

Approved at Beijing CCE 2005

Project facilitation and coordination procedures

Concern was expressed about the rate at which Projects were assessed. It was agreed to accept the following procedure:

1. Project proposal received by Secretariat.
2. Project Coordinator receives proposal from Secretariat (FM).
3. If FM is uncertain whether the Project is of interest to CCE, FM consults Project Coordinator.
4. FM distributes the proposal to all Project Group members (that is you) and comments are to be returned to her; this first round of review by all members should take 1 week.
5. FM will collate all comments and send that to the Project Coordinator who will then formulate a decision.
6. If comments diverge, the Project Coordinator can ask for a second round of comments; to initiate such a round, all the comments initially collected will be circulated to all members of the Project Group for additional comments.
7. The Project Coordinator will report to FM (a) to support or not to support; (b) suggestions for external referees, (c) the level of CCE financial support.

The members of the committee received a report from the Project Group, and considers the section on 'tips for proposal', henceforth to be referred to as *Advice for proposers*. They agreed to the modified scheme set out below.

Advice for Proposers of Projects of interest to the CCE

The overarching advice on the IUPAC web site should be consulted for general guidance. In addition, the CCE notes the following:

1. Project funds are normally available to facilitate communication (including travel) and to act as seed money for larger projects.
2. The Project should be for educational development. Only in exceptional purposes would support be given for equipment (such as a personal computer).
3. The typical level of support from IUPAC is in the region of USD4-6k.

4. Whereas IUPAC does not fund personnel costs (eg, research assistants), in exceptional cases student assistance can be considered.
5. Simple dissemination is not normally sufficient to be regarded as 'dissemination'. The anticipated impact and its assessment is important too.
6. There must normally be potential for regional or international impact of the Project.