Call for Proposals

IEEE Tech4Good Projects: supporting grassroots technological projects, led by IEEE Members, that address local challenges related to sustainable development.

Submission Deadline: 31 March 2024

https://htb.ieee.org/funding-opportunities/tech4good/

Table of Contents

Overview

IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity. 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 Tech4Good program, provided by HTB, is offering a call for proposals to support IEEE member grassroots projects that utilize technology to address sustainable development challenges of the members' local communities.

Technology Impact Categories

HTB recognizes that there is a broad range of challenges in the local communities where IEEE members live worldwide. The starting point for a project should always be the needs of the community as evidenced through dialogue with local community organizations and leaders. Projects must focus on people first, rather than starting with a particular technology that needs to find a use. Applicants will select one of the following Technology Impact Categories related to the Sustainable Development Goals (SDGs). If a project does not fit into one of these categories, there is an "other" option; however, applications in these specified areas will be strongly prioritized.

- Agricultural Technology (SDG 2: Zero Hunger)
- Water, Sanitation, and Hygiene (WaSH) Technology (SDG 6: Clean Water & Sanitation)
- Clean Energy and Sustainable Power (SDG 7: Affordable & Clean Energy)
- Information and Communications Technology (ICT) and Digital Connectivity (SDG 9: Industry, Innovation, and Infrastructure)

Funding Specifications

Amount of Funding
Project grants will be between US$1,000 and US$10,000 per project.

Term of Funding
Project implementation plans may be up to six months following the project start date.

Proposal Requirements
- Applicants clearly articulate how the project addresses a sustainable development challenge in their local community.
- Proposals focus on the implementation of appropriate, IEEE-relevant technology.
- Applicants are connected to their local IEEE organizational units (OUs) and engage a significant number of IEEE members currently living in the country where the project takes place.
- Team members have relevant technical and other expertise to credibly execute the project.
- The local community is actively involved in determining what is needed and how a project is designed and executed. All project teams are required to collaborate with at least one local entity that represents the community of individuals that will directly benefit from the proposed solution. This entity must submit a letter of support that acknowledges their awareness of the project, outlines their involvement, and states that they will be responsible for the solution after its deployment.
- Proposals have a thorough sustainability plan that includes capacity-building and a financial structure to ensure that local communities can manage the deployed solution after the six months term of funding.
- Proposals clearly articulate the impact of the project and how it will be measured.

Proposals not Considered

- Projects that do not directly relate to a challenge faced by a specific community, or that do not clearly articulate active community involvement.
- Projects that do not involve implementation of appropriate, IEEE-relevant technology.
- Projects that are primarily research or commercial in nature.
- Projects that are solely focused on STEM education. Projects with a STEM education component are encouraged to utilize the extensive resources on TryEngineering or justify why they are not applicable.
- Projects with no clearly articulated plan for impact measurement.
- Projects that solely deal with immediate disaster relief. All projects related to disaster preparedness or recovery should focus on medium- and longer-term needs.
- Projects focused on developing medical devices or medical device prototypes.

Any proposal which:

1. is incomplete
2. does not align with the funding specifications
3. requests less than US$1,000 or more than US$10,000
4. has applicants with an ongoing or incomplete project funded by HTB or SIGHT, or
5. does not include a completed Tech4Good Projects Budget *(using the template format)*

will *not* be evaluated. **All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere.**

The HTB website includes funded project case studies and the most recent Success Story Portfolio available to review for ideas. Prospective project teams may communicate with funded project teams and explore opportunities for replication and/or scaling of successful activities.

Legal, Compliance & 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/provincial, 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. 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 if you have a question about whether or not your country can receive funding. A more detailed description of OFAC, economic sanctions, and embargoes applicable to IEEE can be found on ieee.org.

- 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.
- 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 potential project leaders will be vetted by 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.
- HTB does not disburse funds to individuals or external organizations. All funds flow through a local IEEE OU - generally the local Section. Any funds that are not used according to the approved budget must be returned to HTB.
- Please note that, depending on the nature of a project, additional review may be required at any stage of the project.

Eligibility to Apply

- The primary applicant must be an IEEE Professional member or higher in good standing. Student members may be secondary applicants. HTB checks all member numbers during the intake process. If membership status of the primary applicant is in arrears, the submission cannot move forward.
- Each team may submit only one proposal.
- Project teams that received HTB or SIGHT funding for a project 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 OU Treasurer prior to proposal submission. HTB generally cannot transfer funds to a Society Chapter or 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).

Budget Considerations

Tech4Good Projects prioritizes direct project costs, including equipment, materials, supplies, and travel. Travel expenses must comply with IEEE Travel and Expense Reimbursement Guidelines. Given that projects are local in nature, travel and associated costs such as accommodation and meals should be less than 20% of the total requested funds. Ineligible project costs include:

- Reimbursement of volunteer salaries. Any request for salary reimbursement or payment for work must be carefully justified, clearly explained, and be a minor part of the overall budget.
- Honorariums
- Indirect costs, including but not limited to overhead expenses, competition or contest prizes, Facilities & Administrative (F&A) costs, and tuition.

Please discuss in advance with the IEEE OU that will be your fiscal intermediary (generally the local Section) if there are any Section administration fees that would be applied to a transfer of funds from HTB. These fees may be included in the project budget, but the OU will be asked to confirm them.

Applicants are encouraged to download the Tech4Good Projects Budget template ahead of time, as this is a requirement to include with the online application.

Evaluation Criteria

- Benefits to the local community are well articulated and show clear impact metric targets.
- Project scope is defined and meets technological and sustainable development requirements.
- Team composition demonstrates the strength of team and members' technical capacity.
- Potential risks have been assessed and the team has prepared a feasible mitigation plan.
- Involvement of local organizations and stakeholders ensures the long-term sustainability of the technological intervention.
- Clear potential for social and environmental impact with attainable success metrics.
- Alignment with IEEE's mission of advancing technology for the benefit of humanity.

Timeframe to Use Funds, Assessment & Reporting

- Funds must be spent within six (6) months from the approved project start date.
  - Extensions may be submitted when unforeseen challenges prevent the carrying out of a project's original work plan. Extension requests are reviewed by the HTB Project Monitoring Subcommittee.
- A brief progress report must be submitted every month after the project's approved start date.
- A final report with a final accounting of expenses and evaluation and assessment information must be submitted within 60 days of the project's completion.
  - Please refer to the Tech4Good Project Assessment Guide for information on how applicants will be asked to describe their project's Primary and Secondary Impact Assessment.
- Reports on longer-term outcomes and impact of the project may be requested for up to three (3) years after the conclusion of the project's grant period.

Submission Information & Deadline

Applications may be submitted using the Online Funding Opportunities Portal from **29 February through 31 March 2024** and will be reviewed on a rolling basis. Applicants are encouraged to submit their proposals as soon as they can.

Questions

Do you have any questions about the suitability of your proposal? If so, please write to **tech4good@ieee.org** before writing and submitting your proposal.