

Frequently Asked Questions

Q: What does RP stand for?

A: Two different things –

RESEARCH Promotion is the name used by most Chapters and addresses the long standing ASHRAE tradition of conducting Research. Approximately 90% of the money collected in the Campaign goes toward Research.

RESOURCE Promotion is the technical name for the Campaign and incorporates all the resources of ASHRAE. “RP” Chairs raise money for Research, Education, Endowment (ASHRAE Foundation) and the General Fund.

Q: What is ASHRAE Research?

A: It’s the principals that goes behind the development of all Standards, drives the development of new products and new ways of improving the HVAC&R professional community and the world.

Q: Is ASHRAE a 501(c)(3)? Are contributions tax deductible?

A: Yes and yes! There’s a copy of the IRS 501c3 letter on the personalized chapter disk at the front of this manual for your use and to give to any companies who may require it.

Q: What are the dates of the RP Campaign?

A: July 1st - June 30th. ALL contributions, no exceptions, must be received into Headquarters by June 30th to be included in your Chapter and Regional totals.

Q: Who should I contact for contributions?

A: The easiest contributions to get are from those who have supported ASHRAE in the past. Usually a short contact at Chapter meetings, social event or phone call will be able to secure donations. There is a complete list of every Member and company who has donated to Research on the disk in this training manual. The list includes giving history and all contact information needed.

Q: There’s a mistake with my Chapter’s Donor list (address, duplicate record, deceased member, company no longer exists) – what do I do?

A: Tell us! Don’t assume we know about it without your help.

Q: Does the Chapter need to send out Thank You letters?

A: No, they don’t *have* to but it’s encouraged. Headquarters sends out all official thank you notes as well as tax receipts but a personal *Thanks!* from the Chapter is always a nice touch.

Q: I've collected contribution checks – now what?

A: You need to send any checks collected directly to ASHRAE Headquarters. To help us process the checks more efficiently and to help ensure that the correct donors receive credit for the contributions, one form needs to be filled out and sent in with the checks. You may use *either* the *Comprehensive Summary Form*, the *Abbreviated Summary Form*, OR an *Individual Receipt Invoice* for each donor. All of these forms can be found in *Section III. Important Forms*, and in electronic form on your personalized cd. No matter which form you use remember to:

- **print** legibly or type
- provide addresses for ALL donors
- provide contact names for organizations
- list contributor numbers (if possible)
- **DO NOT SEND CASH**
- DO NOT list donors who have already submitted their contributions

Q: How often should checks be submitted?

A: We ask that RP Chairs hold checks no longer than two-weeks. This allows us to thank donors promptly, ensures the Chapter's monthly reports are accurate and helps prevent donors who have already given not be solicited by Headquarters. Sending in one or two checks in an envelope is OK.

Q: How are donors recognized?

A: There are two main recognition items – the Giants in HVAC&R coin and listing in the Honor Roll, published with the October Journal. Chapters should also recognize donors at social functions, in their newsletter and at each meeting. Public *Thanks!* and recognition is also appreciated. For more complete description of Donor Recognition, please see the September-October tab of this manual.

Q: How do I know how much money has been collected or how close I am to Goal?

A: Headquarters sends out a *monthly report* that summarizes the chapter's Year to Date progress, PAOE points and compares the information to the previous year. Included in each month is a copy of the *Research Ramblings*, copies of letters sent by Headquarters and additional mailing lists for you to use. This report is also available on the FTP site.

Q: What is Full Circle and how do I participate?

A: Full Circle is a distinction reserved for those Chapters whose Officers demonstrate financial leadership. In order to qualify, **all** Chapter Officers, and the RP Chair, must contribute \$100 to Research and the *Full Circle Award Worksheet* must be submitted to Headquarters by **November 15th**. See *Section III. Important Forms* for the FC Worksheet and more details.

Manual for Chapter Operations

Acronyms and Abbreviations used in ASHRAE

AI Action Item
ALI ASHRAE Learning Institute
ARC ASHRAE Research Canada
BAR Board-Approved Rules
BOD/ExCom Board of Directors/Executive Committee
BOG Board of Governors
CO Coordinating Officer
CRC Chapters Regional Conference
DAL Director-at-Large
EX Executive Committee
EX-O Ex-Officio Member from the Board of Directors
ExCom Executive Committee (also EX)
EXPO Joint ASHRAE/AIR Exposition held in conjunction with the ASHRAE Winter Meeting
FY Fiscal Year
FYE Fiscal Year Ending
GIA Grant-in-Aid
MBO Management by Objectives
MC Member Council
MCO Manual of Chapter Operations
MOP Manual of Operations
MOR Manager of Research
MORP Manual of Recommended Practice
MOS Manager of Standards
MP Membership Promotion Committee
MTS Manager of Technical Services
PAOE Presidential Award of Excellence
PC Publishing Council
PE President-Elect
PE President-Elect Advisory Committee (also PEAC)
PMS Project Monitoring Subcommittee (for research projects)
PMSC Project Monitoring Subcommittee Chairman
RAC Research Administration Committee
RAP Research Advisory Panel (of Research Administration Committee)
RAS Research Activities Subcommittee (of Research Administration Committee)
RC Regions Council
RE Refrigeration Committee (also REF)
RP Research Project (contracted)
RP Research Promotion Committee
RPS Research Planning Subcommittee (of Research Administration Committee)
RVC Regional Vice Chairman
SP Special Project
SPC Standard Project Committee
SPO Strategic Plan Objective
SSPC Standing Standard Project Committee
ST Standards Committee (also StdC)
TAC Technical Activities Committee
TC Technical Committee
TC Technology Council
TEC Technical Evaluation Committee
TG Task Group
TRG Technical Resource Group
TRP Tentative Research Project
URP Unsolicited Research Proposal
WS Work Statement

ASHRAE on the Web!

Contributing online...

Under **Quicklinks**
select **Contribute Online** →

From here, all you have to do is fill in the required information and submit!

Both individuals and companies can contribute online. And you can make a contribution for someone else; just remember to fill in their information as the donor and enter your information under *Payment Method*.

www.ashrae.org/contribute

ASHRAE on the Web!

Find all things RP online...

The screenshot shows the ASHRAE website homepage. On the left, there is a 'Member Central' sidebar with links like 'Renew Membership', 'Read ASHRAE Journal', and 'Login to the Bookstore'. Below it is a 'Quicklinks' section with 'Research Promotion' highlighted. The main content area features several news items: 'Call for Recommendations for Committee Appointments' with a link to 'Click here to see the value of ASHRAE membership', 'State-of-the-Society Address Given at 2009 ASHRAE Winter Conference', 'ASHRAE Hosts Specialty Conference on Net-Zero Buildings', and 'ASHRAE Learning Institute online courses allow engage in real-time interaction with peers and gain knowledge and comfort of your own comfort'. At the bottom, there are links for 'February ASHRAE Journal' and 'High Performing Buildings'.

To get to the RP home page
select **Research Promotion**
under **Quicklinks** →
or go direct:
www.ashrae.org/promotion

The screenshot shows the ASHRAE Research Promotion (RP) home page. At the top, there is a 'Research Promotion' header with 'PRINT' and 'EMAIL' icons. Below the header is a 'Current Research Information' section with a link to 'http://www.ashrae.org/technology/page/39'. Underneath, there are two lists of links: 'ASHRAE Consumer Center' and 'ASHRAE Engineers the World We Live In'. The 'ASHRAE Research and You:' section contains links for 'ASHRAE Research Strategic Plan 2005-2010 (Word)', 'ASHRAE Research Project History (Excel Spreadsheet) (updated November 2008)', 'Complete Listing in Order by Region (Updated Spring 08) (Excel)', 'Recently Completed Research Projects (Word)', 'Tech Review Summer 08 (text)', and 'Tech Review Summer 08 (pdf)'. At the bottom, there is an 'Online Contribution Form' section with a link to 'Online Contribution Form'. A dashed box at the bottom right contains the text: '← You can contribute online from the RP home page as well.'

ASHRAE on the Web!

More RP...

Honor Roll of Investors

- ▶ [2007-08 Honor Roll \(PDF\)](#)
- ▶ [2006-07 Honor Roll \(PDF\)](#)

Collins Award

- ▶ [William J Collins Award, 2006-07 \(word\)](#)

Research Promotion Campaign

- ▶ [Research Promotion Campaign](#)

2008-09 Campaign

- ▶ <ftp://research:Promotion1@ftp.ashrae.org>

Use of this ftp site requires a user name and password

2007-08 Campaign Results

<p>Introduction to ASHRAE Research</p> 	<p>Financial Savings</p> 	
<p>Green Building</p> 	<p>Indoor Air Quality</p> 	<p>Quality of Life</p> 
<p>Honor Roll</p> 	<p>Tech Review Summer 08</p> 	<p>Engineering for the World We Live In</p> 

All of the brochures that we mentioned in this Manual are available in electronic format on the RP web page.

ASHRAE on the Web!

Research...

The screenshot shows the ASHRAE website's Research page. At the top, there are navigation tabs: "Standards", "Technology", "Certification", "Education", "Events", and "StudentZone". The "Technology" tab is active, and a sidebar menu is open, listing options like "Technology Home", "Research", "Refrigeration", "Standards & Guidelines", "Standards Addenda", "Buy Standards & Guidelines", "Special Project Activities", "Technical Committees", and "Technical FAQs". The main content area features a "Research" header with "PRINT" and "EMAIL" icons. Below this is a section titled "Research Strategic Plan" with a paragraph of text and a list of links: "ASHRAE Research Strategic Plan 2005-2010 (PDF)", "ASHRAE Research Strategic Plan 2005-2010 (Word)", "Survey Results for ASHRAE Research Strategic Plan 2010-2015", "Draft 2010-2015 Goal Topics & RAP Champions", and "RAP Presentation to TCs - Chicago 2009". Further down, there are sections for "Research Results" (with links to "Since 1998: Research Project Final Reports", "Members-only free access to Research Projects Final Reports: Downloads Only", and "ASHRAE Research Project History (Excel Spreadsheet) (updated April 2007)"), "Automatic Notification of New Research Projects Bidding" (with a link to "Research Project Bidders List"), and "Guidelines for Submitting Solicited Research Proposals".

On the Research page you can find:

- Electronic versions of the Strategic Plan.
- Research results. With FREE downloads for Members.
- Information on how to submit a Research Proposal.
- Current projects as well as topics being developed, projects listed by Region, and recently completed projects.