



Guidelines for CITAC projects

1. CITAC projects should address one of the goals listed in the CITAC Strategic Plan (available on the CITAC website <http://www.citac.cc>) and be related to international needs in the field of metrology in chemistry (MiC). They are not intended to be original research projects.
2. A person coordinating a project proceeding - the CITAC Project Coordinator (from now on called the Coordinator) - is elected at a CITAC Members' Meeting for 3 years.
3. Any CITAC member may initiate a project and lead it. The project leader chooses the task group for the project and chairs this group. The task group members should be specialists in MiC, but need not be currently CITAC members.
4. A project (proposal) and its task group may be formed in cooperation with international organizations active in the field of MiC, e.g. IUPAC and EURACHEM, as the joint project and the joint group.
5. The project leader should submit his proposal for review to the Coordinator. The submission form and instructions are supplied in Annex 1. Both the submission form and the recommendations are similar to those of IUPAC. Current IUPAC/CITAC projects 2005-019-2-500 and 2008-030-1 can be used as examples (see <http://www.iupac.org/Projects>). Supporting material should be added to the form when necessary.
6. The Coordinator will send a proposal for review to CITAC members. During the project review the CITAC members may occasionally recommend/suggest additional members to the task group to augment expertise or broaden geographic representation. Other suggestions may deal with technical/scientific content of the proposal. The project leader will consider widening the task group and/or possible corrections of the proposal content.
7. The review process of a proposal should be completed in two months. Comments of the CITAC members will be summarized by the Coordinator. When there are no objections from the CITAC members, and a potential conflict of interests is not indicated, the Coordinator will recommend the proposal for adoption by the CITAC Executive Committee. In cases where questions arise and/or a conflict of interests is indicated, approval of a project may take longer. Adopted projects will be available at the CITAC website.
8. Projects can be submitted at any time, and project reviews will be performed continuously. A project should be planned for a period of no more than 2-3 years. After completion of the term, the Coordinator can extend the project when requested by the project leader. The extension should be adopted by the CITAC Executive Committee.

9. A project leader should report on any progress in his project development at every CITAC Member's Meeting till the project completion.

10. A technical report on a project should be send by its leader to the Coordinator for the CITAC members' review and be available on the CITAC website. The review process should be completed in two months. When there are no objections of the CITAC members, Coordinator will recommend the report for adoption by the CITAC Executive Committee. In cases where questions arise, approval of the report may take longer.

11. When a purpose of the project is the development of CITAC recommendations or guidelines, the draft document should be distributed for discussion at the closed CITAC Members' meeting. The final version of the draft recommendations or the guidelines will be distributed to the CITAC members for final adoption. The adopted document will be available at the CITAC website.

Annex 1.

Project Submission Form

<i>for administrative use only</i>	<i>Submitted</i> _____ ; # _____
Date	
Project title	
Project leader	
Task group members	
Objective	
Description	.
Outcome (please tick box)	CITAC Technical Report <input type="checkbox"/> CITAC Recommendations <input type="checkbox"/> CITAC Guidelines <input type="checkbox"/>
Dissemination Plan	
Time Frame Planned start date Duration of project	
Milestones	
Anticipated impact	
Criteria for retrospective evaluation	

Recommendations for Completion of Project Submission Form

Project title

Short descriptive title of project.

Project leader

Name and affiliation of person who will be the project leader.

Task group members

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

Objective

Describe the objective of the project in one or two sentences (<50 words). The objective should explain the value of the project to the field of chemistry involved.

Description

The description should be relatively brief (approx. 250 words) and should enable the reader to understand the purpose and methods used in the project. It has to be made clear why the project should be carried out under the auspices of CITAC.

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 CITAC 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.

Outcome

Is the final product of the project a recommendation or a report to be published in ACQUAL, in another journal or a book, as a CITAC guide?

What plans have been made to promote international consensus?

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

Dissemination plan

Identify the intended audience/stakeholders.

Explain how will the results of this project be disseminated to the affected community. How will the results be made known to practitioners or to the intended audience?

Time frame

Indicate the planned start and completion dates of the project. The expected duration of CITAC projects is two to three years. Longer term projects should be broken into phases. Each phase should have an interim report.

Milestones

Major milestones, such as completion of first drafts of a report and dates of task group meetings, should be given. Upon acceptance of the project, the milestones will be reviewed and a specific timeline for progress reports will be agreed on with the CITAC Project Coordinator.

Anticipated impact

How will the results of the project affect practitioners?

Criteria for retrospective evaluation

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

Should the project impact be evaluated in one year, two years or more after completion?