

WORK STATEMENT COVER SHEET

Date: _____

(Please Check to Insure the Following Information is in the Work Statement)

- A. Title
- B. Executive Summary
- C. Applicability to ASHRAE Research Strategic Plan
- D. Application of Results
- E. State-of-the-Art (background)
- F. Advancement to State-of-the-Art
- G. Justification and Value to ASHRAE
- H. Objectives
- I. Scope/Technical Approach
- J. Deliverables/Where Results will be Published
- K. Level of Effort
 - Project Duration in Months
 - Professional-Months: Principal Investigator
 - Professional-Months: Total
 - Estimated \$ Value
- L. Other information to Bidders (optional)
- M. Proposal Evaluation Criteria & Weighting Factors
- N. References

Title: _____

WS # _____
 (To be assigned by MORTS - Same as RTAR #)

Results of this Project will affect the following Handbook Chapters, Special Publications, etc.:

Sponsoring TC/TG/SSPC: _____

Date of Vote: _____

- For
- Against *
- Abstaining *
- Absent or not returning Ballot *
- Total Voting Members

This WS has been coordinated with TC/TG/SSPC (give vote and date):

Has RTAR been submitted ?
 Strategic Plan _____
 Theme/Goals: _____

Work Statement Authors: **

Proposal Evaluation Subcommittee:
 Chair: _____
 Members: _____

Project Monitoring Subcommittee:
 (If different from Proposal Evaluation Subcommittee)

Recommended Bidders (name, address, e-mail, tel. number): **

Potential Co-funders (organization, contact person information):

(Three qualified bidders must be recommended, not including WS authors.)

- Is an extended bidding period needed?
- Has an electronic copy been furnished to the MORTS?
- Will this project result in a special publication?
- Has the Research Liaison reviewed work statement?

Yes	No	How Long (Weeks)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Reasons for negative vote(s) and abstentions

** Denotes WS author is affiliated with this recommended bidder
 Use additional sheet if needed