



PROMOTING THE GLOBAL SCIENCE AND ENGINEERING PROFESSIONS CONCERNED WITH MINERALS, METALS, AND MATERIALS

DIVISIONAL FAST TRACK - SPECIAL PROJECT PROPOSAL

TMS MISSION STATEMENT

The mission of TMS is to promote the global science and engineering professions concerned with minerals, metals and materials.

In support of this mission we will

- Provide forums and other opportunities for:
 - The exchange of information among all segments of our community
 - Networking and making contacts vital to members' interests
- Provide state-of-the-art means for disseminating information pertinent to the community
- Promote technology transfer and, thereby, the economic health of our industries
- Provide means for the professional development and career maintenance of members
- Assume a leadership role in the minerals, metals and materials community by promoting collaboration and alliances among minerals, metals and materials societies and organizations in order to strengthen the technological basis of the profession and our members
- Participate in the development of students for entry into the minerals, metals and materials professions
- Represent the minerals, metals and materials professions in the accreditation of education programs and in the registration of professional engineers
- Encourage professionalism, ethical behavior, and concern for the environment

PROPOSAL GUIDELINES AND INSTRUCTIONS

A fast track special project is defined as a one-time Division directed endeavor that creates and/or improves products, services or member benefits in adherence with the TMS Mission Statement. The maximum amount received is \$5,000 per proposal. Each Division is limited to a total of \$10,000 per operating plan year for all Fast Track Special Projects expenditures. Products, services or benefits must be measurable and clearly stated in the proposal. The project will not result in future operating expenses. The Division Chair, prior to submission, must approve and sign the proposal.

Review Process:

The project is to be reviewed and responded to within four (4) weeks of TMS receiving it.

1. The President submits it to the Executive Committee for review and consideration.
2. The Executive Committee will review and approve/disapprove the proposal. If approved, this Committee will advise the Financial Planning Committee to incorporate the proposal into the appropriate year's operating plan.
3. The Executive Committee will advise the requesting committee of their proposals funding status.

Required Reporting:

A final project report must be prepared and submitted to the Executive Committee from the requesting Division Chair by the earlier of 30 days of project completion or within 2 weeks of the next Executive Committee meeting. The report is to detail all work accomplished and all deliverables rendered. The Executive Committee will provide the report to the Board of Directors.

Submit Proposal to:

(The original proposal must be mailed if it was submitted via fax or e-mail)

TMS President
C/O Executive Director
TMS

184 Thorn Hill Road
Warrendale, PA 15086

Fax: (724) 776-3770

E-mail: whunt@tms.org

Instructions:

The requesting Division is to prepare the proposal using the following numbered format. Each section of the proposal must be completed or the Executive Committee will return the proposal to the requesting Division without review. The proposal may be resubmitted after it has been properly completed.

1. Project Title:
2. Sponsoring Division:
3. Authorizing Division Chair Signature:
4. Project Start Date:
5. Project End Date:
6. Total Funding Requested: \$
7. Schedule of Cash Needs:
(Prepare a listing of all cash amounts needed by month and year.)
8. Project Description:
(This description should include sufficient information to provide a complete understanding of the project, including but not limited to the following items: people responsible [e.g., committees and staff]; the nature of the proposed product, service or benefit; the year(s) it effects; what the funds will be used for; how it adheres to the TMS and Division missions; and any other relevant information.)
9. Purpose, Goal, Deliverables:
(Quantify, in dollars and quantities, the expected product, service or benefit to the society and when it will be realized.)
10. Explanation of Why the Division Is Not Supporting this Project from Its Treasury:
(State why the Division will not support this project from its existing treasury.)
11. Cost Analysis:
(You should categorize the expenditures involved by line item expense and operating plan year.)

Line Item	\$ Amount	Budget Year
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