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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Submission Deadlines**: March 15th May 15th Aug.15th Dec. 15th (MMAD 15)**May 15th, 2019****Aug. 15th**.**Dec 15th**. |  |  |  |  |  |
| A. Title |  |  |  |  |  |  |  |  |  |  |
| B Executive Summary |  |  |  |  |  |   |  |
| C. Background |  |  |  |  |
| D. Research Need |  |  |  |  |  |   |
| E. Project Objectives |  |  |  |  |  |  |
| F. Expected Approach |  |  |  |  |  |  |  |  |
| G. Relevance and Benefits to ASHRAE  |  |  |  |  |  | **RTAR #** |  |
| H. Anticipated Funding Level and Duration |  |  |  |  |  |  |   |   |  (To be assigned by MORTS)    |
| I. References |  |  |  |  |  |  |  |  |   |   |   |   |   |
|  |  |  |  |  |  |   |   |  |  |
|  |  |  |  |  |  |  |  | Results of this Project will affect the following Handbook Chapters, |
|  |  |  |  |  |  |   | Special Publications, etc.: |
| Research Classification: |  |  |  |  |  |   |   |   |   |   |
|  Basic/Applied Research  |  |  |  |  |  |   |  |
|  Advanced Concepts |  |  |  |  |  |  |   |  |
|  Technology Transfer |  |  |  |  |  |  |
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| Responsible Committee: |  |  |  | Date of Vote: |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | For |  |  |  |  |  |  |
|  | Against |  |  | **\*** |  |  |  |  |
|  | Abstaining |  | **\*** |  |  |  |  |
|  | Absent or not returning Ballot | **\*** |  |  |  |  |
|  | Total Voting Members |  |  |  |   |
|  |  |  |  |  |  |   |   |   |  |
|  |  |  |  |  |  |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| RTAR 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 RTAR? |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* Reasons for negative vote(s) and abstentions |  |  |  |  |  |  |  |  |
|               |

**RTAR # \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title:**

Insert proposed project title

**Executive Summary**

Describe in summary form the proposed research topic, including what is proposed, why this research is important, how it will be conducted, and why ASHRAE should fund it (50 words maximum)

**Background**

Provide the state of the art with key references (at the end of this document) substantiating it (300 words maximum)

**Research 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)

**Project Objectives**

Based on the identified research need(s), specify the objectives of the solicited effort that will address all or part of these needs (150 words maximum)

**Expected Approach**

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( )

( )

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( )

Describe in a manner that may be used for assessment of project viability, cost, and duration, the approach that is expected to achieve the proposed objectives (200 words maximum).

Check all that apply: Lab testing , Computations , Surveys , Field tests , Analyses and modeling

, Validation efforts Other (specify) ( )

**Relevance and Benefits to ASHRAE**

**Proposed Budget and Duration:**

Describe why this effort is of specific interest to ASHRAE, its impact, and how it will benefit ASHRAE and the society. How does it align with ASHRAE Strategic Plans and Initiatives? How does it advance the state of the art in this area in general? Are there other stakeholders that should be approached to obtain relevant information or co-funding? (350 words maximum)

**Anticipated Funding Level and Duration**

Funding Amount Range: $ Duration in Months:

**References**

List the key references cited in this RTAR

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

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