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| **Publication Topic Acceptance Request Cover Sheet** |  |  | Date: |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (Please Check to Insure the Following Information is in the PTAR) |  |  | Title: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A. Title |  |  |  |  |  |  |  |  |  |  |
| B Summary |  |  |  |  |  |   |  |
| C. Background |  |  |  |  |
| D. Publication Need |  |  |  |  |  |   |
| E. Target Audience |  |  |  |  |  |  |
| F. Rationale for PTAR |  |  |  |  |  |  |  |  |
| G. Level of Effort |  |  |  |  |  | **PTAR #** |  |
| H. References |  |  |  |  |  |  |   |   |  (To be assigned by MORTS)    |
|  |  |  |  |  |  |  |  |  |   |   |   |   |   |
|  |  |  |  |  |  |   |   |  |  |
|  |  |  |  |  |  |  |  | Results of this Project will affect the following Handbook Chapters, |
|  |  |  |  |  |  |   | Special Publications, etc.: |
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| Responsible Committee: |  |  |  | Date of Vote: |  |
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|  | For |  |  |  |  |  |  |
|  | Against |  |  | **\*** |  |  |  |  |
|  | Abstaining |  | **\*** |  |  |  |  |
|  | Absent or not returning Ballot | **\*** |  |  |  |  |
|  | Total Voting Members |  |  |  |   |
|  |  |  |  |  |  |   |   |   |  |
|  |  |  |  |  |  |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| PTAR Authors |  |  |  | Co-sponsoring TC/TG/MTG/SSPCs (give vote and date) |
| Lead: |  |  |  |
|  |  |  |  |
| Others: |  |  |  |
|  |  |  |  |
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| Expected Work Statement Authors\*\* |  | Potential Co-funders (organization, contact person information):  |
| Lead: |  |  |
|  |  |  |
| Others: |  |  |
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|  |  |  |  |  |  |  |  | Yes |  | No |  |  |
| Has an electronic copy been furnished to the MORTS? |  |  |  |  |  |  |  |  |
| Has the Research Liaison reviewed the PTAR? |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* Reasons for negative vote(s) and abstentions |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |

**PTAR # \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title:**

Insert proposed project title

**Summary**

**Background**

Provide the state of the art with key references (at the end of this document) substantiating it

**Publication Need**

250 words

Use the state of the art described above as a basis to specify the need for the proposed effort (250 words maximum).

* Does this guide summarize, combine, or integrate research from new ASHRAE research projects or other sources?
* Is there a clear need to present this in a more understandable form for engineers and practitioners to use this information?
* Is there an urgent need with respect to the ASHRAE strategic plan to publish this guide?
* For guideline revisions, is there a substantial lacking of new research, information, technology, products, or approaches in the existing guide? How old is the latest revision?
* If this information is covered (wholly or partially) by another ASHRAE publication, why should there be an additional publication on this topic? Are there resources on this topic available from other organizations, and if so how would this be different?

**Target Audience**

Requires support from ASHRAE publications committee

**Statement of why this needs to be a paid project instead of a volunteer effort**

**What prior or ongoing ASHRAE Research will be disseminated through development of this Publication?**

**(Where possible, list specific ASHRAE Research project by number (RP-XXXX) and Title.**

**Anticipated Funding Level and Duration**

Funding Amount Range: $ Duration in Months:

**References**

List the key references cited in this PTAR

**Feedback to RAC and Suggested Improvements to PTAR Process**

Now that you have completed the PTAR process, RAC is interested in getting your feedback and suggestions here on how we can improve the process.