



Shaping Tomorrow's
Built Environment Today

MINUTES

RESEARCH ADMINISTRATION COMMITTEE

CEASAR'S PALACE HOTEL

JANUARY 29th & FEBRUARY 2nd, 2022

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Research Administration Committee (RAC).

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ADJOURNED

**PRINCIPAL MOTIONS
RESEARCH ADMINISTRATION COMMITTEE
JANUARY 29th & FEBRUARY 2nd, 2022**

NO.	PAGE	MOTION
1	2	Draft minutes of the RAC fall 21 meeting be approved as written.
2	2	<u>1935-RTAR, Effects of increased use of surface disinfectants and hand sanitizers indoor air quality</u> – TC 2.6 (Sound and Vibration), is <u>accepted with comments</u> .
3	3	RAC approved a motion to award Yunyang Ye the 2022-23 Homer Addams award.
4	3	1874-TRP, <i>Addition of Roof Top Temperature Information to the Climatic Design Conditions chapter of the ASHRAE Handbook</i> , be awarded to the University of Colorado, for a period of 12 months at a total cost to ASHRAE of \$59,528.
5	3	1900-TRP, <i>Using simulated weather data with sparse measured data to produce hourly weather files and calculate design conditions</i> , be awarded to Klimaat Consulting, for a period of 12 months at a total cost to ASHRAE of \$84,000.
6	4	1923-TRP, <i>Prepare climatic design conditions for the 2025 ASHRAE Handbook – Fundamentals and ASHRAE Standard 169</i> , be awarded to Klimaat Consulting, for a period of 24 months at a total cost to ASHRAE of \$148,000.

**RECURRING ACTION ITEMS
(EACH MEETING)**

<u>Responsibility</u>	<u>Summary of Action</u>
Chair	Report to Technology Council on RAC's MBO Status.
Research Liaisons	Remind all TC chairs and research subcommittee chairs in section that a draft of all Work Statement and RTARs, and all later versions should be sent to their Research Liaison for review before information is passed on to the Manager of Research.
RPS (Primary) RAS (Secondary)	Review RTARs
RAS (Primary) RPS (Secondary)	Review Work Statements
RAS (Primary) RPS (Secondary)	Review TRPs and URPs
RPS (Primary) upon (Secondary)	Review and revise the Society's Research Implementation Plan based accepted RTARs.
Subcommittee Chairs	Report Status of assigned MBOs.
Staff	Distribute copies of Technology Council's Action Items and Motions affecting RAC.
BOD ExO	Report to the RAC Chair BOD's Actions and Motions affecting RAC.
Staff	Forward URPs to RAS Chair to help identify a champion for the URP on RAC based on members background and experience. The RAC URP Champion will either help select a cognizant TC to review the URP or return the URP with a recommendation that it not be reviewed further as a possible ASHRAE research project.

**RECURRING ACTION ITEMS
(FALL MEETING)**

<u>Responsibility</u>	<u>Summary of Action</u>
RAS	Initial Plan for Research Breakfast Workshop for Winter Meeting
RLs	Review "Service to ASHRAE Research Award" nominations submitted by TC chairs and select the best nomination for RAC consideration.

MORTS Prepare semi-annual report to RAC by December 15.

RECURRING ACTION ITEMS
(WINTER MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
RPS	Review New Investigator Award Nominations
RPS	Review Homer Addams Award Nominations
RPS	Review Innovative Research Grant (IRG) Pre-Proposals
MORTS	Prepare semi-annual report to RAC by May 15.

RECURRING ACTION ITEMS
(SPRING MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
RPS	Plan workshop for new RAC members at the Annual meeting.
RPS	Review Grant-In-Aid Applications

RECURRING ACTION ITEMS
(ANNUAL MEETING)

<u>Responsibility</u>	<u>Summary of Action</u>
Chair	Invite new RAC members to meeting and any training sessions at meeting.
Incoming Chair	Finalize MBOs and roster assignments. Set date for fall meeting.
RAS	Review Invited Innovative Research Grant (IRG) Full-Proposals

LIST OF ATTACHMENTS



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Built Environment Today

MINUTES

RESEARCH ADMINISTRATION COMMITTEE JANUARY 29th & FEBRUARY 2nd, 2022

MEMBERS PRESENT:

Michael Pouchak, *Chair*
Omar Abdelaziz, *Vice-chair*
William Murphy, *Chair RAS*
Paolo Tronville, *Chair RPS*,
Ahmed Kashef, *RL Section 1.0*,
Chee Sheng Ow, *RL Section 2.0*
William Hutzal, *RL Section 3.0*,
Natascha Ferretti, *RL Section 4.0*
Jin Wen, *RL Section 5.0*
Stefan Elbel, *RL Section 6.0*
James Bogart, *RL Section 7.0*
Christopher Seeton, *RL Section 8.0*,
Roland Charneux *RL Section 9.0*
Lorenzo Cremaschi, *RL Section 10.0*
Tyler Glesne, *BOD Ex-Officio*

GUESTS:

ASHRAE STAFF

Michael Vaughn, *MORTS*
Donna Daniel, *COORD*

MEMBER ABSENT:

A. CALL TO ORDER

Vice-chair Abdelaziz called the meeting of the committee to order at 8:00 AM.

B. ASHRAE CODE OF ETHICS - <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

C. ADDITIONS AND/OR CHANGES TO THE AGENDA

None

D. APPROVAL OF 2021 VIRTUAL FALL MINUTES

It was moved and seconded that,

- (1) The draft minutes of the RAC fall 2021 meetings be approved as written.

MOTION #1 PASSED: 12-0-0-1, CNV

E. CHAIR'S REPORT – POUCHAK

- a) Disposition of Motions from Last Meeting or Letter Ballot Votes Since last Meeting

- RTAR 1936 was Accepted with Comments after the fall meeting via Letter Ballot Vote: RAC vote was 6-5-0-3,(14) CNV
- New Research Strategic Plan for the Society was also passed via letter ballot vote of RAC. Vote Count was 13-0-1,(14) CV and was then passed on to Technology Council for a final vote.

New & On-going Action Items Assigned by Tech. Council

- New Information Items: Initial Plans for Research Subcommittee Chair's Breakfast on Monday January 31st starting at 6:30 am
- MBO Status Report – Review with action items
NEW MBO results are stored at: (docs & Files\ref info\RAC new topics\Jan'21Mbos)
<https://3.basecamp.com/3106353/buckets/3496690/vaults/4498975095>
- AI#1**- I would like to have all the RLs update the last 2 years of historical results for their sections. Staff should distribute the Winter 2022 RL reminder report immediately to all RLs. Reminder Reports should be put in the Basecamp ASHRAE RL "X" (x=your section #) location ASHRAE RL "X" / Docs & Files / Ref Info / RL "X" Status / RL "X" Reminders – 2022 Winter Meeting.rev#.xls. RLs should send an email to Donna and Mike V. after the RL reminder reports have been updated and posted to basecamp. See Rac Excom or RAC chair for help.
- AI#2** – Ensure all the RLs update the Basecamp RL "x" sites with their TC roster, RP folders, updated summary pages and remove old information. Move completed projects to completed folders. See Rac Excom or RAC chair for help.
- AI#3** – Each RL invite their sections Research subcommittee chairs to the Research Breakfast Basecamp project. Update ASHRAE Research Sub Chairs / Docs & Files / TC and Subcom list with names and email addresses of your TC research subc names. See Rac Excom or RAC chair for help.
- AI#4** - Staff to Remove extra RL X sites (with only 1 project member) created last year (**Keep "ASHRAE RL X" sites!**) RL reminder and basecamp training is published at <https://3.basecamp.com/3106353/buckets/3496690/vaults/2399793514> (rac basecamp/docs&files / ref info/ training/ rl training)

F. BOD EX-OFFICIO & COORDINATING OFFICER REPORTS

Glesne & McGinn

G. DISCUSSION ITEMS

- Improve Dissemination of research results though effective creation of research Based publication **MBO 1.1** ;
- Improve Visibility of RAC reference manual awards to encourage maximum participation **MBO 1.2**
- Create web-based process that is used to submit and track research project documents through the research process **MBO 2.1**
- Improve RAC feedback loop to and from TCs through improved project reporting skills and minutes reports of Proj Monitoring Subcoms through TC minutes and direct reports to RLs **MBO 2.2**
- TAC chairs breakfast announcement – 1) ensure TCs sched time for PMSc meetings ,publish meeting times in conference program, ensure RL & MORTS are invited as ex-o members of PMSc 2) ensure PMSc minutes are presented and distributed to TC and to RL and Morts 3)ensure TC/ MTG/STD minutes are published with research updates (<60 days after mtg)
- Set Spring PES Training Session & Fall PMS Training session in 2022 -
- Review potential conflicts of interest policy RAC
- Disposition forms and follow-up
- New! "Focus on leveraging ASHRAE Research dollars with matching funds from other research partners and funding sources." with ASHRAE European Region XIV Director and Regional Chair Andres Sepulveda

H. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF FALL '21 ACTIONS & CARRY-OVER ACTIONS FROM PREVIOUS MEETINGS

**Carried-over Action Items from Annual Meeting 2021
Research Administration Committee (RAC)**

Action #	Responsibility	Summary of Action	Status
2	Staff	Continue to collect project cost data for the new research project estimating guide.	On-going
7	MORTS	Recommend the SY21-22 Service to ASHRAE Research Award at the Annual meeting instead of Winter meeting because award recommendation needs to be endorsed by Honors and Awards and Members Council at winter meeting first.	On-going

**Action Item
Research Administration Committee (RAC)
Fall Meeting 2021**

Action #	Responsibility	Summary of Action	Status
1	Abdelaziz, Ow	Finalize conflict-of-interest text initiated by Wilkins for RAC members who bid on research projects while serving on RAC that could be added to RAC Reference Manual.	On-going

I. RTAR REVIEW

One RTAR reviewed

It is moved and seconded that,

- (2) 1935-RTAR, Effects of increased use of surface disinfectants and hand sanitizers on indoor air quality. – TC 2.6 (Sound and Vibration), is accepted with comments.

MOTION #2 PASSED: 12-0-11-1, CNV

J. WORK STATEMENT REVIEW

Work Statement Review (0 new & revised WSs submitted for this meeting)

- a) No Work Statements submitted this meeting
- b) Use meeting time to discuss instead the 17 TRPs that are ready to bid in spring 2022, which will impact the SY 22-23 budget.
- c) TRP Ranking Ballot.W21
- d) 1566-TRP-C, TC 8.10, (Mechanical Dehumidification Equipment and Heat Pipes)
- e) 1716-TRP-C, TC 8.2, (Centrifugal Machines)
- f) 1718-TRP-C, TC 4.4 (Building Materials and Building Envelope Performance)

¹ Omar Abdelaziz abstained

- g) 1789-TRP-R, TC 4.5 (Fenestration)
- h) 1790-TRP-R, TC 3.3 (Refrigerant Contaminant Control)
- i) 1797-TRP-C, TC 3.1 (Refrigerants and Secondary Coolants)
- j) 1831-TRP-C, TC 10.7 (Commercial Food and Beverage Refrig. Equip.) – Re-Bid
- k) 1815-TRP-C, MTG.OBB (Occupant Behavior in Buildings) – Clear comments with RL
- l) 1835-TRP, TC 9.10 (Laboratory Systems) – Re-Bid
- m) 1850-TRP-C, TC 4.2 (Climatic Information)- Re-Bid
- n) 1879-TRP, TC 3.4 (Lubrication) – Re-Bid

K. HOMER ADAMS

It is moved and seconded that,

- (3) RAC approved a motion to award Yunyang Ye the 2022-23 Homer Addams award.

MOTION # PASSED: 13-0-1, CNV

L. INNOVATIVE RESEARCH GRANT PRE-PROPOSALS FOLDER

Note: IRG program was suspended for SY 21-22 in order to use the funds instead on some of the 17 +TRP projects now ready to bid.

M. FUNDED EXTENSION REQUESTS AND CARRY-OVER TRPS

None

N. RESEARCH SUBCOMMITTEE CHAIR'S BREAKFAST

a) Proposed Announcements

1. No recipient for Service to ASHRAE Research Award was selected this year – Going forward each RAC RL will select a recipient from their section that has been the most effective in their position during the past SY. Each of the ten TC sections will have a recipient for the Service to ASHRAE Research Award going forward and the award will be a certificate presented at the Research Subcommittee. Chair breakfast meeting at the annual meeting each year. Staff can assist RLs by providing redacted BIOs for Research Subcommittee Chairs being considered for the award. Going forward RAC plans to present award certificates at the 2022 Annual meeting Research Subcommittee. Chair breakfast.
2. Importance of obtaining full TC votes on approvals of submitted RTARs and WSs for both sponsoring and co-sponsoring TCs
3. WS based on conditionally approved RTAR must acknowledge how conditions were cleared.
4. Be sure to include Milestones in WSs submitted to RAC
5. RL Reminders for TCs main committee / research subcom/ PMSc subcom
 - Training on PES and PMS role
 - Discussion on “open meetings” ; executive session (rare); research results not to be shared outside of TC until “approved”;
 - Discussion on “scheduling meetings”
 - Discussion on “publishing meetings”
 - Discussion on “PMSc communication to TCs”
 - Discussion on “TC minutes due within 60 days of meeting” – this is needed for an accurate view of TC research activities!
 - Discussion on PMS training / PES training dates
 - Discussion on Research on Reference Manual
 - Discussion on using TC Basecamp sites – invite RL & MORTS.

ASHRAE- RAC Basecamp / Docs & Files / Ref Info / RAC New Topics / Jan '22 TC Chairs Breakfast info from RAC page:

O. TRPs BID PRIOR TO MEETING

It is moved and seconded that,

- (4) 1874-TRP, *Addition of Roof Top Temperature Information to the Climatic Design Conditions chapter of the ASHRAE Handbook*, be awarded to the University of Colorado, for a period of 12 months at a total cost to ASHRAE of \$59,528. (**Attachment #1**)

MOTION # PASSED: 9-0-0-1 CNV

It is moved and seconded that,

- (5) **1900-TRP** *Using simulated weather data with sparse measured data to produce hourly weather files and calculate design conditions*, be awarded to Klimaat Consulting, for a period of 12 months at a total cost to ASHRAE of \$84,000. (**Attachment #2**)

MOTION # PASSED: 12-0-0-1 CNV

It is moved and seconded that,

- (6) **1923-TRP** Prepare climatic design conditions for the 2025 ASHRAE Handbook – Fundamentals and ASHRAE Standard 169, be awarded to Klimaat Consulting, for a period of 24 months at a total cost to ASHRAE of \$148,000. (**Attachment #3**)

MOTION # PASSED: 10-1²-1-1 CNV

P. CONSULTANTS REPORTS

Happy to announce that representatives from AHRI and CIBSE are now Consultants again to RAC in order to better coordinate our research activities.

- a) AHRI – Xudong Wang
- b) CIBSE – Hywel Davies

Q. MORTS REPORTeport

Semi-Annual Report - (**Attachment #4**)

R. RESEARCH LIAISON REPORTS

- a) RL Reminders for Las Vegas (Each RL send written update to staff after meeting)

S. UNFINISHED BUSINESS

- a) Need for a follow-up conference call to select TRPs to bid spring 2022

Revise research contract terms due the COVID pandemic.

T. NEW BUSINESS

Revise research contract terms due the COVID pandemic.

U. REVIEW OF NEW ACTION ITEMS

ADJOURNED

RAC adjourned at 11:00 AM

² Chee Ow voted against the recommendation because it was single bidder for the project.