IEEE HAC & SIGHT Projects
2020 Special Call for Proposals related to COVID-19

The IEEE Humanitarian Activities Committee (HAC) provides a suite of resources that inspire and enable IEEE volunteers around the world to carry out and support impactful humanitarian technology and sustainable development activities at the local level. One mechanism for this is the funding of such projects.

The COVID-19 pandemic has affected the world in an unprecedented manner, and as such, HAC has adapted its requirements to better enable IEEE volunteers to contribute. For that reason, HAC and SIGHT (Special Interest Group on Humanitarian Technology) Projects will join forces to prioritize proposals that have a strong potential for immediate impact in the fight against COVID-19. Ideally, projects will have good connections with local IEEE OUs and engage a significant[1] number of IEEE members.

While this is an exceptional situation, HAC and SIGHT still require that teams have relevant technical and other expertise to credibly execute the project. **Projects MUST comply with all national/federal, state, and local guidelines and restrictions.**

Given the rapidly evolving situation and expedited review, HAC and SIGHT will make awards of up to US$5,000 per project. Successful projects may apply for additional funding. If you have an initiative that requires significantly more support, please get in touch with HAC at hac-projects@ieee.org.

Term of funding: Up to 6 months following the project start date.

All projects that involve children must follow IEEE Guidelines for Working with Children. Any project funding will be contingent on policy compliance.

Attributes of projects considered:

- HAC/SIGHT provide funding to support local IEEE volunteers who have identified community challenges in consultation with local stakeholders and are providing solutions locally – i.e. "feet on the ground."
- Projects must articulate the need of a local, underserved community and how and why they will benefit.
- Active "Local" IEEE volunteer involvement means that key IEEE members responsible for implementing the project are **currently living** in the country/countries where the project is to take place.
- Projects must have active local community involvement including relevant stakeholder groups.
- Proposals must clearly articulate the impact of the project and how it will be measured. This should include collecting the learnings from the project.

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[1] "Significant" will depend on the scope of the project. Project teams should make a concerted effort to involve as many IEEE members as appropriate for the project.

- While projects must have some technology component and leverage IEEE's core competencies, these can be applied to any focus area (e.g., Agriculture, Education, Energy, Healthcare, Water and Sanitation, etc.).

Projects NOT considered:

- Projects that do not clearly articulate active community involvement - that is community involvement in the needs analysis, development, and execution of the project.
- Projects that are *primarily research or commercial in nature* or are *not focused on addressing local needs*.
- Projects with no clearly articulated plan for impact measurement.

Any proposal which (i) is incomplete, (ii) does not have active local community involvement and active "local" IEEE Volunteer involvement or (iii) for which a completed IEEE HAC Projects Budget Application Form is not submitted will *not* be reviewed. All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere.

Deadlines:

- **ROLLING SUBMISSION until 15 May 2020**

Eligibility to apply:

- IEEE members in good standing and IEEE organizational units (OUs) are eligible to submit proposals. Projects that primarily involve student members must have a higher grade IEEE member as project lead who must justify continuity after student turnover.
- An IEEE OU - preferably the local Section - must act as the fiscal agent. Applicants must discuss this with the OU Treasurer prior to proposal submission. IEEE financial requirements for funding disbursements will apply. Please see IEEE FOM 2.E - IEEE Unit Reporting (Including, but not limited to, Societies, Technical Councils, Geographic Units, and Conferences).
- IEEE is subject to the full range of U.S. economic sanctions and export control laws, and complies with all applicable regulations. Because U.S. economic sanctions and export controls are subject to frequent change, please review the U.S. Department of the Treasury's Office of Foreign Assets Control's Sanctions list to determine if your country can receive funding or contact hac-projects@ieee.org with any questions before applying.

Eligible Project Costs

HAC & SIGHT Projects prioritizes support of *direct project costs*, including necessary equipment, materials, supplies, and travel. Travel expenses must comply with IEEE Travel and Expense Reimbursement Guidelines. Given current circumstances, travel expenses should be minimal to zero.

No reimbursement of volunteer salaries will be provided. Reimbursing the salary of anyone contributing to the project must be carefully justified. Associated salary costs should be clearly explained and *not constitute any more than a minor part of the overall budget proposed*.

No indirect costs will be considered for funding, including but not limited to overhead expenses, Facilities & Administrative (F&A) costs, tuition, etc. Administrative, management, and project management costs *may* be considered, but they must be clearly justified.

Please discuss in advance with the IEEE OU that will be your fiscal intermediary (generally the local Section) if there are any mandatory **bank fees** that are incurred with a transfer of funds from HAC to the OU. These fees may be included in the project budget; however, the OU must confirm to HAC that these are mandatory.

Questions

Do you have any questions you wish to ask about the potential suitability of your proposal? If in doubt, please contact HAC at hac-projects@ieee.org before developing and submitting your proposal.

IEEE HAC & SIGHT Projects – 2020 Special Call Application Structure

1. **Project Overview and Background**

   a. Executive summary of the project, including location, needs, and intended solution. (Maximum character length – 2,000)

2. **Stakeholder Mapping and End-user Engagement**
   a. Who are the stakeholders and how will they be engaged in the project? (Maximum character length – 2,000)

3. **Theory of Change**

   A succinct explanation of the differences between inputs, activities, outputs, and outcomes can be found here.
   a. Activities (Maximum character length – 2,000)

   b. Outputs (include how these will be measured) (Maximum character length – 2,000)

   c. Outcomes (include indicators and how these will be measured; opportunities for replication and scaling) (Maximum character length – 2,000)

   d. Assumptions (Maximum character length – 2,000)

   e. Are there any similar projects being implemented by other IEEE volunteers, institutions, organizations, or the government in the region where you will be working? (Maximum character length – 2,000)

4. **Project Implementation Plan**

   a. Project work plan and milestones (Maximum character length – 2,000) (Do not duplicate what is in the executive summary or theory of change.)

   b. Are there any restrictions in place that would impact the execution of your project? For example, mobility restrictions due to COVID-19, shelter in place, etc. Please share details of mitigation plan. (Maximum character length – 2,000)

   c. Implementing team. Please indicate if the team is an IEEE SIGHT group. (Please note, it is not required to be part of a SIGHT group.) (Maximum character length – 2,000)

   d. Describe the potential risks and unintended consequences associated with this project, including, but not limited to, risk to people, property, and IEEE reputation. How will these be mitigated? Make sure to explain what measures will be taken to prevent safety hazards. Please be as detailed as possible. Please

also highlight any political or economic risk associated with the country in which the project is located. The IEEE Office of Risk and Insurance Management Services (ORIMS) may review proposals to assess risk and provide guidance. (Maximum character length – 2,000)

    e. **Are any approvals needed to undertake this project, such as approval from the government, community entity, Institutional Review Board, and so on?** If so, please include as attachments. If these approvals have not yet been secured, please explain your plan to do so. (Maximum character length – 2,000)

5. External Collaboration

Please note: legal agreements between IEEE and external entities need to be vetted by IEEE Legal *prior* to signing.

    a. What external organizations, such as NGOs, government organizations, companies, etc., are you collaborating with? For each, please provide:

- Name of collaborating organization
- URL

    b. What are the roles and responsibilities of the external organizations and IEEE? Please attach any documentation. If there is the need for a legal agreement, please note that here. (Maximum character length – 2,000)

6. Requested Funding

    a. Budget Justification (Maximum character length – 2,000)
    b. Completed IEEE HAC Projects Budget Application

7. Additional Information

    a. Disclose any potential conflicts of interest regarding this proposal. [Please note: project teams must abide by the IEEE Principles of Business Conduct. Project leads and any other members of project teams with decision-making authority must complete the **Principles of Business Conduct/Conflict of Interest disclosure prior to receiving funding.**]

    b. HAC encourages the submission of videos and/or photos that introduce the project team, demonstrate the need identified, or explain the technological solution to be implemented. (Video submission of answers to certain questions is permitted - please label video files with the question number).

    c. Any supplementary materials that further demonstrate worthiness of the project

Appendix: Other Supporting Material (including publications, letters of community support, etc.)

How to Submit

● Please submit via the IEEE HAC and SIGHT **Online Funding Opportunities Portal**

● Please download this template file which will be required to be uploaded into your online application

    ❖ IEEE HAC Projects 2020 Budget Template

Acceptable Time Frame to Utilize Funds & Reporting Schedule

- Funds must be expended within a maximum of 6 months from the approved project start date.
- A progress report must be submitted three months after the project's approved start date.
- A final report must be submitted with evaluation metrics within 60 days of the conclusion of the project grant period.
- Updates on the project are to be provided upon request throughout its duration.
- Reports on longer-term outcomes and impact of the project may be requested for up to 3 years after the conclusion of the project's grant period.

Final Thoughts: Please note that this funding program is highly competitive. Not all worthy projects may be funded due to budget limitations, or may be offered lower funding than requested. We highly encourage you to resubmit if you feel strongly that your project is worthy of funding.