



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

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

GUIDELINES AND INSTRUCTIONS

A special project is defined as an endeavor that fulfills the TMS Mission Statement and creates and/or improves products, services or member benefits. It can be a one-time endeavor or continue into the future as a sustainable society product, service or member benefit. A proposal can be submitted from a society technical committee with approval from its Division Council and Division Chair, or from a society administrative committee.

Submission Date:

Special Projects are considered by TMS only once each year, at each summer Board of Directors meeting. Accordingly, all requests are to be submitted no less than twelve weeks prior to the summer Board of Directors meeting to the TMS President at the society headquarters address. All inquiries concerning the summer Board meeting date should be addressed to the Executive Director. The original proposal must be mailed, if the proposal is submitted via fax or e-mail.

Review Process:

All proposals are submitted at one time to appropriately evaluate each proposal's priority and its merits to the society while considering the available funding. All actions are to be completed in time for Board of Director voting at the summer meeting.

1. The President will compile all proposals and submit them to the Executive Committee for review and consideration.
2. The Executive Committee will review, prioritize and approve/disapprove proposals; and seek funding recommendations for all approved projects from the Financial Planning Committee.
3. The Financial Planning Committee will advise the Executive Committee of available funding sources, if any, for each approved project.
4. The Executive Committee will then present all prioritized and recommended proposals to the Board of Directors for approval.
5. The Board of Directors will approve/disapprove any or all projects and advise the Financial Planning Committee to incorporate all approved special projects into the society's operating plan.

Submit Proposal to:
TMS President
C/O Executive Director
TMS
184 Thorn Hill Road
Warrendale, PA 15086
Fax: (724) 776-3770
E-mail: whunt@tms.org

6. The Executive Committee, after the Board of Directors have voted on all recommended proposals, will advise each requesting committee the funding status of their proposal.

Required Reporting:

A final project report must be prepared for the Board of Directors from the requesting committee detailing all project work accomplished and all deliverables rendered. It is to be submitted the earlier of: 90 days of project completion or 2 weeks prior to the next scheduled Board of Directors meeting.

Instructions:

The requestor 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 entity without review. Each returned proposal may be resubmitted for review as soon as all needed information has been included.

1. Project Title:
2. Sponsoring TMS Committee:
3. Sponsoring TMS Division(s) *(if applicable)*:
4. Authorizing Division(s) or Committee Chair(s) Signature(s):

5. Is This Support Being Requested for a New or Existing TMS Product, Service or Benefit?
6. Project Start Date:
7. Project End Date:
8. Total Funding Requested: \$
9. Schedule of Cash Needs:
(Prepare a listing of all cash amounts needed by month and year.)

10. 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 mission; and any other relevant information.)

11. Purpose, Goal, Deliverables:
(Quantify, in dollars and quantities, the expected product, service or benefit to the society and when it will be realized.)

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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