IEEE Region 8 & IEEE Humanitarian Technologies Board Community Support Program - Call for Project Proposals

IEEE Region 8 and the IEEE Humanitarian Technologies Board are partnering to conduct a collaborative call for proposals to support SIGHT Groups (and prospective SIGHT Groups) in Region 8 who would like to address local community challenges.

The IEEE Humanitarian Technologies Board (HTB) inspires and empowers IEEE volunteers around the world carrying out and supporting impactful humanitarian technology activities at the local level. The IEEE HTB mission is to support impactful and ethically informed volunteer-led initiatives, programs and projects, and mutually beneficial partnerships, as well as to inform policy formulation that harness technology and innovation to address societal challenges (including disaster recovery) in a responsive, effective, and sustainable way.

IEEE Region 8 Humanitarian Activities Committee takes a futurist approach aiding the development of innovative methods to support underserved communities within the region in addressing needs to improve livelihood. The core aim of this call for proposals is to support SIGHT Groups in the region with great initiatives and creative technological solutions for local communities. Proposed solutions must have a sustainability plan in line with the United Nations Sustainable Development Goals (SDGs) and take into account cost-effectiveness, environmental sustainability, trust-enhancement, relevance to users and community, community buy-in, and accessibility.

Any local community challenge that can map back to the UN SDGs can be considered. Awards from US$1,000 to US$6,000 will be made to projects that present a convincing plan to a) understand the real needs of a local community or stakeholder organization and b) complete in no more than six months' time a project that improves the livelihood of an underserved community through the use of technology to address a local community challenge.

Projects must have a good connection to a Region 8 SIGHT Group and engage a significant[1] number of IEEE members. If there is a team of IEEE Members from a Region 8 Section or Student Branch without a SIGHT Group, they may submit a proposal if they commit to forming one by November 2023.

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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.*

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.

Attributes of projects considered:

- Applicants must demonstrate understanding of the real needs of a local community or local stakeholder organization,
- Proposals must involve deployment of technology, customization of technology, and/or development of technology that is relevant to IEEE fields of interest.
- Projects should have active "local" Region 8 SIGHT Group volunteer involvement. That means that key Region 8 SIGHT Group members responsible for implementing the project are currently living in the country/countries where the project is to take place. Teams from Sections and Student Branches without a SIGHT Group may submit a proposal if they commit to forming one by November 2023.
- Projects must have active local community involvement, including relevant stakeholder groups. Those affected in the local community should be involved and have a voice in determining what is needed/desired and how a project will be designed and executed.
- Proposals must include a thorough sustainability plan that includes educational efforts to ensure that local communities are able to continue managing the deployed solution after the conclusion of the six months grant period.
- Proposals must clearly articulate the impact of the project and how it will be measured, using the HTB Project Assessment Matrix to the best of the applicant's ability. We encourage applicants to take the free online HTB/SIGHT course on IEEE ILN, "Project Assessment, Monitoring and Evaluation" for clear instructions on how to complete the matrix and how to implement monitoring and evaluation best practices at all stages of a project.

Projects NOT considered:

- Projects that do not directly relate to a pressing need of a specific community.
- Projects that do not involve deployment of technology, customization of technology, and/or development of IEEE technologies.
- Projects that do not clearly articulate active community involvement.
- Projects that are primarily research or commercial in nature.
- Projects that are purely STEM education-related will not be considered. Projects that have a STEM education component are required to utilize the extensive resources on TryEngineering or justify why they are not applicable to the project.
- Projects with no clearly articulated plan for impact measurement.
- Projects that solely deal with immediate disaster relief.
- Projects focused on developing medical devices or medical device prototypes.

Any proposal which (i) is incomplete, (ii) does not meet the attributes of projects considered, (iii) requests less than US$1,000 or more than US$6,000, (iv) has applicants with an ongoing or incomplete IEEE HTB funded project, (v) is not in English, (vi) has a primary applicant who is not an IEEE Member in good standing, or (vii) for which a completed IEEE R8 & HTB

[Project Budget Template](#) is not submitted will not be reviewed. All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere.

Legal, Compliance, and Risk:

Humanitarian technology and sustainable development projects, due to their real-world nature, may involve a certain amount of risk. It is imperative that potential risks are acknowledged and mitigated wherever possible. IEEE has taken steps to mitigate several of these risks. While not a comprehensive list of risks or mitigation strategies, please review the following carefully:

- Projects MUST comply with all national/federal, state, and local laws, guidelines, safety codes, and restrictions.
- IEEE is subject to the full range of U.S. economic sanctions and export control laws, and as such, IEEE may not be able to provide certain services to certain designated countries or entities or individuals from those countries or entities. A more detailed description of OFAC, economic sanctions, and embargoes applicable to IEEE can be found at https://legal.ieee.org/compliance/ofac.
- All projects that involve children must follow [IEEE Guidelines for Working with Children](#). Any project funding will be contingent on policy compliance.
- In the event the project collects, uses, processes, or otherwise involves the personal data of any individual, the grantee agrees that they shall, to the maximum extent possible, respect the privacy of those individuals. Grantee will comply with all applicable data privacy laws or regulations.
- Region 8 & HTB funds may not be used for a) tests of medical equipment on people/animals or b) mass production and/or deployment of devices that require but have not yet undergone the appropriate regulation, such as government approvals. Medical device manufacturing and deployment are highly regulated fields and may require partnership with and approval by relevant national/federal, state, and/or local authorities.
- All projects considered for funding will be shared with the IEEE Office of Risk and Insurance Management Services (ORIMS) and, in some cases, the IEEE Legal & Compliance Department, for their review prior to final decision.
- Projects must avoid any actual, potential, or perceived conflicts of interest. Project teams must abide by the [IEEE Principles of Business Conduct](#). For more information on what should be disclosed and how to avoid conflicts of interest, see the [HTB website](#).
- Projects selected must agree to the HTB [Intellectual Property Policy](#) as a condition of funding.
- Legal agreements between IEEE and external entities must be vetted by IEEE Legal prior to signing.
- Funds will not be disbursed to individuals or external organizations. All funds must flow through a local IEEE OU - generally the local IEEE Section. Any funds that are not used according to the approved budget will be returned to Region 8 & HTB.
- Please note that, depending on the nature of a project, additional review may be required at any stage of the project.

Submission Timeline:

- 31 July 2023 - 31 August 2023 at 11:59 pm UTC.

Eligibility to apply:

- The primary applicant must be an IEEE Professional member grade or higher in good standing. Student members or SIGHT members may be secondary applicants. All applicant member numbers are checked during the intake process. If the membership status of the primary applicant is in arrears, the submission cannot move forward.
- **Each SIGHT Group (or future SIGHT Group) may submit <u>one</u> proposal.**
- Project teams that received HTB or SIGHT project funding in the past may only apply if the project has been successfully completed and all reporting requirements fulfilled.
- An IEEE OU - preferably the local Section - must act as the fiscal agent. Applicants must discuss this with the Section Treasurer prior to proposal submission. HTB generally cannot transfer funds to a Student Branch. 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).
- 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 htb-projects@ieee.org with any questions before applying.

Eligible Project Costs

IEEE Region 8 & HTB Projects prioritize support of direct project costs, including necessary equipment, materials, supplies, and travel. Travel expenses must comply with [IEEE Travel and Expense Reimbursement Guidelines](#). Given that projects are local in nature, travel costs should be less than 20% of the total requested funds. Depending on local health and safety conditions, any non-essential travel and in-person components should be avoided.

No reimbursement of volunteer salaries or honorariums will be provided. Reimbursing the salary of anyone contributing to the project must be carefully justified. Associated salary costs should be clearly explained and limited to a minor part of the overall budget proposed.

No indirect costs will be considered for funding, including but not limited to, overhead expenses, honorariums, competition or contest prizes, Facilities & Administrative (F&A) costs, tuition, etc.

Please discuss in advance with the IEEE OU that will be your fiscal intermediary (generally the local Section) if there are any mandatory bank or administration fees that are incurred with a transfer of funds from HTB/Region 8 to the OU. These fees may be included in the project budget; however, the OU must confirm to HTB/Region 8 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 the Region 8 Humanitarian Activities Committee at humanitarian@ieeer8.org or HTB at htb-projects@ieee.org before developing and submitting your proposal.

Application Form

How to Submit a Proposal
- Please submit via the IEEE HTB/SIGHT Online Funding Opportunities Portal
- Please download this template files, which will be required to be uploaded into your online application
    ❖ **IEEE HTB Project Assessment Matrix Template**
    ❖ **IEEE R8 & HTB Project Budget Template**

Evaluation Criteria

Applications will be reviewed based on the following criteria:
- Benefit to the affected local community
- Project scope well defined
- Strength of team and capacity to attain goal
- Involvement of relevant stakeholder network
- Relevance to IEEE's mission of advancing technology for the benefit of humanity
- Overall potential for success

Acceptable Time Frame to Utilize Funds & Reporting Schedule
- Funds must be expended within a maximum of 6 months from the approved project start date.
- Brief progress reports must be submitted at regular intervals 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.