

*Please note that this proposal template is **OPTIONAL** but can serve as a guide for what to provide to Publications Committee. Though, note that as much information as you can provide will help the committee make their decision about the proposed project.*

Special Publication Proposal to ASHRAE Publications Committee

Proposed title of product:

Date of submission:

Submitted by

Provide the name of the person submitting the proposal. This should be the person Publications Committee can contact if there are additional questions about this proposal.

Name

Email Address

Proposed Deliverable

Indicate the proposed final deliverable of this project (a design guide, an application guide, a textbook, an online tool, software, etc.).

Cognizant TC

Provide the TC number of the TC that has agreed to be the cognizant TC for this project – this TC will handle reviews of the project as it is being developed (at their discretion) and will hold the official vote on the final content submitted to Publications staff if the project is approved by Publications Committee.

Executive Summary

Include a short summary of the content this product will contain, who it will be aimed at, how users can use it, the purpose of this product, and the scope of this product. Think of this as your “elevator pitch” about the product.

Justification

Explain why this product is needed. Does this product address a topic that is of interest/valuable to those in the HVAC&R industry today? Etcetera.

Current State of the Art (Background)

Describe the current state of the art for this project's topic. Can the majority of the information on this topic be learned from an existing ASHRAE Handbook chapter? Is there guidance on this topic (produced by ASHRAE or others) available in the industry already? If so, is that guidance current or out of date? Is the existing guidance comprehensive and reliable? Are the current requirements from industry-accepted standards/codes reflected in the existing guidance? Does existing guidance omit recent developments/advancements? Etcetera.

Advancement to the State of the Art

Describe how this product will advance the state of the art of this topic in the industry. Is there a clear need to present information on this topic in a more understandable form for engineers and practitioners to use this information? Will this product reflect new knowledge, understandings, technologies, procedures, resources, computer programs, etc., that have been developed or put into common practice since the publication of the existing available guidance?

Objective and Audience

Describe the objective of and the audience for this product.

Scope

Describe the scope of what this product will cover and explain how it is appropriate for the intended audience. Will the publication provide state-of-the art guidance to engineers and/or researchers? Will the publication consolidate guidance that is not necessarily provided elsewhere but merely “known” by those in the industry? Will the publication offer information about new and/or emerging technologies on this topic? Include the key references that will be used to develop this content.

Key References:

Outline of the Proposed Content of a Publication

Provide a high-level list of the topics that will be covered by the chapters in this publication and how you expect this content to be organized (essentially, a proposed Table of Contents). (Publications Committee understands that this is a rough draft at this point.)

Application of Results

Explain how this product will benefit the industry. Explain why this topic merits/necessitates in-depth coverage in a stand-alone publication. Indicate how you expect users to apply this product or the contents of this publication in the industry.

Justification and Value to ASHRAE

Describe the value of this product to ASHRAE – for example, is there an urgent need with respect to the ASHRAE Strategic Plan to publish this content? Will publishing this content make ASHRAE the authority for this content in the industry? Do ASHRAE members in particular need this information? If the publication is needed for a small but very consequential set of designers or practitioners, explain the importance of their having this information available. Etcetera.

Level of Effort

Provide the number of months or years you expect this effort to take. Explain the research and/or literature review that is necessary before writing begins, if applicable. Indicate whether you would need outside help to create graphics, if applicable. Describe how often you expect the authors to meet to work on this project, if applicable.

Project Members

List all the project members you know of at present. There is no minimum number of participants, and team members can change once work begins.

Member Name

Member's Position/Title in the Industry