



CHARLES PANKOW  
FOUNDATION

Building Innovation through Research

## GUIDELINES FOR RESEARCH NEED STATEMENTS

### Our Vision

***Provide the AEC Industry with  
a Better Way to Design and Build***

### Our Mission

***Be a Catalyst to Advance Innovation in the Design  
and Construction of Buildings***



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## Research Need Statements Format

- 1. Topic.** A brief one sentence description of the proposed research project
- 2. CPF Mission.** A clear description of how, upon completion, the research results will meet the Vision Statement and Mission Statement of the Charles Pankow Foundation. For projects addressing a CPF Initiative, describe how the research results will achieve the strategic goal of the CPF Initiative.
- 3. Industry Need.** A statement supporting the need for the research product either to address a significant industry issue or how the research will lead to the advancement of innovation in the industry. Include in this statement how the research product will be used and by whom.
- 4. Proposed Research.** A summary of the research project including background of the research topic, the proposed research activity, and the expected outcome of the research.
- 5. Dissemination Plan.** Outline your plan to disseminate the research product to the industry. For proposed code changes, identify the applicable code and the plan to affect the code change.
- 6. Principal Investigator.** Identify the principal researcher(s) and the institution at which the research will be conducted.
- 7. Industry Support.** Identify the Industry Champion(s), advisory committee members and any other support from industry practitioners involved in the research.

- 8. Proposed Timing.** Expected dates to commence and complete the research project. Identify any time commitments in place for the research or other potential scheduling issues (labs, deadlines, other related research projects).
- 9. Funding Request.** Identify your best estimate of the funding required of the Charles Pankow Foundation. Identify all co--funding committed and expected for the research project.
- 10. Contact Information.** For the principal contact and principal investigator, please include the address, phone number and email contact information.
- 11. Submission.** An RNS may be submitted at any time. RNS consideration will occur periodically subject to the volume of RNS submittals. Please submit the RNS by email to the Executive Director.

Please follow the guidelines outlined above in structuring your RNS and limit the RNS to 3 pages, maximum. If you desire to submit a minimal amount of supplemental information, please attach the separate supplemental information to the RNS.

The Foundation awards research grants to qualified non--profit entities only. All products of CPF research grants must be made available in the public domain without restriction or cost and the final research product will be posted on the Charles Pankow Foundation website ([www.pankowfoundation.org](http://www.pankowfoundation.org)).

Proposers are encouraged to contact the Executive Director of the Charles Pankow Foundation prior to submittal to discuss the proposed Research Need Statements. Please refer to the Charles Pankow Foundation website for additional information.

## Contact

Executive Director  
Charles Pankow Foundation  
[info@pankowfoundation.org](mailto:info@pankowfoundation.org)