



Shaping Tomorrow's
Built Environment Today

APPENDIX I

PROCEDURE FOR SERVICE TO ASHRAE RESEARCH AWARD

1. PURPOSE.

The purpose of the “Service to ASHRAE Research Award” is to recognize an individual for his/her excellence in volunteer service to the area of Society research. The award 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 Award” shall be presented annually provided a suitable candidate is identified. The award will consist of an acrylic trophy with the recipients name and the year of the award etched into the face of the trophy. The fiscal impact for the trophy is negligible (< \$100) 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. A typical award nomination should contain a summary outlining the nominee’s exceptional research service across the beneficiary TC/TGs over the previous five years. The nominating (or co-nominating) TC/TG chair(s) submits the form to their Section’s Research Liaison (RL) by September 1. 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 a single eligible nominee from that Section to the RAC Research Planning Subcommittee (RPS) for its consideration at the Technology Weekend Meeting in October. To be considered by RPS, candidates co-nominated by TC/TGs in multiple Sections must be the top choice of at least one of the Section RLs. The Research Administration Committee prior to the ASHRAE Winter Meeting will nominate a candidate to the Honors and Awards Committee. The recommended candidate will be chosen from all nominations that meet a 10-point minimum requirement as outlined under the below Item 7 Criteria for Selecting Recipients by RPS and approved by RAC. 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.



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6. PRESENTATION.

The RAC chair presents the “Service to ASHRAE Research Award” at the Research Subcommittee Chair’s Breakfast Meeting during the ASHRAE Winter 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	1 point per RP
C. Project Monitoring Subcommittee Service	
1. Member	2 points per RP
2. Chair	2 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 a 4-year appointed term.



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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 how the nominee's outstanding service, accomplishments, and/or contributions during the past five Society years benefited ASHRAE. (Max. 250 words.)

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