

Who will evaluate projects?

Each Division Committee and Standing Committee will evaluate projects relevant to its area of interest. Interdivisional projects will be evaluated by all Division Committees or Standing Committees judged to be relevant. If an interdivisional project is approved by the Division Committees, it will then be evaluated for funding by the Project Committee of the Bureau.

What will the evaluation process consist of?

After a proposal for a project is received by the Secretariat, it will be sent to the appropriate Division or Standing Committee(s). After a brief initial review for relevance, the Committee will instruct the Secretariat to distribute the project material to at least three outside referees. When the referees' reports are received by the Secretariat, they will be sent (anonymously) to the project submitter for comment. The referees' reports and the comments from the submitter will then be returned to the Division or Standing Committee for action. Projects approved by a Division Committee will usually be funded from the Division budget. However, projects that are interdivisional in subject matter, or that require additional resources, will be referred to the Project Committee of the Bureau for final decision.

How much time will be needed for this evaluation process?

In general, we estimate that this process should be completed in four months. In some instances, where referees' reports are received promptly, the time may be appreciably shorter. In other cases, where questions arise or funds are not immediately available, approval and funding may take longer.

When can projects be submitted?

Projects can be submitted at any time. It is expected that in the future the project evaluation process will occur continuously, with no set time for submission of projects. Funds will be available as soon as a funding decision has been made. This year, most of the Division Committees plan to make their funding decisions at the General Assembly. In order to allow sufficient time for the process, we urge you to submit your project material as soon as possible—at least 3–4 months before the General Assembly.

How long should a project take?

Projects should be for whatever period is necessary to complete the objectives of the project. Few projects will probably be for less than 12 months and few should be longer than 3 years. There is no need to fit the time

frame of a project into the biennial period defined by IUPAC General Assemblies.

Who can work on a project?

The project leader can choose the Task Group for the project. These need not be scientists who are currently members of an IUPAC body.

What is the amount of funding available for a project?

While there is no limit to the size of a project, it is expected that most projects will be funded for less than USD 5 000.

What can project funds be used for?

Project funds can be used for travel, administrative costs such as word processing, printing, programming, or any other expenses necessary for completion of the objectives of the project. It is not expected that IUPAC will fund projects that call for significant laboratory research to be paid for by project funds.

Other Information

Division officers will be sending out information to Commission officers regarding procedures specific to each Division. Please feel free to contact your Division officers or the Secretariat if you have any questions.

Project Submission Form

Anyone or any group can submit a project, whether or not they are currently members of an IUPAC body. Projects can be submitted at any time. See the additional *Guidelines for Completion of the Project Submission Form* and the FAQs on *Project Submission and Approval Process* for detail information; also available on the Union's web site at <http://www.iupac.org/projects>.

The form should be completed with a word processor and returned to the IUPAC Secretariat, preferably as an e-mail attachment at secretariat@iupac.org.

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 the goals listed