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 deductable?

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 1^{st} - June 30^{th} . ALL contributions, no exceptions, must be received into Headquarters by June 30^{th} 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.

O: 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, <u>one</u> form needs to be filled out and sent in with the checks. You may use <u>either</u> the <u>Comprehensive Summary Form</u>, the <u>Abbreviated Summary Form</u>, OR an <u>Individual Receipt Invoice</u> for each donor. All of these forms can be found in <u>Section III</u>. <u>Important Forms</u>, 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

O: 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, <u>all</u> 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

Al 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

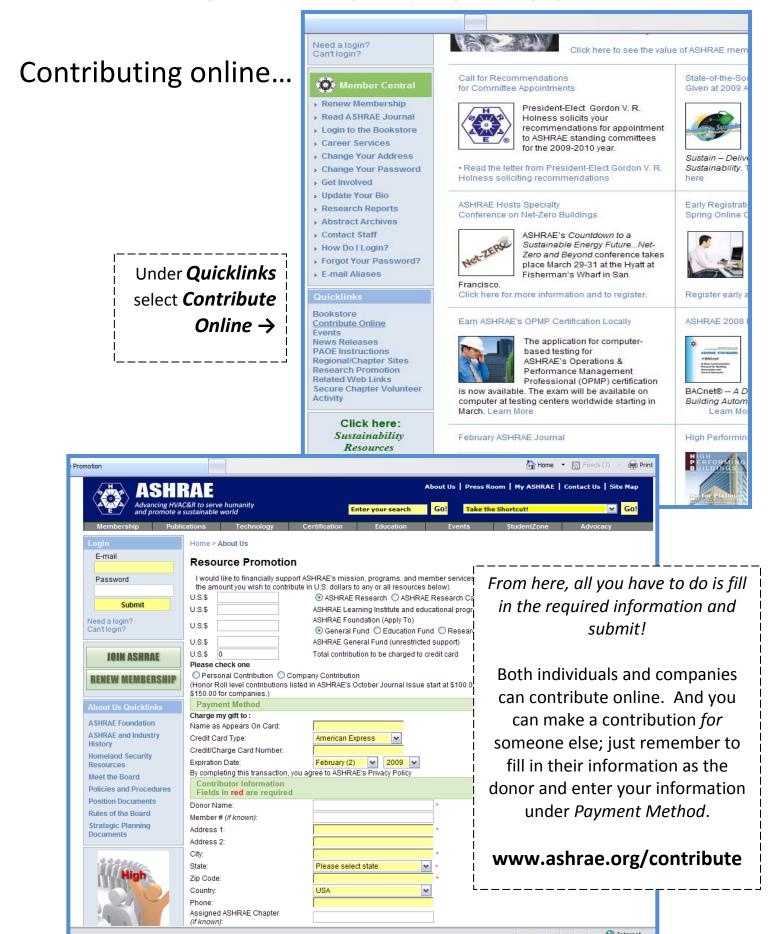
TG Task Group

TRG Technical Resource Group

TRP Tentative Research Project

URP Unsolicited Research Proposal

WS Work Statement



Find all things RP online...



To get to the RP home page select **Research Promotion** under **Quicklinks**

or go direct:

www.ashrae.org/promotion

Research Promotion





Current Research Information

For complete ASHRAE Research information, please see http://www.ashrae.org/technology/page/39

- ASHRAE Consumer Center
- ASHRAE Engineers the World We Live In

ASHRAE Research and You:

- 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)
- Tech Review Summer 08 (pdf)

Online Contribution Form

Online Contribution Form

←You can contribute online from the RP home page as well.

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

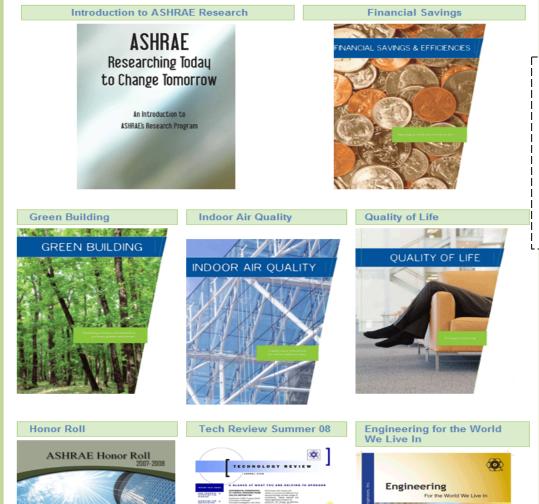
Research Promotion Campaign

2008-09 Campaign

ftp://research:Promotion1@ftp.ashrae.org

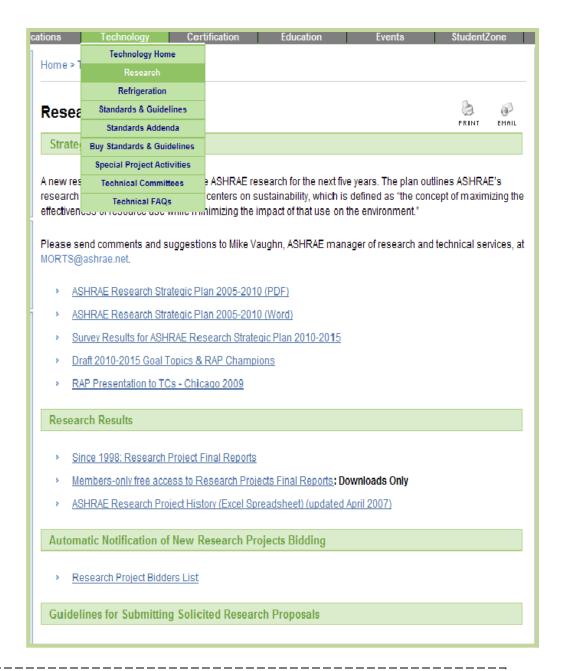
Use of this ftp site requires a user name and password

2007-08 Campaign Results



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

Research...



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.