

TC/TG/TRG/MTG/SSPC Important Dates and Deadlines

DEADLINES

The following deadlines apply for the next several months. Please recognize they are not arbitrarily set, but are set to meet subsequent events. So if you miss them, your input may be delayed for six months or in some cases, for a year. All research submissions should be sent to the Manager of Research and Technical Services (MORTS), Mike Vaughn, (morts@ashrae.net).

- November 30, 2018** TC/TG/MTG/TRG Chairs receive 2019-20 roster update web portal link information for roster update completion.
- December 1, 2018** Applications for the SY 19-20 *ASHRAE New Investigator Award* are due to MORTS.
- December 3, 2018** Nominations for the *ASHRAE Homer Addams Award*, which is given to graduate students assisting in current or recently completed ASHRAE sponsored research projects, are due to MORTS. Award includes \$5,000 honorium.
- December 3, 2018** New or revised Work Statements and RTARs are due to MORTS for RAC consideration at the 2019 winter meeting.
- December 3, 2018** Innovative Research Grant (IRG) Pre-proposals are due to MORTS for RAC consideration at the 2019 winter meeting.
- December 8, 2018** Final Conference papers for 2019 Annual meeting in Kansas City are due for review (includes BIO, Learning Objectives and Methods of Assessment) – requires approved abstract; Request for Conference Paper Session are also due now.
- December 14, 2018** TC/TG/TRG meeting agenda for the Atlanta meeting is posted to the TC website and distributed to membership by this date or sooner.
- December 17, 2018** Bids are due for all Tentative Research Projects (TRPs) released in fall 2018.
- January 2, 2019** Website Opens for Seminar, Forum and Paper Proposals for the 2019 Annual Meeting in Kansas City, MO.
- January 11, 2019** Conference Paper Accept/Revise/Reject Notifications for 2019 Annual meeting in Kansas City, MO sent by CEC.
- January 15, 2019** Online Roster update information for 2019-2020 TC/TG/MTG/TRG rosters **Midnight** must be complete and Section Head notified it is now ready for review.
- January 15, 2019** Contractor recommendations are due to MORTS for all TRPs that were bid in **Midnight** fall 2018 or before. Place the Proposal Evaluation Summary sheet in MORTS' lockbox outside ASHRAE Headquarters Room in Atlanta or e-mail MORTS at morts@ashrae.net.
- February 8, 2019** Submission deadline for program proposals (seminars and forums) for the 2019 annual meeting in Kansas City, MO. Conference Website: www.ashrae.org/houston/.
- February 19, 2019** Conference & Technical Paper Final Accept/Reject Notifications for 2019 Annual meeting in Kansas City, MO sent by CEC.

March 1, 2019

Applications for ASHRAE Graduate Student Grant in Aid program are due to **(New Date)**
MORTS.

March 19, 2019 Seminar, Forum, Workshop Accept/Reject Notifications sent by ASHRAE