

The background of the slide features a light blue network diagram. It consists of a grid of squares connected by thin lines. Within these squares are various icons representing individuals or groups of people, such as single person silhouettes and group silhouettes. The overall theme is collaborative and network-oriented.

# IEEE HTB/SIGHT Projects Call for Proposals

## The Project Assessment Matrix, Common Pitfalls, and How to Submit an Application

March 2023

# First: The Idea

## Where should all proposals start?

- A proposal should be for a “feet on the ground” initiative that applies technology to a challenge faced by a local, underserved community. “Local” is defined by the fact that key leaders of the project are citizens and/or permanent residents of the area where the project would take place.
- There should be strong community input and partnerships
- HTB/SIGHT projects must include: deployment of technology, customization of technology, and/or development of technology
- A project may involve multiple activities (community building, technology adaptation, deployment, etc.).
- Must focus on ensuring the sustainability of project results.

## Important!

Read the Call for Proposals to determine if your idea falls within the scope of this funding opportunity, and that you and your team members meet all the eligibility requirements.

*(It also includes a list of questions on the application form)*

# Tips for Success

- Applications must be submitted via the [IEEE HTB/SIGHT Online Funding Opportunities Portal](#)
- First time applicants will need to create a user account in order to submit a proposal
- Please download the template files which are required to complete the online proposal

# Application Process

# Creating an Account

- Navigate to the [IEEE HTB/SIGHT Online Funding Opportunities Portal](#)
- First time applicants will need to “Create New Account”

Organization Information

**Organization Name\***  
*ex. IEEE Section, Student Branch, Society, SIGHT group, external nonprofit, N/A, etc.*

**IEEE Organizational Unit\***  
*ex. Section, Student Branch, Society, N/A etc.*

Next >

Applicant Contact Information

IEEE Organizational Unit Treasurer

IEEE Organizational Unit Treasurer's Information

Password

# Navigating to the Application Form

IEEE

Apply Organization History Fax to File

Language

Role (Applicant)

Apply

Quick Search

2021 IEEE HAC/SIGHT Projects - Focus on COVID-19 Response

Accepting Submissions from 02/05/2021 to 03/01/2021

Apply

**IEEE HAC/SIGHT Projects**

**Call for Proposals Focused on COVID-19 Response**

<https://hac.ieee.org/funding-opportunities/covid-19-projects/>

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 and support of such projects.

The COVID-19 pandemic has affected the world in an unprecedented manner, and as such, HAC/SIGHT (Special Interest Group on Humanitarian Technology) are offering a Call for Proposals to support IEEE member grassroots humanitarian technology and sustainable development projects that utilize technology to address the COVID-19 situation.

As the pandemic has not only affected health, but also exacerbated poverty and laid bare systemic inequality throughout the world, HAC/SIGHT are prioritizing immediate impact, poverty mitigation and inequality reduction through the following project areas:

- Food Security
- Infection Control Devices
- Information and Communications Technology (ICT)
- Medical Devices
- Personal Protective Equipment (PPE)



# Beginning the Application

- Then, complete the fields of the form!
- You have the option to “Collaborate”, and invite someone else to complete the form with you
- You can also download the “Question List” as a PDF

IEEE

Apply Organization History Fax to File

Role (Applicant) ▾

Application

Process: 2021 IEEE HAC/SIGHT Projects - Focus on COVID-19 Response

[Return to Application Draft](#)

Contact Info Request

**Applicant:**  
Mrs. Julianna Pichardo  
j.pichardodelarosa@ieee.org  
732-562-2669  
445 Hoes Lane  
Piscataway, New Jersey 08854 USA

**Organization:**  
HAC & SIGHT Staff  
HAC & SIGHT Staff

[Contact Email History](#)

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

Application

[Question List](#)

ⓘ Due by 03/02/2021 12:00 AM EST.

ⓘ Fields with an asterisk (\*) are required.

Administrative Information

**Primary Applicant Name:\***

# Completing the Application

- Respond to questions in spaces provided - some questions have word or character limits; others have links to external resources for reference/guidance
- Upload the project matrix and budget form for corresponding questions. For example:

## Completed IEEE HAC/SIGHT Projects Budget Application\*

Please download, complete, and submit the IEEE **HAC/SIGHT Projects Application Budget Template**, renaming the file to Name of Proposal (or abbreviation) to avoid potential confusion. Amount requested must be between US \$1,000.00 and US \$5,000.00. Please check to ensure that the total amount requested in the budget is the same as the response to the question "Funding Requested from HAC" earlier in this form.

Note that all amounts should be stated in US Dollars.


Upload a file [5 MiB allowed]

- To Submit: Sign, Date, and “Submit Application”!

SIGNATURE\*

(On behalf of all named proposers – please sign by typing your full name and IEEE Member number)

DATE OF SIGNATURE\*

 Due by 03/02/2021 12:00 AM EST.

Abandon Request

Save Application

Submit Application

# Characteristics of Great Proposals

# Basic Characteristics of a Great Proposal

## *HTB/SIGHT aim to fund projects that:*

- Provide good use of IEEE expertise - shows the best of what IEEE can offer the community (technological component is strong)
- Clear engagement with the community, indicating that the proposed solution is both desired and feasible
- Established relationships, ideally documented, with stakeholders who will be involved in project implementation
  - Clear, detailed, and credible Project Assessment Matrix, Project Implementation Plan, and Budget
  - Team has the combined experience to credibly execute the project
  - Identifies and addresses potential risk
  - Project will have real, tangible impact

*If a proposal is missing the mark on two or more of these areas, it might not be ready for funding.*

# Common Application Pitfalls and How to Avoid Them

## *Administrative Information*

- **Primary Applicant** – must be an IEEE Professional member or higher and active.
  - We welcome proposals from student members, but they **must** have an active IEEE Professional member or higher grade as primary applicant. We check all member numbers before putting an application through to the reviewers. If membership status of the primary applicant is in arrears, it cannot move forward.
- **IEEE Organizational Unit** – whenever possible, should be an IEEE Section.
  - HTB generally cannot transfer funds to a Society Chapter or Student Branch. Please make sure to check with the OU Treasurer beforehand about how funds are disbursed and if any fees are incurred with the transfer of funds.
- **Funding Amount Requested** – must be within the limits stated in the Call for Proposals.
- **Terms of Funding** – must be within the limits stated in the Call for Proposals.

# Common Application Pitfalls and How to Avoid Them

## *Project Overview*

- **Technology component** – proposals must have a technology component, within [IEEE-designated fields](#).
- **Technology application** – proposals must ensure that the solution includes an *application* of technology. Pure research projects cannot be considered.
- **Measuring success** - Projects must have a clearly articulated plan for impact measurement
- **General Projects** – proposed solutions must be developed with the involvement and participation of a specific, local beneficiary community.
- **Unnecessary travel/in-person components** – should be avoided.
- Projects will **not** be considered if they are:
  - primarily research or commercial in nature
  - purely STEM education-related
  - solely focused on immediate disaster relief.
  - focused on developing medical devices or medical device prototypes

# Common Application Pitfalls and How to Avoid Them

*Risk, collaboration, and budget*

- **Potential risks** – spend enough time on this part!
  - Please make sure to thoroughly consider the potential risks of the project, including, but not limited to, risk of infection, data privacy risks, etc., and how they can be mitigated.
- **Documentation of collaboration** – make sure to include.
  - Provide documentation to validate partnerships with external organizations, local community representatives, or government entities. Reviewers frequently ask to see letters of acknowledgement and support.
- **Budget items** – do not include salaries or honorariums for work that could be done by IEEE volunteers.
  - 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.

# The Project Assessment Matrix



# Project Assessment, Monitoring and Evaluation

## Online

Project assessment, monitoring, and evaluation are crucial parts of any humanitarian technology or sustainable development project and must be taken into account from the beginning of the project.

At the end of this module you will be able to appreciate the importance of well-planned assessment, and why project assessment is important for the success of your project; implement monitoring & evaluation (M&E) best practices at all stages of the project; set clear goals and strategy for M&E; develop relevant and useful indicators and take baseline measurements; and identify data sources and collection procedures to obtain relevant, credible information, including information from community stakeholders

This is the sixth module of the Humanitarian Technology and Sustainable Development at IEEE curriculum. We recommend you complete the first five courses in the curriculum before beginning in order to build upon the foundation of information.

## Instructors



## Humanitarian Activities Committee

### IEEE Humanitarian Activities Committee (HAC)

The IEEE Humanitarian Activities Committee (HAC) provides a suite of resources that inspire and enable IEEE volunteers around the world to carry out and/or support impactful humanitarian technology and sustainable development activities at the local level.

HAC focuses on raising awareness of how technically trained people can contribute, providing training for

IEEE member	\$0.00
IEEE student member	\$0.00
Non-IEEE member	\$0.00

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Not a member? [Join IEEE](#)



Course Provider: **IEEE Humanitarian Activities Committee**

Course Number: **HAC007**

Duration (Hours): **1**

Credits: **0.1 CEU/ 1 PDH**

# The Project Assessment Matrix

IEEE HTB/SIGHT Project Assessment Matrix 2023

[For information about the matrix, please click here.](#)

PROJECT NAME: <i>enter Project Name, same as on application, here</i>									
OBJECTIVE: <i>enter statement of objective here</i>									
INTERNAL Project #	INDICATOR	DEFINITION <i>How is it calculated</i>	BASELINE <i>What is the value at project inception</i>	TARGET <i>What is the target value?</i>	ACTUAL <i>Value at project close.</i>	DATA SOURCE <i>How is it measured?</i>	FREQUENCY <i>How often measured?</i>	RESPONSIBLE <i>Who measures?</i>	REPORTING <i>Where is/was it reported?</i>
OUTPUT:									
<i>state output #1 here</i>									
OUTPUT:									
<i>state output #2 here</i>									
OUTPUT:									
<i>state output #3 here</i>									
OUTCOME:									
<i>state outcome #1 here</i>									
OUTCOME:									
<i>state outcome #2 here</i>									
OUTCOME:									
<i>state outcome #3 here</i>									

OBJECTIVE:	Demonstrate the feasibility of renewable battery energy storage								
	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the value at project inception?	TARGET What is the target value?	ACTUAL Value at project close.	DATA SOURCE How is it measured?	FREQUENCY How often measured?	RESPONSIBLE Who measures?	REPORTING Where is/was it reported?
<b>OUTPUT:</b> Solar powered rechargeable batteries	Number of solar-powered batteries adopted by community	Total number of signed contracts for a new solar powered battery.	0	45		Partner NGO records	Midpoint and project close		To project team, HAC Projects Committee and HAC Assessment Committee
<b>OUTPUT:</b> Increased access to renewable power	Renewable energy generation capacity of batteries received by families	MW	0	4.60		Capacity of batteries delivered		Project team	To project team, HAC Projects Committee and HAC Assessment Committee
<b>OUTCOME:</b> Improved access to power by families in the village	Households provided with power by the project (%)	(# of families receiving batteries/# of families in village)*100	12	25			Project close	Project team	Project team, HAC Projects Committee, and HAC Assessment Committee, Business bureau

# Common Pitfalls

- Forgetting to add an objective
- Not filling out the whole matrix
  - However, only enter as many outputs/outcomes as your project has – there is no set number
- Entering info into “Actual” column: this column should remain blank until the project conclusion
- Putting dates in any of the cells
- Not differentiating between outputs and outcomes
- Selecting very broad or vague outputs and outcomes that can’t be measured
- Not differentiating between baseline and target data

# General Overview of HTB/SIGHT Project Lifecycle

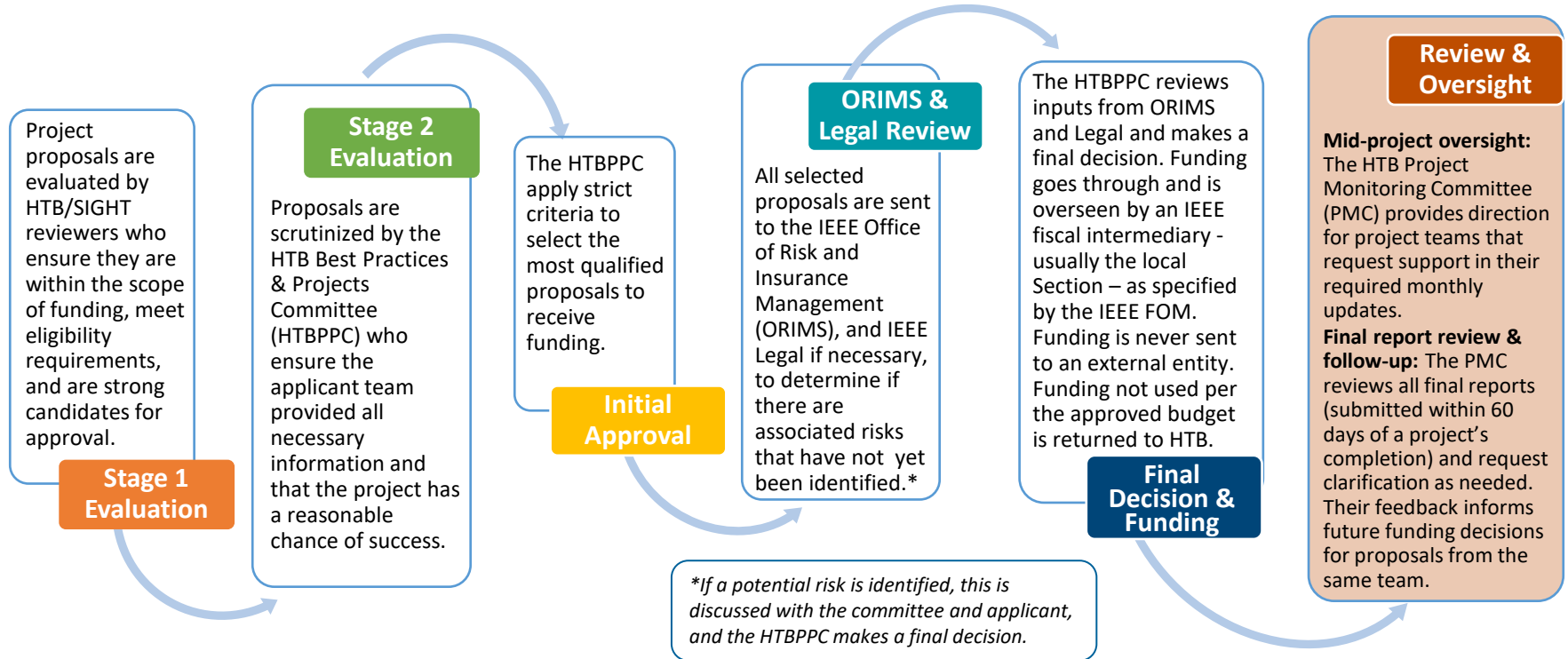
# HTB/SIGHT Projects Review Process

## *Administrative Information*

- Upon submission, a staff member will review your proposal to ensure it is complete. The staff team contacts the applicants about changes that would need to be made so it can be considered eligible for review.
- Two-step review process - If your proposal passes the initial review stage, reviewers will send questions to request additional information that they didn't see included in your proposal. There may be several rounds of questions.
- You may be asked to provide letters demonstrating partnerships, or other funding sources
- Second-round reviewers are members of the IEEE HTB Best Practices & Projects Committee
- The IEEE Office of Risk and Insurance Management (ORIMS) will also review proposals to help identify any potential risks that were not included in the proposal
- **\*AVERAGE\* timeline from the submission deadline to final funding decisions (for proposals considered for both review stages) is 8 – 12 weeks**

# HTB/SIGHT Project Management Process

*A systematic process to reduce risk and increase impact*



The background of the slide features a light blue network diagram. It consists of a grid of thin lines connecting various icons. The icons include individual person silhouettes and groups of three people silhouettes, all in shades of blue and orange. The overall theme is human connectivity and technology.

# IEEE Humanitarian Technologies Board

## Questions?

Contact [htb-projects@ieee.org](mailto:htb-projects@ieee.org)