**Research Studies–Call for Papers**

**Title**

**OVERVIEW**

[Enter background and purpose here].

**CONTENT**

The [sponsoring entity] is seeking researchers to [objective of research]. The following are examples of proposed topics that may be addressed:

* [list topics here]

Note that the above list is not meant to be exhaustive but merely examples of proposed topics that may be researched.

[Additional information here]

**PROCEDURE FOR SUBMISSION OF ABSTRACTS**

At a minimum, the abstract submission should include a brief description of the subject of the paper, a list of key items to be covered and a brief biographical paragraph summarizing the author’s experience, prior publications and presentations and contact information.

Please submit an abstract or outline of your proposed paper by XXX XX, 201X to Barbara Scott / Jan Schuh.

**PROCEDURE FOR REVIEWING ABSTACTS**

Submitted abstracts will be evaluated by a review group for their potential for presentation at an SOA-sponsored event. The exact dates and details will be decided at a later time.

Abstract submission will be accepted, accepted subject to revisions, or declined. The review group is scheduled to complete its evaluation of the abstract/outlines by XXX XX, 201X.

**SUBMISSION OF PAPERS**

All papers must be based on accepted abstracts and submitted in a complete format no later than XXX XX, 201X.

The procedure for submission of papers includes the following specific guidelines:

* Submission with special publication requests should include them in the original submission.
* Submissions should be sent to Barbara Scott / Jan Schuh.

**PUBLICATION AND PRESENTATION**

The review group, after receiving all submissions, will determine if a meeting event for presenting the papers is appropriate. Should this occur:

* It is anticipated that travel and lodging expenses for authors selected to present at the event will be reimbursed, up to certain limits.
* A final determination as to the number of papers invited to present will be made after all abstracts have been submitted and reviewed.

It is anticipated that all accepted papers will be published. The papers will appear in an on–line monograph and, where appropriate, in Society of Actuaries publications. Upon author request, accepted papers may also be submitted to peer–reviewed journals.

The Society of Actuaries prefers to publish all papers and to copyright all published papers without a previous copyright. However, it will work with authors as necessary for special publication situations.

The Society of Actuaries reserves the right to reject or not publish any papers not meeting the criteria and standards set by the review group.

The Society of Actuaries may choose to seek public exposure or media attention for the research. By submitting a proposal, you agree to cooperate with the Society of Actuaries in publicizing or promoting the research and responding to media requests.

The Society of Actuaries may also choose to market and promote the research to members, candidates and other interested parties. You agree to perform promotional communication requested by the Society of Actuaries, which may include, but is not limited to, leading a webcast on the research, presenting the research at an SOA meeting, and/or writing an article on the research for an SOA newsletter.

**Questions**

Any questions regarding this RFP should be directed to [Steven Siegel/Ronora Stryker], SOA Research Actuary (phone: 847-706-3578/3614; email: ssiegel@soa.org / rstryker@soa.org.