



Shaping Tomorrow's
Built Environment Today

MINUTES

RESEARCH ADMINISTRATION COMMITTEE MEETING FALL MEETING

OCTOBER 20 & 22, 2025

Note: These draft minutes have not been approved and not the official, approved record until approved by the Research Administration Committee.

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OCTOBER 20 & 22, 2025

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**PRINCIPAL MOTIONS
RESEARCH ADMINISTRATION COMMITTEE
OCTOBER 20 & 22, 2025**

NO.	PAGE	MOTION
1	1	the draft minutes of the RAC 2025 annual meeting be approved as drafted.
2	4	Haberl and Rite be awarded the Service to ASHRAE Research Award
3	4	<u>1990-RTAR</u> , Research for the Development of an ASHRAE Building EQ (BEQ) API for Integration with DOE's BETTER and QBAT Web Service Tools; MTG-BEQ, Building EQ, be <u>returned</u> .
4	4	<u>1991-RTAR</u> , Flow boiling heat transfer and pressure drop of propane (R290) in enhanced tubes; TC 1.03, Heat Transfer and Fluid Flow, be <u>accepted with comment</u> .
5	4	<u>1992-RTAR</u> , Adding Hydrogen Fuel Blends to ASHRAE Standard 103 and Improving Residential Furnace Resilience; TC 6.03, Residential and Light Commercial Forced Air Heating and Cooling Systems, <u>accepted with comment</u> .
6	4	<u>1993-RTAR</u> , Mapping of Heat Pump Frosting/Defrosting Performance Degradation for System Modeling; TC 8.11, (Unitary and Room Air Conditioners and Heat Pumps, be <u>accepted with comments</u> .
7	4	<u>1994-RTAR</u> , Particle Emission literature review for Clean Spaces; TC 9.11, Clean Spaces, be <u>accepted with comments</u> .
8	5	<u>1995-RTAR</u> , Evaluation of low-cost sensors for indoor air quality monitoring in smart building systems; TC 2.03, Gaseous Air Contaminants and Gas Contaminant Removal Equipment), <u>be returned</u> .
9	5	<u>1996-RTAR</u> , Test Method to Evaluate Cross Contamination in Energy Recovery Wheels in Critical Spaces – Part 2; TC 9.10, Laboratory Systems, <u>accept with comments</u> .
10	5	<u>1997-RTAR</u> , Missing Elements Characterizing Oil Related Air Contaminants in Aircraft Cabins; TC9.03, Transportation Air Conditioning, be <u>accepted with comments</u> .
11	5	<u>1998-RTAR</u> , Develop a Method of Testing the Removal Efficiency, Energy Use, and Airflow Resistance of Oil Mist Collectors; TC 5.04, Industrial Process Air Cleaning Air Pollution Control, be <u>accepted with comment</u> .
12	5	<u>TBD2-RTAR</u> , [2005-RTAR] Investigation of the Effect of Tube Material Thermal Conductivity for Data Reduction of In-Tube Heat Transfer; TC 8.04, (Air-To-Refrigerant Heat Transfer Equipment); co-sponsored by, TC 1.03, Heat Transfer and Fluid Flow, be <u>accepted with comments</u> .
13	5	<u>TBD3-RTAR</u> , [2004-RTAR] Assessment of energy savings of “smart” web-based connected thermostats in new and existing single and multi-family dwellings for inclusion in SSPC90.2; TC 7.05, Smart Building Systems, be <u>returned</u> .

14	5	<u>TBD4-RTAR</u> , [2006-RTAR] A Framework for Predicting Interior Thermal Conditions in Off-Earth Habitation Environments; TC 9.13, Space Extraterrestrial and Deep Space Environmental Control Systems, be <u>accepted with comments</u> .
15	6	<u>1939-WS</u> , <i>A tool to evaluate weather inputs for robust building performance analysis and design</i> , sponsored by: TC 4.02, Climatic Information; co-sponsored: TC 2.05, Global Climate Change, be <u>returned</u> .
16	6	<u>1955-WS</u> , <i>Healthcare Anteroom Ventilation</i> , sponsored by TC 9.6, Health Care Facilities; co -sponsored by: SSPC 170, Ventilation of Health Care Facilities, be <u>accepted with comments</u> .
17	6	<u>1963-WS</u> , <i>Methodology to measure in-situ chemicals emissions of labs equipment and processes</i> , sponsored by: TC 9.10, Laboratory Ventilation, be <u>returned</u> .
18	6	<u>1999-WS</u> , <i>Updating climatic design conditions for the 2029 ASHRAE Handbook – Fundamentals and ASHRAE Standard 169</i> , sponsored by TC 4.2, Climatic Design Information); co-sponsored: TC 4.1, Load Calculation Data and Procedures, be <u>accepted</u> .
19	6	<u>2000-WS</u> , <i>Develop cost and performance indexes to evaluate effectiveness of virtual airflow meters in HVAC application</i> , sponsored by: TC 7.5, Smart Building Systems, be <u>accepted with comments</u> .
20	6	<u>1825-TRP</u> , <i>Effects of Locally Provided Makeup Air on Commercial Kitchens</i> be awarded to Syracuse University, for a period of 14 months at a total cost to ASHRAE of \$275,127
21	7	<u>1918-TRP</u> , <i>The Verification of openings, the limitations of openings, air distribution and humidity conditions in Naturally Ventilated spaces to compliment Section 6.4 of ASHRAE Standard 62.1</i> be awarded to the University of California - Berkeley for a period of 30 months at a total cost to ASHRAE of \$195,196.
22	7	<u>1925-TRP</u> , <i>Development of view clarity metrics for fenestration systems</i> be awarded to University of California - Berkeley for a period of 24 months at a total cost to ASHRAE of \$130,281.

LIST OF ATTACHMENTS

Attachment 1: 2025-26 MBOs

ACTION ITEMS – 2025 Fall Meeting

No.	Responsibility	Action Item	Status
1	MORTS	Review procedures for non-winning bidders participating in PMS meetings and email RAC before Part 2 meeting on Wednesday	
2	Staff, RL2	Reach out to PES/TC on 1895-TRP to determine if a bidder can be recommended at Winter Meeting or if project must be re-bid	
3	Staff	Prepare letter ballot approval after a review and comment period on proposed changes to the RAC guidance documents.	

RECURRING ACTION ITEMS (EACH MEETING)

Responsibility

Summary of Action

Chair

Report to Technology Council on RAC's MBO Status.

Research Liaisons

Remind all TC chairs and research subcommittee chairs in section that a draft of all Work Statement and RTARs, and all later versions should be sent to their Research Liaison for review before information is passed on to the Manager of Research.

RPS (Primary)
RAS (Secondary)

Review RTARs

RAS (Primary)
RPS (Secondary)

Review Work Statements

RAS (Primary)
RPS (Secondary)

Review TRPs and URPs

RPS (Primary)
(Secondary)

Review and revise the Society's Research Implementation Plan based upon accepted RTARs.

Subcommittee
Chairs

Report Status of assigned MBOs.

Staff

Distribute copies of Technology Council's Action Items and Motions affecting RAC.

BOD Ex-O

Report to the RAC Chair BOD's Actions and Motions affecting RAC.

Staff

Forward URPs to RAS Chair to help identify a champion for the URP on RAC based on members background and experience. The RAC URP Champion will either help select a cognizant TC to review the URP or return the URP

with a recommendation that it not be reviewed further as a possible ASHRAE research project.

RECURRING ACTION ITEMS
(ANNUAL MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
Chair meeting.	Invite new RAC members to meeting and any training sessions at
Incoming Chair	Finalize MBOs and roster assignments. Set date for fall meeting.
RAS	Review Invited Innovative Research Grant (IRG) Full Proposals

RECURRING ACTION ITEMS
(FALL MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
RAS	Plan Training Segment for Research Breakfast at Winter Meeting
RLs	Review "Service to ASHRAE Research Award" nominations submitted TC chairs and select best nomination for RAC consideration.
MORTS	Prepare semi-annual report to RAC by December 15.

RECURRING ACTION ITEMS
(WINTER MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
RPS	Review New Investigator Award Nominations
RPS	Review Homer Addams Award Nominations
RPS	Review Innovative Research Grant (IRG) Pre-Proposals
MORTS	Prepare semi-annual report to RAC by May 15.

RECURRING ACTION ITEMS
(SPRING MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
RPS	Review Grant-In-Aid Applications
MORTS	Invite new incoming RAC members to the Annual
meeting. MORTS	Prepare semi-annual report to RAC by May 15.
RPS	Plan Training Segment for Research Breakfast at Annual Meeting



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**MINUTES
RESEARCH ADMINISTRATION COMMITTEE
OCTOBER 20 & 22, 2025**

MEMBERS PRESENT:

Jin Wen, Chair
Roland Charneux, Vice Chair
Dennis Landsberg, Chair RAS
Chris Gray, Chair RPS
Srinivas Katipamula, RL Section 1.0, RPS
Zheng O'Neill, RL Section 3.0, RAS
Davide Ziviani, RL Section 4.0, RAS
Douglas Scott, RL Section 5.0, RPS
Matthew Mullen, RL Section 6.0, RAS
Chad Kirkwood, RL Section 7.0, RAS
Carl Huber, RL Section 8.0, RPS
Conor Murray, RL Section 9.0, RPS
WenBen Ng, RL Section 10.0, RAS

GUESTS:

None

ASHRAE STAFF:

Donna Daniel, *AMOR*
Steve Hammerling, *MORTS*

MEMBERS ABSENT:

Brian Fricke, Section 2.0, RPS
Xudong Wang, AHRI Consultant
Pat Marks, BOD Ex-Officio
Devin Abellon, Coordinating Officer

(1) CALL TO ORDER & INTRODUCTIONS

Chair Wen called the meeting of the committee to order Monday October 20, 2025, at 11:00 AM EDT. RAC quorum was confirmed.

(2) ADDITIONS AND/OR CHANGES TO THE AGENDA

Katipamula asked for clarification on the policy for an unsuccessful bidder participating in PMS meetings. Staff would review procedures and email RAC before Part 2 meeting on Wednesday (**Action Item #1**).

No other agenda items were added.

(3) ASHRAE VALUE STATEMENT

In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Code of Ethics - www.ashrae.org/about/governance/code-of-ethics

Core Values - www.ashrae.org/about/ashrae-s-core-values

Diversity Statement - www.ashrae.org/about/diversity-equity-and-inclusion-dei

(4) **APPROVAL OF MINUTES – ANNUAL 2025 MEETING**

- (1) It was moved (Katipamula) and seconded (Charneux) that,
the draft minutes of the RAC 2025 annual meeting be approved as drafted.

MOTION #1 PASSED: 11-0-0-1, CNV

(5) **CHAIR'S REPORT**

a) **Disposition of Motions/Ballots from Last Meeting**

Motion to award 1936-TRP to Worcester Polytechnic Institute for a period of 36 months at a total cost to ASHRAE of \$399,755. *[Approved by TechC]*

b) **Action Item Review**

A status update on Action Items from the Annual Meeting is shown here:

ACTION ITEMS – 2025 Annual Meeting

No.	Responsibility	Action Item	Status
1	MORTS	Setup webinar as a training tool for the Research Portal.	Complete
2	MORTS	Share Research Portal instructions and link with TCs identified that have new RTARs and work statements to submit for August 15 th deadline	Complete
3	Charneux, Wen, Wang, Scott	Review the guidance document changes related to co-funding agreements (Attachment 2) and add a timeline requirement for approval and any other recommendations needed before RAC Part B meeting.	Complete (see Reference Manual updates)
4	Wen, Gray	Develop deliverable for data from ASHRAE research projects in a format that can be made available and accessible to ASHRAE members	Ongoing (MBO 6)
5	MORTS	Work with Publications staff to identify a cognizant TC for the 1989-URP "Research to Support Revisions to HVAC Simplified (2006)".	Complete
6	MORTS	Consider and draft procedures for a different category of research for Publication URPs as appropriate.	Complete (see Research Manual updates)
7	MORTS	Review URP procedures to determine RAS/RPS responsibilities and consistency of rules.	Complete
8	MORTS	Review GIA procedures to expand ASHRAE Annual Conference attendance to any ASHRAE technical conference.	Complete (see Reference Manual updates)
9	RLs	Ask TCs for RTAR/WS ready for submission and let staff know so they can be invited to use new Research Portal.	Complete

10	MORTS	send revised research procedures for research co-funding agreements for RAC consideration	Complete (see Reference Manual updates)
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ACTION ITEMS - 2025 Spring Meeting

No.	Responsibility	Action Item	Status
3	Staff	Staff to propose updates to formal guidance and timeline for RP co-sponsorships	Complete
4	Staff/RAC	Staff and RAC would work to develop RAP procedures making RAP a standing subcommittee of RAC to discuss in Phoenix	Ongoing

c) Changes to RAC MOP, Reference Manual, Research Manual:

Draft changes to the RAC guidance documents were posted to RAC Basecamp. Members were asked to review for discussion on Wednesday.

d) 2025-26 MBOs (listed below)

A list of RAC MBOs for the 2025-26 Society Year (**Attachment 1**) was reported to OPS.

(6) TRPs that Could Potentially Bid Fall 2025 – RAS Lead

Sufficient funds exist in RAC's FY25-26 budget so the 6 projects below went out for bid on October 15th. Bids are due December 15th and RAC can potentially fund at the Winter Meeting in Las Vegas:

a) **0001-PRP**, *Update of 2 ASHRAE Publications: Application of Manufacturers' Sound Data, @1998, and Practical Guide to Noise and Vibration Control, © 1991, © 2005*; Responsible Committee: TC 2.6 Sound & Vibration Co-Sponsors: None Co-funding: None; Estimated Duration: 12 months; Estimated Cost to ASHRAE: \$110,000

b) **1811-TRP**, *Determining Occupancy Patterns in Clusters of Buildings with Data Drawn from Web Based Social Media and Mobile Positions*; Responsible Committee: TC 1.5, Emerging Computing Applications); Co-Sponsors: TC 7.10, Occupant Behavior in Building Design and Operation; Co-funding: None; Estimated Duration: 24 months; Estimated Cost to ASHRAE: \$220,000

c) **1882-TRP**, *Procedure for Estimating Occupied Space Sound Levels in the Application of UFAD Air Terminals and Air Outlets*"; Responsible Committee: TC 2.6 Sound & Vibration; Co-Sponsors: TC 5.3 Room Air Distribution; Co-funding: None; Estimated Duration: 18 months; Estimated Cost to ASHRAE: \$125,000

d) **1886-TRP**, *Kinetic and Mechanistic Study of the Breakdown and Interactions of HFO Refrigerants*"; Responsible Committee: TC 3.2 Refrigerant System Chemistry and Contaminant Control; Co-funding: None; Estimated Duration: 12 months; Estimated Cost to ASHRAE: \$120,000

e) **1959-TRP**, *Update People Load Data for Cooling Load calculations*; Responsible Committee: TC 4.1 Load Calculations Data and Procedures); Co-Sponsors: None); Estimated Duration: 15 months; Estimated Cost to ASHRAE: \$150,000

- f) **1972-TRP**, *Data Center Direct-to-Chip Liquid Cooling Resiliency – Failure Modes and IT Throttling Impacts; Liquid Cooling Energy Use Metrics and Modeling*; Responsible Committee: TC 9.09, Mission Critical Facilities, Data Centers, Technology Spaces and Electronic Equipment; Co-Sponsors: TC 4.10 Indoor Environmental Modeling & TC 7.6 Building Energy Performance); Estimated Duration: 36 months; Estimated Cost to ASHRAE: \$350,000

(7) **SERVICE TO ASHRAE RESEARCH AWARD NOMINATIONS**

Submission deadline was 9/1/2025. There were two nominations with more than 20 points:

- Raymond Rite – TC's 1.1, 1.1, 8.4, 8.5, 8.11 (32 points)
- Jeff Haberl – TC's 4.7 and 7.6 (27 points)

- (2) It was moved (Kirkwood) and seconded (Katipamula) that,

Haberl and Rite be awarded the Service to ASHRAE Research Award

MOTION #2 PASSED RAC: 11-0-0-1 CNV

(8)RTAR REVIEW (12 new RTARs) - Gray – RPS Lead

- (3) It was moved and seconded that,

1990-RTAR, Research for the Development of an ASHRAE Building EQ (BEQ) API for Integration with DOE's BETTER and QBAT Web Service Tools; MTG-BEQ, Building EQ, be returned.

MOTION #3 PASSED RPS: 5-0-0 CNV

- (4) It was moved and seconded that,

1991-RTAR, Flow boiling heat transfer and pressure drop of propane (R290) in enhanced tubes; TC 1.03, Heat Transfer and Fluid Flow, be accepted with comment.

MOTION #4 PASSED RAC: 11-0-0-1 CNV

- (5) It was moved and seconded that,

1992-RTAR, Adding Hydrogen Fuel Blends to ASHRAE Standard 103 and Improving Residential Furnace Resilience; TC 6.03, Residential and Light Commercial Forced Air Heating and Cooling Systems, accepted with comment.

MOTION #5 PASSED RAC: 11-0-0-1 CNV

- (6) It was moved and seconded that,

1993-RTAR, Mapping of Heat Pump Frosting/Defrosting Performance Degradation for System Modeling; TC 8.11, (Unitary and Room Air Conditioners and Heat Pumps, be accepted with comments.

MOTION #6 PASSED RAC: 11-0-0-1 CNV

- (7) It was moved and seconded that,

1994-RTAR, Particle Emission literature review for Clean Spaces; TC 9.11, Clean Spaces, be accepted with comments.

MOTION #7 PASSED RAC: 9-0-2*-1 CNV

*Charneux and Murray participated in writing WS

- (8) It was moved and seconded that,

1995-RTAR, Evaluation of low-cost sensors for indoor air quality monitoring in smart building systems; TC 2.03, Gaseous Air Contaminants and Gas Contaminant Removal Equipment), be returned.

MOTION #8 PASSED RPS: 5-0-0 CNV

- (9) It was moved and seconded that,

1996-RTAR, Test Method to Evaluate Cross Contamination in Energy Recovery Wheels in Critical Spaces – Part 2; TC 9.10, Laboratory Systems, accept with comments.

MOTION #9 PASSED RAC: 10-0-1*-1 CNV

*Charneux participated in writing WS

- (10) It was moved and seconded that,

1997-RTAR, Missing Elements Characterizing Oil Related Air Contaminants in Aircraft Cabins; TC9.03, Transportation Air Conditioning, be accepted with comments.

MOTION #10 PASSED RAC: 11-0-0-1 CNV

- (11) It was moved and seconded that,

1998-RTAR, Develop a Method of Testing the Removal Efficiency, Energy Use, and Airflow Resistance of Oil Mist Collectors; TC 5.04, Industrial Process Air Cleaning Air Pollution Control, be accepted with comment.

MOTION #11 PASSED RAC: 11-0-0-1 CNV

- (12) It was moved and seconded that,

TBD2-RTAR, [2005-RTAR] Investigation of the Effect of Tube Material Thermal Conductivity for Data Reduction of In-Tube Heat Transfer; TC 8.04, (Air-To-Refrigerant Heat Transfer Equipment); co-sponsored by, TC 1.03, Heat Transfer and Fluid Flow, be accepted with comments.

MOTION #12 PASSED RAC: 11-0-0-1 CNV

- (13) It was moved and seconded that,

TBD3-RTAR, [2004-RTAR] Assessment of energy savings of “smart” web-based connected thermostats in new and existing single and multi-family dwellings for inclusion in SSPC90.2; TC 7.05, Smart Building Systems, be returned.

MOTION #13 PASSED RPS: 5-0-0 CNV

- (14) It was moved and seconded that,

TBD4-RTAR, [2006-RTAR] A Framework for Predicting Interior Thermal Conditions in Off-Earth Habitation Environments; TC 9.13, Space Extraterrestrial and Deep Space Environmental Control Systems, be accepted with comments.

MOTION #14 PASSED RAC: 10-0-1-1 CNV

RECESS

RAC meeting recessed at approximately 12:45 PM EDT on Monday October 20, 2025.

RECONVENE

RAC meeting reconvened at approximately 11:00 AM EDT on Wednesday October 22, 2025.

(8) WORK STATEMENT REVIEW (5 new & revised WSs) – Landsberg - RAS Lead

(15) It was moved and seconded that,

1939-WS, *A tool to evaluate weather inputs for robust building performance analysis and design*, sponsored by: TC 4.02, Climatic Information; co-sponsored: TC 2.05, Global Climate Change, be returned.

MOTION #15 PASSED RAS: 5-0-0 CNV

(16) It was moved and seconded that,

1955-WS, *Healthcare Anteroom Ventilation*, sponsored by TC 9.6, Health Care Facilities; co-sponsored by: SSPC 170, Ventilation of Health Care Facilities, be accepted with comments.

MOTION #16 PASSED RAC: 12-0-0-1 CNV

(17) It was moved and seconded that,

1963-WS, *Methodology to measure in-situ chemicals emissions of labs equipment and processes*, sponsored by: TC 9.10, Laboratory Ventilation, be returned.

MOTION #17 PASSED RAS: 5-0-0 CNV

(18) It was moved and seconded that,

1999-WS, *Updating climatic design conditions for the 2029 ASHRAE Handbook – Fundamentals and ASHRAE Standard 169*, sponsored by TC 4.2, Climatic Design Information; co-sponsored: TC 4.1, Load Calculation Data and Procedures, be accepted.

MOTION #18 PASSED RAC: 12-0-0-1 CNV

(19) It was moved and seconded that,

2000-WS, *Develop cost and performance indexes to evaluate effectiveness of virtual airflow meters in HVAC application*, sponsored by: TC 7.5, Smart Building Systems, be accepted with comments.

MOTION #19 PASSED RAC: 12-0-0-1 CNV

(9) CARRY OVER TRPs TO BE AWARDED FROM ANNUAL 2025 MEETING

(20) It was moved and seconded that,

1825-TRP, *Effects of Locally Provided Makeup Air on Commercial Kitchens* be awarded to Syracuse University, for a period of 14 months at a total cost to ASHRAE of \$275,127

MOTION #20 PASSED RAC: 12-0-0-1 CNV

1895-TRP, *Effect of penetration through particle pre-filters on the performance of gas filters*, sponsored by; TC 2.3 Gaseous Air Contaminants and Gas Contaminant Removal Equipment; co-sponsors: TC 2.4 Particulate Air Contaminants and Particulate Contaminant Removal Equipment & GPC 35 Method for Determining the Energy Consumption Caused by Air-Cleaning and Filtration Devices

This project received 7 bids but the PES/TC did not submit a recommended bidder. Staff and RL would reach out to TC to see if a bidder can be selected or if project will need to rebid in the near future (**Action Item #2**).

(21) It was moved and seconded that,

1918-TRP, *The Verification of openings, the limitations of openings, air distribution and humidity conditions in Naturally Ventilated spaces to compliment Section 6.4 of ASHRAE Standard 62.1* be awarded to the University of California - Berkeley for a period of 30 months at a total cost to ASHRAE of \$195,196.

MOTION #21 PASSED RAC: 12-0-0-1 CNV

(22) It was moved and seconded that,

1925-TRP, *Development of view clarity metrics for fenestration systems* be awarded to University of California - Berkeley for a period of 24 months at a total cost to ASHRAE of \$130,281.

MOTION #22 PASSED RAC: 12-0-0-1 CNV

1950-TRP, *Effect of residential exhaust terminations on jet mechanics and resulting required intake separation*, sponsored by; TC 4.3, Ventilation Requirements & Infiltration', co-sponsor: SSPC 62.2, Ventilation and Acceptable Indoor Air Quality In Residential Buildings.

None of the bidders for 1950-TRP received responsive bids so the TC would rework WS for a future meeting.

(10) TIME SENSITIVE NEW & UNFINISHED BUSINESS

RAC did not have time to review proposed changes the RAC MOP, Reference Manual and Research Manual. Staff was asked to prepare letter ballot approval after a review and comment period (**Action Item #3**). Changes are proposed to GIA payment eligibility, co-funding procedure, unsolicited PTARs, Technical Paper deliverable requirements, and a number of editorial changes.

(11) ADJOURNED

The meeting of the Research Administration Committee was adjourned at approximately 1:00 PM on Wednesday, October 22, 2025.

ATTACHMENT 1:**MBO Submissions to Planning
Committee****Last submission****date:** 9/3/2025**Generation date:** 9/3/2025Research
Administration
Committee**Committee:****Chair:** Wen Jin
Vice- Charneux
chair: Roland

MBO #	Description	Metric	Completion % /Date	Financial Assist Req'd?	Staff Assist Req'd?	MBO Comments
		(how do we determine success?)				
1	Update RAC MOP, Reference Manual to specify rules for formation/operation of RAP to develop research strategic plan	Updates to governing documents available on the website	6-30-2026		Yes	Request was for standing RAP subcommittee of RAC. Draft revisions to RAC guidance documents have been made but more RAC and RAP discussion is needed to define RAP's role and responsibilities outside of RSP development.
2	Establish a standing RTAR/WS writing mentorship program.	Potential actions: standing RTAR/WS help desk or office hour during ASHRAE meetings; Panel discussions to share the best practices; list of "all-star" authors for potential review.	6-30-2026		Yes	One key issue contributing to delays in the RTAR/WS approval process is the lack of clarity and effectiveness in authors' writing. RAC often struggles to understand the significance, objectives, and overall intent of the proposed project. To address this, establishing an author mentorship program would help authors, especially first-time or inexperienced authors to improve the quality and clarity of proposals, ensuring they communicate critical information more effectively and streamline the review process.

3	Establish a routine to review budget guidelines	Updates to governing documents available on the website	6-30-2026		Yes	We may need to raise the current budget cap from 350k to 375k to reflect the inflation. RAC can institute a policy to review this every year or couple of years to consider increasing costs to perform ASHRAE research
4	Establish a central location for all training materials.	Updates to RAC pages on ASHRAE webpage	6-30-2026		Yes	Update training materials and post current versions to ASHRAE webpage.
5	Improving RAC feedback on RTARs/WSs	Quarterly updates to TCs on RTARs, WSs. Post training and resources to ASHRAE website and Basecamp	6-30-2026			<p>Another factor that may contribute to delays in the RTAR/WS approval process is a limited understanding of the context and key points raised during RAC's discussions. While review comments and RL communications provide some insight, they may not capture the full scope of the debate. Providing a clear and concise summary of the RAC panel discussion could help authors better understand the concerns and expectations, thereby improving their responses and reducing approval delays.</p> <p>There are also potential actions that we could take to help TCs and authors to take actions long-before the RTAR/WS deadlines.</p>

6	Identify the best mechanism to provide a data repository for RPs	Create the framework design or identify existing infrastructure.	6-30-2026		Yes	<p>There is a need for standardized requirements or guidelines for documenting/formatting of data resulting from ASHRAE research. RAC can explore establishing new contract language to get data in a more generally usable format. RAC to explore how data from research projects can be submitted in a universal or accessible format and document in Research Manual</p> <p>RAC formed a subcommittee to review current requirements, language from other organizations that address these issues, and draft language that would help keep data from ASHRAE research projects available and useable.</p>
7	Establish new requirements for lay description of research projects and, best research findings from Research chairs.	Streamline reporting requirements for RPs	6-30-2026			<p>RAC sought feedback at Research Breakfast and from RP on how ASHRAE can get information about completed research out to members and public in layman's terms.</p> <p>RAC members would review and draft changes to Research Agreement deliverables as appropriate to implement this requirement.</p>