



International Union of Pure and Applied Chemistry

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PROJECT SUBMISSION FORM

v. Feb 2013

Any individual or group can submit a project, with or without current affiliation with an IUPAC body. Projects can be submitted at any time. For detailed information, see the additional *Guidelines for Completion of the Project Submission Form*. Frequently Asked Questions on *Project Submission and Approval Process* are also available on the Union's web site at <http://www.iupac.org/projects>.

This form should be completed with a word processor and returned to the IUPAC Secretariat, preferably as an e-mail attachment to secretariat@iupac.org. Please do not remove section headers and answer all questions; indicate NA when a question does not apply to the proposal.

<i>for administrative use only</i>	<i>Submitted</i> _____ ; # _____
Date	
Project Title	
Series Title (<i>if applicable</i>)	
Task Group Chair	(include address and e-mail)
Task Group Members	(include address and e-mail)
Name of the person submitting this form <i>if not the proposed Task Group Chair</i>	(include address and e-mail)
Objectives and Rationale (This should summarize the principal objectives and rationale, and the intended outcomes.) (<i>see Guidelines</i>)	(<100 words)
Intended Stakeholders (Give details of the intended stakeholders and interest groups, and how they will benefit from your Project Objectives.) (<i>see Guidelines</i>)	(<100 words)
Dissemination Plan (Indicate how the results of this Project will be communicated to target stakeholders and, if relevant (e.g. for IUPAC Recommendations), how the Task Group will involve stakeholders in the refinement of Project outcomes.) (<i>see Guidelines</i>)	
Intended Publications (please tick boxes)	IUPAC Recommendation <input type="checkbox"/> IUPAC Technical Report <input type="checkbox"/> Other type of manuscript to be published in a journal other than <i>Pure and Applied Chemistry</i> <input type="checkbox"/>

<i>(see Guidelines)</i>	<i>Specify:</i> Book <input type="checkbox"/> Workshop or conference proceedings <input type="checkbox"/> Set of instructional materials <input type="checkbox"/> Database <input type="checkbox"/> Web page <input type="checkbox"/> Other:
Description <i>(see Guidelines)</i>	(suggest approx. 250 words)
Time Frame Planned start Date Duration of Project	
Milestones (Indicate the location, duration and approximate date of Task Group meetings, workshops, conference presentations, etc. and also the target dates for circulation of drafts and submission of final report.) <i>(see Guidelines)</i>	
Budget Total from all sources Travel (Provide a break-down of travel and <i>per diem</i> expenses for each meeting of the Task Group) Administrative (Specify) Other (Specify) Total (in USD)	
Requested from IUPAC	
Requested from other Sources (Indicate sources and amounts)	
Criteria for Retrospective Evaluation of Outcomes and their Impact	
Relevant IUPAC Bodies (Please tick box/boxes.)	Physical and Biophysical <input type="checkbox"/> Inorganic <input type="checkbox"/> Organic and Biomolecular <input type="checkbox"/> Polymer <input type="checkbox"/> Analytical <input type="checkbox"/> Environmental <input type="checkbox"/> Human Health <input type="checkbox"/> Nomenclature <input type="checkbox"/> CHEMRAWN <input type="checkbox"/> Chemistry and Industry <input type="checkbox"/> Chemistry Education <input type="checkbox"/>

	Other
Suggested Referees (Referees external to IUPAC)	(at least 3 names, including e-mail and postal addresses)

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Guidelines for Completion of Project Submission Form

Introduction

IUPAC has long been recognized as the world authority on chemical nomenclature, terminology, standardized methods for measurement, atomic weights and many other critically evaluated data. Projects sponsored by IUPAC should address one of these aspects of chemistry or one or more of the goals listed in the IUPAC Strategic Plan. The Strategic Plan can be downloaded from the IUPAC web site <<http://www.iupac.org>> or a copy can be requested from the Secretariat. After completion, **the Project Submission Form should be returned to the IUPAC Secretariat, not to any other person or body in IUPAC.** The Secretariat will initiate the review process, and communicate with the relevant IUPAC Body(ies).

While there is no set schedule for the evaluation process, it is *usually* not expected to take more than four months. Decisions will be taken during the course of the year as projects are submitted and the necessary information has been gathered. Frequently Asked Questions on **Project Submission and Approval Process** are also available on the Union's web site at <<http://www.iupac.org/projects>>

Guidelines

Project Title

Short descriptive title of project. If applicable, specify ***Series Title***

Task Group Chair

Name and affiliation of person(s) who will be coordinator for the project.

Task Group Members

Names and affiliation of the task group members who have committed themselves and agreed to work on the project.

Objectives and Rationale

In a few sentences (<100 words total) describe the rationale for the project, the objective(s) and the intended outcome(s). This statement should identify the benefits to the applicable chemistry community and the strategic value to IUPAC.

Intended Stakeholders

It is important that your proposal clearly identifies the interest groups and stakeholders that will benefit from the project outcomes. In so doing it should also establish the need for the proposed project outcomes and identify the benefits to the stakeholders. The reviewers will look for strong links between the Dissemination Plan (next section) and the stakeholders who will benefit from the outcomes.

Dissemination Plan

A good dissemination plan is a vital part of the project. The plan identifies how the project outcomes will be disseminated to the intended science community/stakeholders.

For example, will the selected publication vehicles, proposed workshops or conference presentations, enable a significant impact on the target group(s)?

In the case of nomenclature recommendations (including terminology, symbols, and units), how will these be made known to practitioners or to the intended audience? What plans have been made to promote international consensus?

Intended Publications

Is the final product of the project a recommendation or report to be published in *Pure and Applied Chemistry*, in another journal or a book, as a workshop or conference proceeding, a set of instructional materials, a web page?

If a book is planned, has a publisher been approached?

Technical Reports and Recommendations resulting from IUPAC Projects should be published in *Pure and Applied Chemistry*. The procedure is described in Appendix III of IUPAC Handbook "Procedures for publications of IUPAC technical reports and recommendations", available online as at <<http://www.iupac.org/reports/provisional/procedure.html>>.

The Bureau has established a procedure to allow publication in other journals in exceptional circumstances where it can be demonstrated by the Task Group and the Division or Standing Committee that publication in another journal is in the best interests of IUPAC. Approval for such an exception should be requested by the Division President or Standing Committee Chair from the Secretary General. This request should explain why publication in another journal would be preferable to publication in *Pure and Applied Chemistry*.

If a book is planned, has a publisher been approached? Note that before the final editing of an IUPAC-sponsored book the manuscript will be reviewed by the ICTNS to establish conformity with IUPAC standards of terminology and nomenclature.

Description

The description should be relatively brief (approx. 250 words) and should enable the reader to understand the methods (compilation, review, critical evaluation, consultation) used in the project. The description must make clear why the project should be carried out under the auspices of IUPAC.

The description should include a clear statement of (a) any previous or concurrent work done on the proposed project, including conferences or workshops; (b) any previous, concurrent or planned interactions with bodies outside IUPAC that are relevant to the project.

If it is considered necessary to provide additional background information and supporting documentation to permit proper evaluation of the proposal, this should be given on a separate sheet. For help in deciding what information to include, please consult the "Advice for Project Reviewers" at <<http://www.iupac.org/projects>>.

Time Frame

Indicate the planned start and completion dates of the project. The anticipated duration of many IUPAC projects is two to three years. Longer term projects should be broken into phases. Each phase should have clearly defined and measurable outcomes. Projects need not conform to the IUPAC biennial budget cycle. That is, a project can begin at any time in one biennium and end in another.

Milestones

Interim milestones, such as presentation of interim or final outcomes to a Conference or Workshop, completion of first drafts of a report, and indicative dates of task group meetings should be given. The intended location and duration of Task Group meetings should also be stated as this will have a bearing on the assessment of your proposed budget.

Major milestones such as target dates for completion of the final draft by the Task Group, assessment of external reviews of the draft, and submission of the final document should also be indicated.

Upon acceptance of the project, the milestones will be reviewed and a specific timeline for progress reports will be agreed on with the responsible Division or Standing Committee.

Budget

The budget should justify all planned expenditure (from all sources) over the lifetime of the project. Costs for dissemination of the results should be included. These costs might include holding a workshop (*See note at the end for definition of a workshop*) or special symposium at a Conference to publicize the results of the project.

Travel expenses include total costs for attending meetings of the task group, according to the rules governing IUPAC expenses (Apex airfare, IUPAC *per diem* according to location). Because funds are limited, every effort should be made to utilize electronic communications in lieu of meetings of the task group. In view of the modern means of electronic communication, overhead expenses are expected to be minimal. However, in some cases, costs for meeting facilities, software development, technical assistance might be accepted. To rationalize costs, Task Groups will often meet in conjunction with a Conference which most might be attending. Note that Project funds must not be used to pay Conference Registrations, nor to facilitate attendance at a Conference. (An exception could be the attendance at a Conference by one member to make a project-based presentation on behalf of the Task Group.)

When the Task Group is seeking or has already received funding by other organizations and is approaching IUPAC for additional funding, these other organizations should be identified.

Please note that IUPAC projects can not be original research projects and the cost of new research work can not be a part of the project costs. In specific and well-documented cases, support for a workshop might be acceptable.

Criteria for Retrospective Evaluation

How should the success of the project be measured and when?

This will be evaluated with respect to the measurable impact of the outcomes on the identified stakeholders/interest groups. Another criterion might be: have the Recommendations been adopted by journals as part of their instructions for authors? How long after completion should it be possible to evaluate the impact of the project, and by what method(s)?

Relevant IUPAC Bodies

Suggested Division(s) and/or Standing Committee(s) that should review this proposal and the final document (outputs), and will monitor progress of this project.

Suggested Referees

Please suggest the names (and provide address, affiliation and e-mail) of at least three external referees who can be asked by the IUPAC Secretariat to evaluate the project. These referees are in addition to those from the lead Division/Standing Committee or from supporting Divisions/Standing Committees. Referees should be experts in the field, and in general be chosen so as to avoid the appearance of conflict of interest.

Definitions of Conference and Workshop

The following definitions are used as guides in evaluating proposals for projects.

Conference - a scientific meeting in which most participants take only a passive part in the program. Active participation is limited to the relatively few participants who present lectures or posters, chair sessions or ask questions.

Note that project funding is not intended to provide financial assistance to conferences or editing of proceedings of conferences. Under special circumstances, however, financial support for dissemination of the results of a conference may be provided. As an example, the conference may have addressed matters of global importance that result in important resolutions or other results.

Workshop - a scientific meeting in which all participants are expected to take an active part in the program. Examples include, but are not limited to:

- formulation of ideas and initial plans for projects on specific topics;
- development of recommendations or reports on specific topics;
- critical review of recommendations or reports on specific topics;
- professional development courses involving hands-on experience in new instrumental, computational or evaluation techniques.

A workshop as a part of a project can cover different aspects, such as: project initiation, recruiting of task group members, draft report and consideration of public comments, presentation and dissemination of results. It is however expected that electronic communication will be used as much as possible in various steps of development of a project. Further, IUPAC will not fund a Workshop for the purpose of planning a project.