

APPENDIX I**PROCEDURE FOR SERVICE TO ASHRAE RESEARCH AWARD****1. PURPOSE.**

The purpose of the “Service to ASHRAE Research Award” is to recognize individuals for their excellence in volunteer service to the area of Society research. The awards will serve to heighten general membership awareness of, and interest in, research activities at the TC/TG level.

2. AWARD.

The “Service to ASHRAE Research Awards” shall be presented annually provided suitable candidates are identified. The award will consist of an acrylic trophy with the recipient’s name and the year of the award etched into the face of the trophy. The fiscal impact for the trophy is small (\$150 per trophy) and the cost for it will be covered under the Research Administration Committee annual budget. It would require truly unusual service for the award to go to a past recipient.

3. ELIGIBILITY REQUIREMENTS.

The award is open to ASHRAE members who have demonstrated exceptional service in the area of ASHRAE research which includes planning, authoring of work statements, proposal evaluation, project monitoring and/or administration. Research Administration Committee and Technology Council members or TC/TG chairs are not eligible for receipt of the Award during the terms they serve on the respective committees. Researchers are not eligible for service performed in connection with a project for which they are under contract.

4. NOMINATION.

TC/TG chairs may nominate either a voting or corresponding member of the TC using the form attached to this procedure. Multiple TC/TG chairs may co-nominate an individual whose exceptional research service spans their TC/TGs. However, each TC may only nominate one individual per year. A typical award nomination should contain a summary outlining the nominee’s exceptional research service across the beneficiary TC/TGs over the previous years. The nominating (or co-nominating) TC/TG chair(s) submits the form to their Section’s Research Liaison (RL) by September 1st. TC/TG chairs may nominate a candidate again in subsequent years if the candidate has not yet received the award.

5. JUDGING.

Each RL of RAC will review all nominations or co-nominations received from their Section and recommend eligible nominees from that Section to the RAC Research Planning Subcommittee (RPS) for their consideration at the Technology Weekend Meeting in October. The Research Administration Committee prior to the ASHRAE Winter Meeting will nominate candidates to the Honors and Awards Committee. The recommended candidates will be chosen from all nominations that meet a 20 points minimum requirement as outlined under the below Item 7 Criteria for Selecting Recipients by RPS and approved by RAC. (Points shall be earned in at least two of the 6 categories). List all WS, RP numbers referred for the points that are claimed. The Honors and Awards Committee shall consider award points and the explanation provided by the nominating or co-nominating TC/TGs to RAC in its deliberations. There is no limit on the number of awards that can be made annually so long as candidates meet all award criteria.

6. PRESENTATION.

The RAC chair presents the “Service to ASHRAE Research Award” at the Research Subcommittee Chair’s Breakfast Meeting during the ASHRAE Annual Meeting.

7. CRITERIA FOR RECIPIENTS.

A. Work Statement (WS) Author	1 point per WS
B. Project Evaluation Subcommittee Service	
1. Member	1 point per RP
2. Chair	2 points per RP
C. Project Monitoring Subcommittee Service	
1. Member	2 points per RP
2. Chair	3 points per RP
D. Research Subcommittee Chair Service	1 point per year
E. Research Advisory Panel Service	
1. Member	1 point per tour
2. Chair	2 points per tour
F. Research Administration Committee Service	
1. Member	1 point per tour
2. Subcommittee Chair	2 points per tour
3. Chair	3 points per tour
	(Max. 6 pts./tour)

Note: A tour is defined as a full cycle for the role: e.g. 4-year appointed term for members of RAC or one year of service for RAP Chair or RAC Chair.

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SERVICE TO ASHRAE RESEARCH AWARD NOMINATION FORM

In recognition of exceptional service to the ASHRAE Research Program.

Nominating TC/TG or Co-Nominating TC/TGs _____

Nominee's Name

Nominee's Current Committee Position

TC/TG Chair Name Signature (All Chairs if Co-Nominating)

Eligibility Points:

A.	Work Statement (WS) Author	Points: _____
B.	Project Evaluation Subcommittee Service	
	1. Member	Points: _____
	2. Chair	Points: _____
C.	Project Monitoring Subcommittee Service	
	1. Member	Points: _____
	2. Chair	Points: _____
D.	Research Subcommittee Chair Service	Points: _____
E.	Research Advisory Panel Service	
	1. Member	Points: _____
	2. Chair	Points: _____
F.	Research Administration Committee Service	
	1. Member	Points: _____
	2. Subcommittee Chair	Points: _____
	3. Chair	Points: _____

	Total:	

Describe the nominee's outstanding service, accomplishments, and/or contributions to the Society research activities. Be specific. (Max. 250 words.)

Describe how the nominee's outstanding service, accomplishments, and/or contributions benefited ASHRAE. (Max. 250 words.)

Summarize the nominee's lifetime service, accomplishments, and/or contributions to ASHRAE research at the TC/TG/MTG level. (Max. 100 words).

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