



Shaping Tomorrow's  
Built Environment Today

**MINUTES**

**RESEARCH ADMINISTRATION COMMITTEE**

**RAC WEB MEETINGS**

**JUNE 23, & JULY 7, 2020**

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**JUNE 23, & JULY 7, 2020**

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**PRINCIPAL MOTIONS  
RESEARCH ADMINISTRATION COMMITTEE  
JUNE 23, & JULY 7, 2020**

<b>NO.</b>	<b>PAGE</b>	<b>MOTION</b>
1	2	<u>1831-TRP</u> , <i>Validation of a Test Method for Applying a Standardized Frost Load on a Test Evaporator in a Test Chamber with and Operating Conditioning System</i> , be awarded to Creative Thermal Solutions, for a period of 18 months at a total cost to ASHRAE of \$148,500
2	2	<u>1703-TRP</u> , <i>Performance of Vapor Retarder Systems Used on Mechanical Insulation</i> , be awarded to R&D Services, for a period of 12 months at a total cost to ASHRAE of \$107,412.
3	2	<u>1850-TRP</u> , <i>Evaluation of ASHRAE's Design Day Procedure Against Recorded Weather Data</i> , be returned to TC 4.2 and recommend award to White Box Technology as lowest cost responsive bid or prepare project for rebid with expanded list of bidders.
4	2	the PTAR language be removed from Section 2 of the research manual and replace it with a place holder, flag for David Yashar's notes.
5	2	Work Statements, Section 4 of the research manual be replaced as presented. Delete 2 <sup>nd</sup> sentence in 2 <sup>nd</sup> paragraph
6	4	<u>1907-RTAR</u> , <i>Development of the first Global Indoor Air Quality Database</i> ; sponsored by TC 2.1 (Physiology and Human Environment), and co-sponsored by TC 4.3 (Ventilation Requirements and Infiltration), be <u>accepted with comments</u> . EHC provided comments on the RTAR as well.
7	4	<u>1908-RTAR</u> , <i>A Simplified CFD Modeling Method to Assess Thermal Environment and Air Quality in Buildings with Ceiling Fans</i> ; sponsored by TC 4.10 (Indoor Environmental Modeling), and co-sponsored by TC 2.1 (Physiology and Human Environment), be <u>accepted with comments</u> .
8	5	<u>1909-RTAR</u> , <i>In-Tube Condensing Flue Gas Heat Transfer and Pressure Drop with Enhancements for Residential Furnaces</i> ; sponsored by TC 1.3 (Heat Transfer and Fluid Flow), sponsored by TC 4.3 (Ventilation Requirements and Infiltration), be <u>accepted with comments</u>
9	5	<u>1910-RTAR</u> , <i>Standard 103 was based on fundamentals for control in the 1970s, before the advent of modern digital, programmable and 'smart' thermostats and at a time before there were multi-stage furnaces including step modulating controls</i> ; sponsored by TC 6.3 (Central Forced Air Heating and Cooling Systems), be <u>accepted with comments</u> .
10	5	<u>1911-RTAR</u> <i>Evaluation of Standard 103 transient components on the resulting AFUE</i> – TC 6.3 (Central Forced Air Heating and Cooling Systems), <u>accepted with comments</u>
11	5	<u>1841-WS</u> , <i>Lab validation of ANSI/ASHRAE Standard 185.2-2014</i> ; sponsored by TC 2.9 (Ultraviolet Air and Surface Treatment); co-sponsored by SSPC 185, be <u>returned</u> .

12	5	<u>1857-WS</u> , <i>Improved simplified methodology for describing and calculating heat conduction between buildings and the ground</i> ; sponsored by TC 4.7 (Energy Calculations); co-sponsored by TC 4.1 (Load Calculation Data and Procedures), be <u>returned</u> .
13	5	<u>1884-WS</u> , <i>The incorporation of odorants in refrigerants to improve leak detection (Experimental Phase)</i> ; sponsored by TC 3.1 (Refrigerants and Secondary Coolants), be <u>accepted</u> .
14	6	<u>1890-WS</u> , <i>Minimum flow velocities for purging air and debris from hydronic piping systems</i> ; sponsored by TC 6.8 (Geothermal Heat Pumps and Energy Recovery Applications); co-sponsored by TC 6.1 (Hydronic and Steam Equipment and Systems) and TC 6.2 (District Energy), be <u>conditionally accepted</u> .
15	6	the 2020-2021 Innovative Research Award not be awarded this year due to budget constraints.

**New Action Items  
Research Administration Committee (RAC)  
Annual Meeting 2020**

Action #	Responsibility	Summary of Action	Page
1	Staff	1850-TRP Return letter to TC 4.2 should recommend award to White Box Technology as lowest cost responsive bid or TC should prepare project for rebid with expanded list of bidders.	2
2	Staff	Continue to collect project cost data for the new research project estimating guide.	2
3	Staff	Send PES training module to RAC members.	2
4	Staff	Return letters to TC 6.3 for RTARs 1910 & 1911 should strongly encourage TC 6.3 to combine RTAR 1910 and 1911 into one project work statement with the tracking number 1910. Also add TC 1.4 as co-sponsor.	6
5	MORTS	Poll for two RAC fall web meetings once TechC fall meeting date is set – Nov. 13, 2020	7
6	MORTS	Poll for new member training in July or Aug.	7
7	MORTS	Recommend the SY19-20 Service to ASHRAE Research Award at the Annual meeting instead of Winter meeting because award recommendation needs to be endorsed by Honors and Awards and Members Council at winter meeting first.	8

**RECURRING ACTION ITEMS  
(EACH MEETING)**

<b><u>Responsibility</u></b>	<b><u>Summary of Action</u></b>
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) upon (Secondary)	Review and revise the Society's Research Implementation Plan based accepted RTARs.
Subcommittee Chairs	Report Status of assigned MBOs.
Staff	Distribute copies of Technology Council's Action Items and Motions affecting RAC.
BOD ExO	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  
(FALL MEETING)**

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

**RECURRING ACTION ITEMS**  
**(WINTER MEETING)**

<b><u>Responsibility</u></b>	<b><u>Summary of Action</u></b>
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)**

<b><u>Responsibility</u></b>	<b><u>Summary of Action</u></b>
RPS	Plan workshop for new RAC members at the Annual meeting.
RPS	Review Grant-In-Aid Applications

**RECURRING ACTION ITEMS**  
**(ANNUAL MEETING)**

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

**LIST OF ATTACHMENTS**

ATTACHMENT 1: MORTS Report  
ATTACHMENT 2: 1831-TRP Analysis Sheet  
ATTACHMENT 3: 1703-TRP Analysis Sheet

**ATTACHMENTS NOT POSTED OR DISTRIBUTED OUTSIDE OF RAC**

ATTACHMENT 2: 1831-TRP Analysis Sheet  
ATTACHMENT 3: 1703-TRP Analysis Sheet



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## MINUTES

### RESEARCH ADMINISTRATION COMMITTEE JUNE 26, & JULY 7, 2020

#### **MEMBERS PRESENT:**

David Yashar, *Chair*  
Christopher Wilkins, *Vice-chair*  
Michael Pouchak, *Chair RAS*  
Curtis Eichelberger, *Chair RPS*  
Ahmed Kashef, *RL Section 1.0*  
William Hutzal, *RL Section 2.0*  
Stephen Kujak, *RL Section 3.0*  
David Claridge, *RL Section 4.0*  
Dennis Loveday, *RL Section 5.0*  
Omar Abdelaziz, *RL Section 6.0*  
William Murphy, *RL Section 7.0*  
Christopher Seeton, *RL Section 8.0*  
Paolo Tronville, *RL Section 9.0*  
Lorenzo Cremaschi, *RL Section 10.0*  
Hywel Davies, *CIBSE Consultant*  
Trenton Hunt, *BOD Ex-Officio*  
Natasha Milesi Ferretti, *Incoming RL 3.0*  
Chee Sheng Ow, *Incoming RL 4.0*  
Jin Wen, *Incoming RL 5.0*  
Stefan Elbel, *Incoming RL 6.0*

#### **GUESTS:**

Tim McGinn,  
Tyler Glesne,  
David Delaquila

#### **ASHRAE STAFF:**

Michael Vaughn, *MORTS*  
Donna Daniel, *COORD*

#### **MEMBERS ABSENT:**

#### **A. CALL TO ORDER & INTRODUCTIONS**

Chair Yashar called the meeting of the committee to order on Tuesday morning, June 26, 2020, at 11:00 a.m. and recessed at 2:00 PM. The meeting was reconvened on Tuesday, July 7, 2020, at 9:00 a.m. and adjourned at 12:30 p.m.

#### **B. ASHRAE CODE OF ETHICS**

<https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

#### **C. ADDITONS AND/OR CHANGES TO THE AGENDA**

None

#### **D. TENTATIVE RESEARCH PROJECTS**

It is moved and seconded that,

- (1) 1831-TRP, *Validation of a Test Method for Applying a Standardized Frost Load on a Test Evaporator in a Test Chamber with and Operating Conditioning System*, be awarded to



Creative Thermal Solutions, for a period of 18 months at a total cost to ASHRAE of \$148,500. **Attachment #1**

**RAC MOTION PASSED:** 13-0-1(14) CNV

**RAS MOTION PASSED:** 6-0-0 (6) CNV OA/LC

It is moved and seconded that,

- (2) 1703-TRP, *Performance of Vapor Retarder Systems Used on Mechanical Insulation*, be awarded to R&D Services, for a period of 12 months at a total cost to ASHRAE of \$107,412. **Attachment #2**

**RAC MOTION PASSED:** 13-0-1-(14) CNV

**RAS MOTION PASSED:** 5-0-1 (6) CNV WM/SK

It is moved and seconded that,

- (3) 1850-TRP, *Evaluation of ASHRAE's Design Day Procedure Against Recorded Weather Data*, be awarded to Oklahoma State University for a period of 18 months at a total cost to ASHRAE of \$54,450. **Attachment #3**

**MOTION FAILED RAS:** 5-0-0-1 CNV

**Action #1** < Staff>: 1850-TRP Return letter to TC 4.2 should recommend award to White Box Technology as lowest cost responsive bid or TC should prepare project for rebid with expanded list of bidders.

**Action #2** <Staff>: Continue to collect project cost data for the new research project estimating guide.

**Action #3** <Staff>: Send PES training module to RAC members.

No Action was taken on the following TRPs

1835-TRP, Characterizing the Performance of Entrained Flow Stacks; Responsible Committee: TC 9.10 (Laboratory Systems) Co-sponsored by: TC 4.3 (Ventilation Requirements and Infiltration); TC 5.1 (Fans)

**Status:** TC did not submit a recommended bidder

1879-TRP, *Foamability Properties of Low GWP Refrigerant and Oil Mixtures*; Responsible Committee: TC 3.4 (Lubrication); Co-Sponsors: TC 8.1 (Positive Displacement Compressors)

**Status:** TC did not submit a recommended bidder

## **E. INNOVATIVE RESEARCH GRANTS**

Carry-over until the next meeting in July.

## **F. UPDATE ON PTAR**

Chair Yashar and Vice-chair Wilkins gave a brief update on the PTAR effort.

It is moved and seconded that,

- (4) the language be removed from Section 2 of the research manual and replace it with a place holder, flag for David Yashar's notes.

**MOTION PASSED:** 12-1<sup>1</sup>-1-1 (14), CNV

It is moved and seconded that,

- (5) Work Statements, Section 4 of the research manual be replaced as presented by deleting 2<sup>nd</sup> sentence in second paragraph of Section 4 of Research Manual.

**MOTION PASSED:** 13-0-0-1, CNV-0 CNV

#### **G. BOD EX-OFFICIO & COORD. OFFICER**

Trenton Hunt gave a brief presentation, and asked members for feedback on the virtual conference. He also, spoke of about sexual harassment and the 2019-20 strategic plan. He asked members to keep in mind that nominations are needed for ASHRAE committees.

#### **Recess Meeting**

#### **Reconvened July 7th**

#### **H. CALL TO ORDER**

#### **I. ASHRAE CODE OF ETHICS** - <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

#### **J. APPROVAL OF MINUTES – 2020 Spring Meeting**

- (6) Draft Minutes of the 2020 Spring meeting be approved as written.

**RAC MOTION PASSED:** 13-0-0-1 (14), CNV

#### **K. CHAIR'S REPORT**

- a) Disposition of Motions requiring higher-level approval from last Meeting
- b) Need for letter ballot vote on carryover TRPs – 1703 & 1831 after July 13th
- c) New & On-going Action Items Assigned by Tech. Council
  - 1. Standing Committee Feedback Requested by BOD staff on RAC ROB
  - 2. Update on Research Advisory Panel
  - 3. Better support Research Promotion in raising funds for ASHRAE research program.
- d) Additional information on June 29, 2020 Technology Council Meeting
- e) Update on PTAR effort

#### **L. INCOMING CHAIR'S REPORT**

- a) SY 20-21 New Information Items:
  - 1. New Member Training
  - 2. Update on expedited A2L refrigerant research effort – Kujak & Wang
  - 3. Future for ASHRAE Research Technology Transfer Process – PTAR (Yashar)
  - 4. Need for PES Training Module now to complement PMS module (MORTS)
  - 5. Can we try to set our fall and spring meeting dates with TechC leadership by July 30, 2020?
  - 6. SY 20-21 MBOs

#### **M. BOD EX-OFFICIO & COORD. OFFICER – HUNT & KNIGHT Presentation**

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<sup>1</sup> Omar Abdelaziz voted against the PTAR because he has a TC currently working on a PTAR to submit.

**N. REVIEW ACTION ITEMS & MBOs**

**Action Items  
Spring 2020  
March 16, May 4, & May 27, 2020**

<b>Action #</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>
1	MORTS	Post to the ASHRAE website a message that due to the COVID-19 pandemic the URP program has been suspended, effective August 1, 2020.	<b>Complete</b>
2	MORTS	Send out a doodle poll to schedule the review of unsolicited research proposals 1905-URP and 1906-URP.	<b>Complete</b>

**Action Items  
Winter 2020  
February 1<sup>st</sup> & 5<sup>th</sup>, 2020**

<b>Action #</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>
1	MORTS	Review information from 2006 on how RAC conflicts were handled under Wayne Reedy's Chair term. Add to the agenda any conflicts for RTAR's, WS's, TRP's, NIA's, GIA's, etc..	<b>Complete</b>
2	Wilkins	Modify conflict document and discuss and be ready to vote on Wednesday. Meeting vote on concept only not text for research manual.	<b>Complete</b>
3	Wilkins	Update table to the WS and RTAR review form and distribute on Wednesday before second review meeting.	<b>Complete</b>
4	Hutzel	Research liaison to work with the PMS on ASHRAE research project 1883-RP milestone.	<b>Complete</b>
5	MORTS?	Check the Homer Addams rule to see if Yanfei Yi would be eligible for one more year for this award.	<b>YES Eligible SY 20-21</b>
6	Hutzel, Kashef, Claridge, Wilkins	Form a subcommittee to look at New Investigator award selection criteria. Look at documentation and procedures to determine ways we can make the award more impactful.	<b>New</b>
7	MORTS	Notify TC 1.4 that they have two options regarding TRP-1865. 1) award the project to Texas A&M based upon scores submitted to RAC Tuesday night or expand bidders list, revise WS, and get back in line to rebid project. Need to decide if we can now contract with Texas A&M using GIA budgeted funds not spent.	<b>Complete</b>
8	RAS Chair Pouchak	Recruit and appoint URP Liaisons, and through them, Review Subcs. for new URPs 1893 and 1894	<b>Complete</b>

**Carry-Over Action Items  
Annual Meeting 2019**

<b>Action #</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>
1	Wilkins, Yashar, Eichelberger,	Write up proposed changes to the RAC MOP that research liaisons should not be research authors.	On-going
2	Staff	Continue to collect project cost data for the new research project estimating guide.	On-going

**P. RTAR REVIEW**

RAC reviewed a total of five RTARs submitted by TC/TGs for addition to the Society's Research Implementation Plan. All five were accepted with comments. The status of the RTARs after RAC review is provided below.

It is moved and seconded that,

- (7) 1907-RTAR, Development of the first Global Indoor Air Quality Database; sponsored by TC 2.1 (Physiology and Human Environment), and co-sponsored by TC 4.3 (Ventilation Requirements and Infiltration), be accepted with comments.

**RPS MOTION PASSED:** 5-0-0-1 (6) CNV CS/DL

**RAC MOTION PASSED:** 12-0-1-(14), CNV

It is moved and seconded that,

- (8) 1908-RTAR, A Simplified CFD Modeling Method to Assess Thermal Environment and Air Quality in Buildings with Ceiling Fans; sponsored by TC 4.10 (Indoor Environmental Modeling), and co-sponsored by TC 2.1 (Physiology and Human Environment), be accepted with comments.

**RPS MOTION PASSED:** 4-0-0-1 (6), CNV PT/DL

**RAC MOTION PASSED:** 12-0-1-1<sup>2</sup> (14), CNV

It is moved and seconded that,

- (9) 1909-RTAR, In-Tube Condensing Flue Gas Heat Transfer and Pressure Drop with Enhancements for Residential Furnaces; sponsored by TC 1.3 (Heat Transfer and Fluid Flow), sponsored by TC 4.3 (Ventilation Requirements and Infiltration), be accepted with comments.

**RPS MOTION PASSED:** 4-0-0-1 (6), CNV PT/DL

**RAC MOTION PASSED:** 12-0-1-1<sup>3</sup> (14), CNV

Note: TC should seek co-sponsorship from TC 6.3 or another relevant TC.

It is moved and seconded that,

- (10) 1910-RTAR, Standard 103 was based on fundamentals for control in the 1970s, before the advent of modern digital, programmable and 'smart' thermostats and at a time before there were multi-stage furnaces including step modulating controls; sponsored by TC 6.3

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<sup>2</sup> Ahmed Kashef absent for vote

<sup>3</sup> Ahmed Kashef absent for vote

(Central Forced Air Heating and Cooling Systems), be accepted with comments.  
**MOTION PASSED:** 12-0-1-1, CNV

It is moved and seconded that,

- (11) 1911-RTAR *Evaluation of Standard 103 transient components on the resulting AFUE – TC 6.3 (Central Forced Air Heating and Cooling Systems)*, accepted with comments

**MOTION PASSED:** 12-0-1-1, CNV

**Action Item #6** <Staff> Return letters to TC 6.3 for RTARs 1910 & 1911 should strongly encourage TC 6.3 to combine RTAR 1910 and 1911 into one project work statement with the tracking number 1910. Also add TC 1.4 as co-sponsor.

#### **Q. WORK STATEMENT REVIEW**

Four work statements were submitted to RAC. One was accepted, one was conditionally accepted and two were returned with comments.

It is moved and seconded that,

- (12) 1841-WS, *Lab validation of ANSI/ASHRAE Standard 185.2-2014*; sponsored by TC 2.9 (Ultraviolet Air and Surface Treatment); co-sponsored by SSPC 185, be returned.

**MOTION PASSED RAS:** 5-0-0-1,(6) CNV WM/OA

It is moved and seconded that,

- (13) 1857-WS, *Improved simplified methodology for describing and calculating heat conduction between buildings and the ground*; sponsored by TC 4.7 (Energy Calculations); co-sponsored by TC 4.1 (Load Calculation Data and Procedures), be returned.

**MOTION PASSED RAS:** 5-0-0-1,(6) CNV WM/OA

It is moved and seconded that,

- (14) 1884-WS, *The incorporation of odorants in refrigerants to improve leak detection (Experimental Phase)*; sponsored by TC 3.1 (Refrigerants and Secondary Coolants), be accepted-as-is.

**RAS MOTION PASSED:** 3-1<sup>4</sup>-1<sup>5</sup>-1,(6) CNV SK/CS

**RAC MOTION PASSED:** 7-2<sup>6</sup>-1-4,(14) CNV

It is moved and seconded that,

- (15) 1890-WS, *Minimum flow velocities for purging air and debris from hydronic piping systems*; sponsored by TC 6.8 (Geothermal Heat Pumps and Energy Recovery Applications); co-sponsored by TC 6.1 (Hydronic and Steam Equipment and Systems) and TC 6.2 (District Energy), be conditionally accepted.

**RAS MOTION PASSED:** 5-0-0-1, (6) CNV WM/SK

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<sup>4</sup> Lorenzo Cremaschi voted against at RAS level because AHRI co-funding was not clear.

<sup>5</sup> Steve Kujak abstained from vote

<sup>6</sup> Lorenzo Cremaschi and Paolo Tronville voted against because AHRI co-funding was not clear.

**RAC MOTION PASSED:** 12-0-1-1,(14) CNV

**R. INNOVATIVE RESEARCH GRANT (IRG) – FULL PROPOSALS**

Four full IRG proposals were reviewed.

It is moved WM and seconded LC that,

- (16) the 2020-2021 Innovative Research Award should not be awarded this year due to budget constraints.

**MOTION PASSED:** 13-0-1-0 (14), CNV

**S. UNSOLICITED RESEARCH PROPOSALS (URPS)**

**URP-1905**, The Future of Compressor Technologies for Air-Conditioning Applications with Near Zero-GWP Refrigerants; Responsible Committee: TC 8.1 (Positive Displacement Compressors) and TC 8.2 (Centrifugal Machines) – Status: Rejected by RAC Review Subcommittee

**URP-1906**, Residential IAQ Guide for Epidemic Preparedness  
Responsible Committee: EHC (Environmental Health Committee)  
Status: Rejected by RAC Review Subcommittee

**T. CONSULTANTS REPORTS**

- a) AHRTI- AHRI – Xudong Wang
- b) CIBSE – Hywel Davies

**U. PLANS FOR FY 20-21 SOCIETY YEAR**

M. Plans for FY 20-21 Society Year – WILKINS

- a) Thank the chair and members rolling-off RAC (Yashar, Eichelberger, Kujak, and Hunt, and Knight)
- b) Vice Chair and Subcommittee Chairs:
  - a. Mike Pouchak, Vice Chair
  - b. Omar Abdelaziz, RAS chair
  - c. Dennis Loveday, RPS Chair
- c) Introduce new members of RAC
  - 1. Natascha Milesi Ferretti – RL Section 3 - RAS
  - 2. Chee Sheng Ow – RL Section 4 - RAS
  - 3. Jin Wen – RL Section 5 – RPS
  - 4. Stefan Elbel – RL Section 6 - RAS
  - 5. Mentors for new members – Natascha Milesi Ferretti – Mike Pouchak  
Jin Wen – Dennis Loveday  
Stefan Elbel – Omar Abdelaziz  
Chee Sheng Ow – Section 3 RL - Omar Abdelaziz
- d) New RAC Member Training – early August Web session prior to fall meeting?
- e) Review new assignments & positions for RAC members
- f) Fall Meeting 2020 – Need to meet before TechC meets on **Friday November 13th**
- g) Review SY 20-21 RAC MBOs

**Action Item #5** <Staff>: Poll for two RAC fall web meetings once TechC fall meeting date is set – Nov. 13, 2020

**Action Item #6** <Staff>: Poll for new member training in July or Aug.

**V. RESEARCH SUBCOMMITTEE CHAIR'S RL MEETING**

- a) Proposed Announcements:
  - 1. Update on RAP & Research Strategic Plan development effort
  - 2. Update on Development of New Tech. Transfer forms & Procedures for projects

- resulting in an ASHRAE Special Publication is underway within PUB committee.
3. *Service to ASHRAE Research Award* Nominations needed
  4. *Homer Addams Award* Nominations needed
  5. *New Investigator Award* Nominations needed
  6. Better Notification of PI/PMS meetings needed
  7. Effort will be made to make WS and RTAR forms more user-friendly
  8. Additional Announcements (TBD)
- b) RL Reminders for TCs

#### **W. MORTS REPORT**

- a) Semi-Annual Report
- b) **Action Item #7** - Recommend that we recognize the 19-20 *Service to ASHRAE Research Award* recipient at the Annual meeting instead of the Winter meeting going forward.

#### **X. UNFINISHED BUSINESS**

NONE

#### **ADJOURNED**

The meeting of the Research Administration Committee was adjourned by the Vice-chair at 12:19 p.m., Wednesday, June 26, 2019.