for review – ideally, this will enable RAC to approve it on first submission. The time required will vary, but typically will be 2 to 5 hours per month.

Other Information

Individuals and corporations donate to ASHRAE research. Many contributions are made in memory of a deceased member. Hundreds of TC volunteers design, monitor, evaluate, and apply ASHRAE research. It is our job to exercise technical and fiscal due diligence on the ASHRAE research budget; it should be prudently and productively spent.

You will be very, very busy on RAC. But you will also work closely with similarly committed individuals from all areas of the HVAC&R industry. You will have an opportunity to guide ASHRAE's \$2-3 million/year research activities; make sure ASHRAE research results are disseminated and applied; recognize talented newcomers to our industry; obtain expertise in developing research work statements, evaluating proposals and monitoring research projects. You will also work with other research-sponsoring organizations – AHRI, CIBSE, IAQA, EEB-Hub. –in a role that helps define ASHRAE's key interactions with them.

ASHRAE Research Web Page - <http://www.ashrae.org/research>

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