



**NACE INTERNATIONAL**  
**RESEARCH ADMINISTRATIVE COMMITTEE**  
**OPERATING MANUAL**

APPROVED BY BOARD OF DIRECTORS  
DATE: June 25, 2014  
AMENDED: October 26, 2014

**NACE INTERNATIONAL  
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TABLE OF CONTENTS**

	<u>Page</u>
1 GENERAL.....	3
1.1 Organization and Responsibilities.....	3
1.2 Membership.....	4
1.3 Meetings.....	5
1.4 Reporting.....	5
1.5 Awards.....	5
1.6 Publicity.....	6
1.7 Grants and Funded Research .....	6
2 RESEARCH COMMITTEE TASK GROUPS .....	6
2.1 Research Seed Grant Task Group (RSGTG).....	6
2.2 Research in Progress Symposium Task Group (RIPSTG).....	8
2.3 Research Topical Symposium Task Group (RTSTG).....	10
2.4 Student Participation Task Group (SPTG).....	11
3 LIAISON.....	15
4 RESPONSIBILITIES OF COMMITTEE OFFICERS .....	15
5 RESPONSIBILITIES OF COMMITTEE MEMBERS.....	15
6 RESPONSIBILITIES OF NACE STAFF MEMBERS .....	15
7 RESPONSIBILITIES OF COMMITTEE AND STAFF MEMBERS/SHARED.....	16
8 CONFLICT RESOLUTION.....	16
9 REVIEW AND REVISION .....	16
10 NACE INTERNATIONAL POLICIES .....	16

**NACE INTERNATIONAL  
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**1 GENERAL**

**1.1 Organization and Responsibilities**

1.1.1 The Research Administrative Committee (hereinafter referred to as “Committee”) is an administrative committee of the Technical and Research Activities Committee (hereinafter referred to as “TRAC”). TRAC is a standing committee of the NACE INTERNATIONAL (hereinafter referred to as “NACE” or the “Association”) Board of Directors (hereinafter referred to as “Board”).

1.1.2 The Committee will support the mission and goals of the Association as defined by the Strategic Plan.

Abbreviations:

CSCP—Collegiate Student Certificate Program

CSCPTG—Collegiate Student Certificate Program Task Group

RAC—Research Administrative Committee

RCMC—Research Committee Management Committee

RIPS—Research in Progress Symposium

RIPSTG—Research in Progress Symposium Task Group

RSGTG—Research Seed Grant Task Group

RTS—Research Topical Symposium

RTSTG—Research Topical Symposium Task Group

SPTG—Student Participation Task Group

SPS—Student Poster Session

TG—Task Group

1.1.3 The objectives of the Committee are to:

1.1.2.1 Represent, provide a voice for, and encourage interest in corrosion research.

1.1.2.2 Provide forum(s) for the rapid dissemination of corrosion research results and information by members of the research community. The audience for such activities includes but is not limited to others in the research community as well as those outside the research community such as corrosion engineers and technicians.

1.1.2.3 Provide a reservoir of corrosion research expertise available as a resource for the corrosion community. This knowledge and experience can serve the association in a variety of capacities.

1.1.2.4 Support the publication of high quality research papers within NACE, particularly through *CORROSION*, “The Journal of Science and Engineering,” and Proceedings of the Research Topical Symposia.

1.1.2.5 Support and encourage educational activities particularly those that support young faculty and students seeking development in the corrosion profession.

1.1.4 The Committee shall be responsible for the following research activities organized or sponsored by NACE or in collaboration with other scientific bodies:

1.1.4.1 To administer research activities organized or sponsored by NACE wholly or in collaboration with other scientific bodies;

1.1.4.2 To review all proposals for research grants and develop recommendations to the Board for establishment of grants;

1.1.4.3 To sponsor the Research in Progress Symposium (RIPS) at all NACE Annual Conferences and other programs related to corrosion research, such as the Research Topical Symposium (RTS);

1.1.4.4 To sponsor Research Topical Symposia that relate to corrosion topics that span the interest of the research and industrial communities at the NACE Annual Conferences;

1.1.4.5 To encourage student participation in NACE by providing students with a forum for presenting their research;

1.1.4.6 To maintain liaison with national and international research activities;

1.1.4.7 To encourage the participation of research-oriented members of NACE;

1.1.4.8 To plan and conduct international research conferences;

1.1.4.9 To review all proposals for fellowships;

1.1.4.10 To recommend award candidates and prepare submission documentation for award candidates;

1.1.4.11 To support the publication of high-quality corrosion research papers, particularly in *CORROSION*, "The Journal of Science and Engineering." Support includes serving as a resource of knowledgeable individuals that can technically review and edit papers.

## **1.2 Membership**

1.2.1 The Committee shall consist of a chair, a vice chair, technical editor of *CORROSION*, "The Journal of Science and Engineering," standing task group chairs, and at least five other members.

1.2.2 A Research Committee Management Committee (RCMC) shall consist of the chair, vice chair, and the chairs of the Committee's task groups. The RCMC will act on behalf of the Committee between annual conference meetings. A quorum of the RCMC is one-half of the RCMC members.

1.2.3 The chair and vice chair of the Committee shall be elected by vote of the Committee for terms of two years. The chair and vice chair must be members in good standing of the Association for at least five years and have been involved in research activities for a minimum of five years. They shall have previously served as a member of the Committee for at least one year. All terms begin on the day following the close of the annual conference.

1.2.4 The vice chair will also be a member (with vote) of the Annual Conference Program Committee (ACPC).

1.2.5 The Committee members shall be selected by vote of the Committee for terms of two years, and can be renewed for additional years.

1.2.6 Persons to fill mid-term vacancies shall be selected by the RCMC for the remainder of the unexpired terms. Officer vacancies shall be filled by vote of the Committee.

## **1.3 Meetings**

1.3.1 The Committee shall meet at each annual conference and may meet as necessary to fulfill the objectives of the Committee.

1.3.2 Meeting notices and agendas shall be sent by Headquarters, after approval by the Committee chair, to members of the TRAC, and to members of the Committee at least four weeks before each meeting. The expanded agenda format, with supplementary materials and attachments, will be used.

1.3.3 Headquarters staff shall prepare minutes of Committee meetings for review by the Committee

chair. Once accepted by the chair, the minutes shall be sent to members of the Committee for approval at the next meeting. Copies of the minutes shall also be sent to the members of the TRAC.

1.3.4 All Committee members have voting rights.

1.3.5 Additional Committee meetings may be called by the Committee chair.

1.3.6 A quorum of the Committee shall be a simple majority of the Committee or the fraction of the committee required by the Bylaws pertaining to the vote in question, whichever is larger.

1.3.7 Potential nominees for NACE awards who are Committee members will be excluded as voting members on votes concerning their nomination.

#### **1.4 Reporting**

1.4.1 The Committee chair shall give a written report of the Committee's activities at least once per year to the TRAC. The report must include (1) budgetary and other actions of the Committee that require Finance Committee and/or Board approval and (2) requests for extra-budgetary expenditures of funds that will be needed for the Committee's operations and programs. Only brief, oral summaries of the written reports will be required at the TRAC meetings during the annual conference.

1.4.2 Any recommendations that require Board action, including extra-budgetary fund requests, must be reviewed with TRAC and the Finance Committee before inclusion in the written report of the Committee chair. The report should provide background information on the recommendations to the Board and a statement of the recommended action to be taken.

#### **1.5 Awards**

1.5.1 The Committee may nominate candidates for NACE awards. Any such nomination by the Committee must be supported by formal action by the Committee and must be recorded in the minutes of a Committee meeting (excluding the nominee's name) or must be supported by letter ballot of the committee. Actions relating to nominations will be valid even if the item is not included on the agenda for a meeting at which nominations are made.

1.5.2 Nominations from the Committee for NACE awards must be submitted by the Committee chair to the Awards Committee staff liaison by the designated submission date for the award, which is found in the Awards Committee Operating Manual.

#### **1.6 Publicity**

1.6.1 Committee activities, including research grants, conferences, and results of sponsored research, should be well publicized to the engineering and scientific communities. Although NACE publications should be the primary vehicles for obtaining publicity, the Committee may work with staff to disseminate publicity to other journals, periodicals, and associations.

1.6.2 At the discretion of the Committee chair, an ad hoc task group of the Committee may be formed and activated to assist staff in developing and distributing publicity materials.

#### **1.7 Grants and Funded Research**

1.7.1 NACE funds for corrosion research shall be restricted to the seeding of corrosion research in colleges and universities through support of fellowship grants.

1.7.2 NACE may, at the discretion of the Board, administer industry-financed corrosion research projects. However, NACE funds cannot be mixed with industry funds for such projects without express authorization by the Board and the Finance Committee.

1.7.3 One type of grant is recognized:

1.7.3.1 NACE Research Seed Grants, funded by authorization of the Board, provide for funding to college or university faculty to perform corrosion research. The grants are made to stimulate development of new corrosion research programs in colleges and universities. Administration

of NACE Research Seed Grant programs is the responsibility of the Research Seed Grant Task Group (refer to Paragraph 2.1).

1.7.4 Funded research includes research projects originating within and administered by NACE but funded by industry or by proposing groups or organizations. Funded research addresses specific problem areas where research is required. Administration and coordination of funded research is the responsibility of the Committee, which may establish ad hoc committees to coordinate research efforts. NACE involvement in funded research is subject to approval by the Board. Patent rights arising from funded research shall be assigned as described by the Board policy on the subject (refer to NACE Policies in the Operating Manual Handbook).

## **2 RESEARCH COMMITTEE TASK GROUPS**

### **2.1 Research Seed Grant Task Group (RSGTG)**

2.1.1 The Committee shall have a Research Seed Grant Task Group (RSGTG) which shall be responsible for soliciting proposals for new Research Seed Grant projects and for monitoring progress of grant recipients. The RSGTG shall also be responsible for administering the review of grant proposals, for reporting on the status of Research Seed Grant activities to the Committee, and for administering other NACE research grants as described in Paragraph 1.7 of this operating manual.

2.1.2 The RSGTG chair and vice chair shall be appointed by the Committee chair for a one-year term of office (or to fulfill an unexpired term of office). The RSGTG chair may serve six successive one-year terms and each term of office ends on the day following the close of the annual conference.

2.1.3 RSGTG members will include a chair, vice chair, and as many individuals as considered appropriate by the Committee chair. The RSGTG members may serve successive terms and each term of office ends at the close of the annual conference.

2.1.4 Grants to seed corrosion research in colleges and universities, in numbers and amounts set forth in the Technical Activities budget, shall be awarded to selected researchers employed by institutions of higher learning. Such grants shall be awarded on an annual basis, unless otherwise directed by the Committee and/or the Board. All research seed grants shall be awarded under the direction of the Committee, which shall be assisted by the RSGTG in soliciting research proposals.

2.1.5 The RSGTG chair shall issue a letter to eligible individuals in institutions of higher learning, soliciting research proposals, biannually, on or about November 15, unless otherwise directed by the Committee or the Board. (Solicitation letters will not be distributed during those years in which a seed grant was first awarded. It is assumed that the recipient will request a renewal pursuant to the timing in a latter section of these guidelines). Eligible individuals are those new (within five years) to academia or to the area of corrosion. Individuals who have benefited from previous NACE Research Seed Grant awards are not eligible. The solicitation letter, which shall be distributed by Headquarters staff, shall include the following points:

2.1.5.1 Parameters of eligibility (as noted above):

2.1.5.2 Types of corrosion research sought, specifically business and industry;

2.1.5.2.1 New areas of corrosion research;

2.1.5.2.2 Significant expansion of current research within the corrosion field, and

2.1.5.2.3 Applied research, which will like have practical value to business and industry.

2.1.5.3 Deadlines for receipt of proposals (at least eight weeks before the next annual conference);

2.1.5.4 Timing of availability of awarded funds (September 1 of the following year);

2.1.5.5 Timing and procedures for selecting grant recipients (as outlined in the following section);

2.1.5.6 Requirements for number of either an electronic version or copies of research proposals (a number sufficient to be distributed to all RSGTG members and Headquarters); and

2.1.5.7 Address to which proposals should be sent (Headquarters staff liaison).

2.1.6 Suitable press releases and announcements in *CORROSION* and *Materials Performance* will also be prepared by staff in conjunction with the RSGTG chair.

2.1.7 Upon receipt of research proposals, and after passage of the deadline for receipt, Headquarters staff liaison will send proposals to all RSGTG members at least four weeks in advance of the upcoming annual conference for review. The RSGTG will choose a maximum of three proposals that they believe to be the best and will ask the Committee for confirmation of their selection at the Committee meeting during the annual conference. The proposal shall be submitted to the Board for ratification at its next regularly scheduled meeting. If, in the judgment of the RSGTG members no proposals of adequate merit are received, the task group may refrain from recommending that any of the proposals be selected for award of seed grant funds.

2.1.8 After selection of grant recipient(s), the Headquarters staff liaison shall notify, by telephone and letter, the recipients. The liaison shall also send a letter notifying all others whose proposals were not selected.

2.1.9 The grantee will be required to submit a letter report to the RSGTG chair six months after initiation of a grant and a status report after the first year. If the grantee wishes the grant to be renewed for a second year, a proposal for continuation must be submitted to the RSGTG by February 15 during the first year of the grant. Provided that progress is sufficient, and with Board approval, the RSGTG and the Committee will authorize renewal for a second year. A presentation of results during the second year will be required at the Research in Progress Symposium (RIPS).

2.1.10 At the termination of support, the grantee will be required to submit a final report and encouraged to present the results in the RIPS as well as submit the research results for publication in one of NACE's journals.

2.1.11 No action of the RSGTG shall conflict with any policy of NACE or with any of the documents governing the operation of NACE.

## **2.2 Research in Progress Symposium Task Group (RIPSTG)**

2.2.1 The Committee shall have a Research in Progress Symposium Task Group (RIPSTG), which shall be responsible for planning and monitoring RIPS at annual conferences. The RIPSTG shall also be responsible for recommending subjects for RIPS and for recommending to the Committee persons to serve as chair and vice chair of each RIPS.

2.2.2 Research in Progress Symposia are held at annual conferences to provide a forum for the presentation of information and ideas derived from current or recently completed research and to provide opportunities for discussions of these presentations.

2.2.3 The RIPSTG chair and vice chair shall be appointed by the Committee chair for a one-year term of office (or to fulfill an unexpired term of office). The RIPSTG chair may serve up to six successive one-year terms. Each term of office ends on the day following the close of the annual conference.

2.2.4 RIPSTG members will include a chair, vice chair, and as many individuals as considered appropriate by the Committee chair.

2.2.5 Planning for the RIPS shall begin at least one year before the meeting. The topic(s) for presentation shall be determined during the annual conference prior to the annual conference for which planning is under way. The program shall be completed no later than six months before a meeting.

2.2.6 Solicitation of speakers shall be accomplished by direct contact made by the RIPS chair (appointed by the RIPSTG and approved by vote of the RAC) and by calls for presentations included in NACE journals and other appropriate journals.

2.2.6 A copy of the Research in Progress Program Guidelines will be sent by Headquarters to the presenters in the RIPS.

2.2.8 Abstracts of material to be presented shall be reviewed by the RIPS chair or representatives selected by the chair of the RIPS. A list of speakers shall be submitted by the RIPS chair to Headquarters no later than three months before the meeting. Speakers will be requested to submit an abstract to Headquarters, which will be published and available for distribution at the meeting.

2.2.9 Scheduling of presentations (order of presentation) shall be determined by the RIPS chair; scheduling of the RIPS shall be determined by the Technical Activities Director in coordination with the RIPS chair, who shall make every effort to avoid conflicts in subject matter with other presentations.

2.2.10 Funding, in an amount defined in the Technical Activities budget, may be made available to help defray travel expenses for speakers at RIPS. Funds shall be granted to speakers by the RIPS chair, subject to the following procedures and guidelines:

2.2.10.1 The names of the individuals requesting the funds and the amount needed must be submitted by the RIPS chair, in writing, to the RAC chair and Technical Activities Director and no later than *February 15* prior to the annual conference at which presentations are to be made. The earlier deadline enables coordination with invitations to key speakers, which are typically secured at this time to enable incorporation in the advance program.

2.2.10.2 No funds shall be made available to any member of the RAC or symposium chairs.

2.2.10.3 No speaker may receive more than \$1,000 without prior approval of the Committee chair. The funding shall not exceed the total cost of travel. First priority for funds should go to invited speakers who would otherwise not be able to attend the national conference. However, this is only a guideline.

2.2.10.4 The RIPS chair with consent of the RCMC shall determine how any funding shall be split among RIPS sessions. It is the RIPS chair's responsibility to inform each session chair in advance how much funding is available for each session and to coordinate requests from session chairs as inputs to provide an overall recommendation to the Committee chair and the Technical Activities Director.

2.2.10.5 The travel funding may be used to defray the weekly registration fee. Current NACE policy dictates that the annual conference registration is not waived for invited speakers. However, one-day registration fee is complimentary for any NACE conference speaker attending the conference only on the day of his or her presentation.

2.2.10.6 Additional funding provided as a corporate gift may be donated to support a specific symposium session. The Committee chair shall notify the RIPS chair of the amount available for each session (if any) from a corporate sponsor. The RIPS chair and session chairs shall recommend to the Committee chair how any corporate and NACE funding are to be distributed and receive prior approval of this distribution within the guidelines set above.

2.2.10.7 Invited speakers must attend the conference to receive any travel funding. The Technical Activities Director will deliver checks to the appropriate speakers at the annual conference.



2.2.10.8 No action of the RIPS shall conflict with any policy of NACE or with any of the documents governing the operation of NACE.

### **2.3 Research Topical Symposium Task Group (RTSTG)**

2.3.1 The Committee shall have a Research Topical Symposium Task Group (RTSTG), which shall be responsible for planning and monitoring Research Topical Symposia (RTS) at annual conferences. The RTSTG shall also be responsible for recommending subjects for RTS and for recommending to the Committee persons to serve as chair of each RTS.

2.3.2 Research Topical Symposia are held at annual conferences to provide a forum for presentation and discussion of corrosion topics that are of significant business impact, but cannot be resolved because of gaps in scientific understanding. The specific objective is to span the communications gap between the research and corrosion engineering communities.

2.3.3 The RTSTG chair and vice chair shall be appointed by the Committee chair for a one-year term of office (or to fulfill an unexpired term of office). The RTSTG chair may serve up to six one-year terms. Each term of office ends the day following the close of the annual conference.

2.3.4 RTSTG Members will include the chair of each RTS, immediate past chair of the RTS, the Committee vice chair, and as many individuals as considered appropriate by the Committee chair. The RTSTG members may serve up to six successive one-year terms. Each term of office ends the day following the close of the annual conference.

2.3.5 Planning for the RTS shall begin at least one year before the meeting. The topic(s) for presentation shall be determined during the annual conference prior to the annual conference for which planning is under way. The program shall be completed no later than six months before a meeting.

2.3.6 Solicitation of speakers shall be accomplished by direct contact made by the RTS chair(s) and by calls for presentations included in NACE journals and other appropriate journals.

2.3.7 A copy of the Research Topical Symposium Program Guidelines will be sent by Headquarters to the symposium chairs, reviewers, and authors.

2.3.8 The presentations given in the RTS shall be published in a NACE publication.

2.3.9 Scheduling of presentations (order of presentation) shall be determined by the RTS chair. Scheduling of the RTS shall be determined by the Technical Activities Director in coordination with the RTSTG chair, who shall make every effort to avoid conflicts in subject matter with other presentations.

2.3.10 Funding, in an amount defined in the Technical Activities budget, may be made available to help defray travel expenses for speakers at RTS. Funds shall be granted to speakers by the RTS chair(s), subject to the following procedures and guidelines:

2.3.10.1 The names of the individuals to receive the funds and the amount needed must be submitted by the RTS chair, in writing, to the Committee chair and Technical Activities Director and no later than February 15 prior to the annual conference at which presentations are to be made. The earlier deadline enables coordination with invitations to key speakers, which are typically secured at this time to enable incorporation in the advance program.

2.3.10.2 No funds shall be made available to Committee officers or symposium chairs.

2.3.10.3 No speaker may receive more than \$1,000 without prior approval of the Committee chair. The funding shall not exceed the total cost of travel. First priority for funds should go to invited international speakers who would otherwise not be able to attend the annual conference. However, this is a guideline.

2.3.10.4 The RTS chair, with consent of RCMC, shall determine how any funding shall be split among speakers and to coordinate requests from session chairs as inputs to provide an overall recommendation to the Committee chair and the Technical Activities Director. It is the RTS chair's responsibility to inform each session chair in advance how much funding is available for

that session.

2.3.10.5 The travel funding may be used to defray the costs of registration. Current NACE policy dictates that the annual conference registration is not waived for invited speakers. However, one-day registration fee is complimentary for any NACE conference speaker attending the conference only on the day of their presentation.

2.3.10.6 Additional funding provided as a corporate gift may be donated to support a specific symposium session. The RAC chair shall notify the RTS chair of the amount available (if any). The RTS chair shall recommend to the Committee chair how any corporate and NACE funding are to be distributed and receive prior approval of this distribution within the guidelines set above.

2.3.10.7 Invited RTS speakers must attend the conference to receive any travel funding. The Annual Conference Director will deliver checks to the appropriate speakers at the annual conference.

2.3.10.8 No action of the RTS shall conflict with any policy of NACE or with any of the documents governing the operation of NACE.

## **2.4 Student Participation Task Group (SPTG)**

2.4.1 The Committee shall have a Student Participation Task Group (SPTG) which shall be responsible for encouraging student participation in NACE through such means as sponsoring student poster paper competitions. The intent of the SPTG shall be to encourage students to become active in NACE and to present the results of their work to the membership.

2.4.2 The SPTG chair and vice chair shall be appointed by the Committee chair for a one-year term of office (or to fulfill an unexpired term of office). The SPTG chair may serve up to six successive one-year terms. Each term of office ends on the day following the close of the annual conference.

2.4.3 SPTG members will include a chair, vice chair, and as many individuals as considered necessary by the Committee chair. The SPTG members may serve up to six successive one year terms. Each term of office ends on the day following the close of the annual conference.

2.4.4 The SPTG shall, subject to approval by the Committee and Board, sponsor Student Poster Paper Competitions during each annual conference.

2.4.5 Funding for student poster paper competitions must be authorized by the Board. In the event such funding is authorized, and subject to limits placed by the Board, its use shall be limited to the following items:

2.4.5.1 First-, second-, and third-place prizes will be awarded to the top three posters in the field of corrosion science. These prizes will be dedicated to the name of Marcel Pourbaix;

2.4.5.2 First-, second-, and third-place prizes will be awarded to the top three posters in the field of corrosion engineering. These prizes will be dedicated to the name of Mars Fontana;

2.4.5.3 First-, second-, and third-place prizes will be awarded to the top three posters in the field of applied corrosion technology. These prizes will be dedicated to the name of Harvey Herro;

2.4.5.4 If undergraduate students participate in the poster session, a prize will be awarded to the best undergraduate poster.

2.4.5.5 Funds for the prizes shall be specified by NACE;

2.4.5.6 Certificates for each winning entrant;

2.4.5.7 Breakfast or lunch provided to all entrants on the morning of the competition;

2.4.5.8 Luncheon for prize winners, judges, SPTG chair and vice chair, and RAC chair;

2.4.5.9 Room and/or equipment rental for poster papers; and

2.4.5.10 Banquet tickets for prize winners.

2.4.6 The SPTG chair shall review abstracts of the poster presentations. Approved abstracts shall be submitted to Headquarters no later than three months before the annual conference. Students should note which category is most appropriate for their poster. Upon reviewing the abstracts, the SPTG chair shall make the final decision as to which category (Mars G. Fontana/Marcel Pourbaix/Harvey Herro) the poster shall compete in, and will notify the student if that category differs from their selection. This decision shall be based on content of the abstract and recommendation from the student as to which category he or she believes the poster should be placed in. Abstracts will be published and available for distribution at the annual conference.

2.4.7 The SPTG chair shall establish requirements for poster size, content, and other such elements of competition.

2.4.8 Judging of entries shall be by a panel of judges selected by the SPTG vice chair. In selecting judges, first priority shall be given to past Presidents, Speller & Whitney award winners (both past and present), journal editors, NACE Fellows, and may include the SPTG vice chair or chair. In the event that such highly respected persons in the corrosion community are not available, a supplementary list shall be submitted by the SPTG vice chair to the SPTG chair and Committee chair prior to selecting alternates.

2.4.9 The criteria for awarding prizes shall be listed in the "Guidelines for NACE International Student Poster Session" which will accompany the "call for posters." These criteria shall include but will not be limited to:

2.4.9.1 novelty of approach, potential impact on the corrosion community, and soundness of results or proposed research path;

2.4.9.2 ability of the student to discuss the content of the poster with the judges;

2.4.9.3 clarity of presentation; and

2.4.9.4 student etiquette and professionalism.

Announcement of competition winners shall be made by the Research Committee chair at an appropriate time. The SPTG chair shall arrange this time with the conference scheduling person to minimize conflicts with other events at the conference such as the RIPS or the Speller and Whitney award lectures.

2.4.10 The SPTG may engage in such other activities as may be deemed necessary by the SPTG and the Committee. All other activities shall be directed toward encouraging greater student participation in NACE activities. Any activities of the SPTG that may require funding shall be reviewed and authorized by both the Committee and the Board.

2.4.11 No action of the SPTG shall conflict with any policy of NACE or with any of the documents governing the operation of NACE.

## **2.5 Collegiate Student Certificate Program (CSCP)**

### **2.5.1 Scope**

2.5.1.1 The NACE International Collegiate Student Certificate Program (CSCP) recognizes the accomplishments of students who successfully complete a course in the field of corrosion offered as part of the regular curriculum at a college or university. The primary goal of the program is to increase the number of engineering graduates with basic knowledge of corrosion and to encourage students to consider the field of corrosion in their post-collegiate careers.

2.5.1.2 The NACE International CSCP shall be administered by the Research Committee of NACE International. The CSCP task group (CSCPTG) shall report to the Research Committee and shall be responsible for qualifying university courses on basic corrosion for inclusion in this program. The student certificates shall be issued by the Technical Activities Division.

## 2.5.2 Task Group Membership

2.5.2.1 The CSCPTG shall be composed of a maximum of three (3) members, with no more than one (1) being employed by a college or university.

2.5.2.2 There should be a rotation of members, with terms beginning at the conclusion of the NACE annual conference.

2.5.2.3 Officers: The CSCPTG shall have a chair whose responsibility is to oversee the evaluation process and communicate with NACE Headquarters to set meetings and record meeting results.

## 2.5.3 Evaluation Procedures

2.5.3.1 Corrosion Program Evaluation: The CSCPTG shall evaluate collegiate corrosion program applications and grant eligible status if CSCP criteria are met. Instructors/professors who teach the specific corrosion classes shall apply for eligibility of their courses by submitting an application. The application should include the course syllabus and other details including the number of class and lab hours (if applicable), textbook used, and forms of assessment.

2.5.3.1.1 Eligible courses shall have corrosion as a major component of the subject matter, comprising more than 50% of the class time.

2.5.3.1.2 Colleges/universities or other education organizations applying for eligibility in the CSCP must be accredited by a nationally recognized accrediting body for educational institutions, and they must be chartered as a IRS-approved 501(c)3 organization or an international equivalent of an educational/charitable organization.

### 2.5.3.2 Overview of Process

2.5.3.2.1 The CSCP is announced and advertised to colleges/universities by NACE International.

2.5.3.2.2 Along with the application, a one-page NACE Basic Corrosion course syllabus will be provided to the applicant.

2.5.3.2.3 Instructors/professors may apply to have their courses declared eligible by NACE.

2.5.3.3 The CSCPTG evaluates the applications and approves or denies applications for course participation in the CSCP.

2.5.3.3.1 The CSCPTG shall complete an evaluation form for each review. In cases in which the CSCP denies an application, the evaluation form shall provide an explanation and be signed by the chair. The results of the evaluation are communicated to the NACE International Research Committee chair.

2.5.3.3.2 The NACE International Research Committee chair communicates the results of the evaluation to the applicants.

2.5.3.3.3 Instructors/professors provide names and e-mail addresses of eligible students to the Technical Activities Division of NACE International. These students must complete the eligible course with a minimum course grade of 3.0 on a scale of 4.0 or the equivalent.

2.5.3.3.4 The NACE International Technical Activities Division contacts eligible students with information on certificates and complimentary one-year NACE student memberships.

2.5.3.3.5 Eligible students may complete the certificate and membership application process on-line with NACE International.

## 2.5.4 Appeals

2.5.4.1 Any instructor/professor whose application for eligibility of courses is denied may appeal the decision of the CSCPTG.

2.5.4.2 To appeal, the denied instructor/professor must submit a written appeal to the NACE Chief Executive Officer stating the basis of the appeal and providing all information the appellant wishes to be considered. The appeal must be delivered to NACE Headquarters within thirty (30) days from the date of rejection notification. The Chief Executive Officer shall ensure that the appeal is forwarded to the TRAC chair.

2.5.4.2.1 The only basis for an appeal is that significant deviations from stated procedures in Paragraph 2.5.3 have occurred.

2.5.4.3 The TRAC chair shall appoint an appeal panel consisting of three qualified reviewers who either are members of the Research Committee, or who are NACE instructors of the Basic Corrosion Course, who did not review the original application, to consider the appeal within thirty days of receipt of the written appeal. The appeal panel may contact the appellant or any of the original application reviewers to gather additional information.

2.5.4.4 A two-thirds vote of the appeal panel shall be required to sustain the appeal. Should the appeal be sustained, the appellant's application and supporting documentation are accepted and considered approved.

2.5.4.4.1 The only basis for sustaining an appeal is that the appeal panel agrees that significant deviations in the stated procedure have occurred.

2.5.4.5 If the appeal is denied, the decision of the appeal panel may be appealed to the Technical and Research Activities Committee, where a two-thirds vote shall be required to overturn the decision of the appeal panel. The only basis for overturning the decision of the appeal panel shall be that significant deviations from stated procedures as outlined in Paragraph 2.5.3 occurred.

### **3 LIAISON**

3.1 The Committee may establish liaison with other committees of NACE as deemed necessary. If such liaisons are established then the liaison representatives shall report on activities of the other committees at regularly scheduled meetings of the Committee.

3.2 The Committee shall maintain liaison with other research efforts and other national and international organizations.

### **4 RESPONSIBILITIES OF COMMITTEE OFFICERS**

4.1 The chair of RAC or its administrative committees, and their subcommittees, task groups, or ad hoc committees, is responsible for conducting the affairs of his/her respective committee, and between meetings, for scheduling meetings, developing agendas, and approving minutes of meetings. The chair shall comply with strategic and tactical planning practices of the Association.

4.2 The vice chair of a committee shall assume the duties of the chair in the event of the absence of the chair or his/her inability to serve.

### **5 RESPONSIBILITIES OF COMMITTEE MEMBERS**

Committee members have the following general responsibilities: provide oversight, review and approval consistent with the activities and responsibilities contained in the operating manual; form and implement strategies to support the NACE Strategic Plan, make organizational policy decisions as they directly relate to NACE's mission, provide advice to enhance program quality, provide ethical accountability, and resolve conflicts between Administrative Committees.

### **6 RESPONSIBILITIES OF NACE STAFF MEMBERS**

NACE Staff are responsible for the following functions: operations and resource management, tactical support, business and financial procedure management, operational policy decisions as they relate to the organization's internal functioning, internal communications, implementation plans and program budgets, agenda and administrative support, advice, and counsel to committees, and implement program improvements.

### **7 RESPONSIBILITIES OF COMMITTEE AND STAFF MEMBERS/SHARED**

Committee members and staff work together on such functions as prioritizing and vetting ideas, interpreting policy within guidelines, planning and implementing the Strategic Plan, develop agenda, and provide committee management.

## **8 CONFLICT RESOLUTION**

Where conflict in responsibility arises between Committee and Staff Members and the guidance and intent of responsibility is not adequately provided in this operation manual:

The Chair and/or Vice Chair shall first work with Staff to resolve or clarify the issue using the requirements of this operating manual and the guidance and intent it conveys.

Where unresolved or conflicts of interest exist, the Chair and/or Vice Chair will appoint a task group made up of committee and staff members in order to provide a recommendation to resolve the conflict.

In the absence of a successful resolution, the Committee shall forward the conflict to the Chief Executive Officer for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).

## **9 REVIEW AND REVISION**

9.1 All revisions to this manual shall require a two-thirds affirmative vote of the voting Committee members, and the approval of TRAC and the NACE Policy Committee. The Board ratifies this approval. The latest approval date will be placed on the manual cover.

9.2 This manual shall be reviewed by this committee at least once every five years and sent to the TRAC for approval before submission to the NACE Policy Committee.

## **10 NACE INTERNATIONAL POLICIES**

The Committee shall operate within the rules of the NACE INTERNATIONAL Policies, which are either included as an attachment or as Section 2 of the Operating Manuals Handbook.