

2024 Region 8 & Tech4Good Community Support Program Call for Proposals

IEEE Corporate - Corporate Development

Administrative Information

Internal Project #

Character Limit: 12

Project Name*

Character Limit: 100

Executive summary of project, including location, needs/challenge, goals, and intended solution.

Please articulate the needs of the community and clearly state how and why they will benefit from the project implementation.

You may update the Executive Summary you submitted in the letter of intent incorporating the initial feedback from reviewers.

Character Limit: 2000

Project Implementing Team

Provide a summary of the members of the implementing team.*

If readily accessible, provide short profiles for each member of the proposed implementation team (IEEE and non-IEEE) that justifies how their participation will support achieving the objectives of the proposal. The profiles should explain the relevance of their expertise and previous field work experience (particularly in the beneficiary country). Please describe any previous relevant team collaborations.

Character Limit: 1500

Who will be the project leader?*

This individual will be responsible for signing the Tech4Good awards documents and completing reporting requirements if the project is granted funding.

Please note that a student member may not be the project leader.

Choices

Primary Applicant

Co-Applicant

Other team member

If you selected "other team member" in the previous question, provide the following details:

Complete Name

Email

IEEE Member Number & Grade

Character Limit: 250

How many IEEE members will participate in the implementation of the project?*

Character Limit: 10

How many non-IEEE member volunteers will participate in the implementation of the project?*

Character Limit: 10

Local Community Need and Stakeholder Engagement

What capacities are required to implement the project?*

What capacities already exist in the beneficiary community? What capacities are the implementation team providing that does not currently exist in the beneficiary community? How will capacity in the beneficiary community be enhanced (please list tangible capacity building activities)?

Character Limit: 1500

Are there any similar projects addressing the community needs being implemented?*

Are the community needs you are trying to solve being implemented by other IEEE volunteers, external institutions, organizations, or the government in the region/country where you will be working where the project will be implemented? If so, what are they and what was the approximate date of their implementation? What is different about the proposed approach in this proposal?

Character Limit: 1500

Community Involvement: Which activities will community members participate in during your project?*

Select all that apply

Choices

Planning

Training

Feedback

Maintenance

Other (please explain)

None: No community involvement is planned

If you selected "other" in the previous question, please explain.

Character Limit: 300

Please upload all Letter(s) of Support from the local entity here.*

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 during and after the implementation of the project, and states that they will be responsible for the solution after it's deployment.

File Size Limit: 5 MB

All Letters of Support to be uploaded in this section must be typed, submitted on official letterhead (if applicable) and be physically or electronically signed by the beneficiary. No pictures of signatures are allowed, while electronic signatures should be valid and connected to the respective organization.

Project Implementation Plan

Describe project work plan, timeline, and milestones.*

Please provide a detailed project work plan, expected timelines (including approximate dates), and milestones associated with successful implementation of the proposed objectives. Do not duplicate what is provided in the executive summary.

Character Limit: 2000

Sustainability Plan:*

Provide a thorough sustainability plan that includes (1) who will manage the deployed solution, (2) who will be financially responsible for the solution, and (3) what capacity-building plan the team will undertake to ensure the sustainability and maintenance of the solution by the local community beyond the six months grant period.

Character Limit: 1500

Describe the potential risks and unintended consequences associated with this project.*

This should include, but not be limited to, schedule risk; resource risk; financial risk; and risk to people, property, and IEEE reputation. Your risk assessment plan should clearly outline risk mitigation for each point. Make sure to explain what measures will be taken to prevent safety hazards. Please be as detailed as possible. 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.

Character Limit: 1500

Are any approvals needed to undertake this project?*

Please list the entities who would need to approve this project, such as the government, community entity, Institutional Review Board, and so on. If you already have the approvals, please include as attachments. If there are approvals still pending, please explain your plan to secure them.

Character Limit: 1500

Project Assessment

Describe the current situation in the community which your project will address (baseline).*

Be specific and use quantitative data as much as possible.

Character Limit: 1500

What will happen as a result of the proposed solution? How will the situation be improved?*

What will happen as a result of the proposed solution and how will the quantitative data stated in the previous question be improved? Provide the target value for your quantitative indicators after the project is completed and how it was determined.

Character Limit: 1500

What is expected to positively change in the beneficiary community as a result of this project?*

(e.g., improved quality of life, skills, self-sufficiency to maintain solutions). Please explain the perceived short, medium, and longer-term improvement envisaged.

Character Limit: 1500

Define the deliverables and the desired outcomes and outputs of your project.*

*What are the goals, target populations and objectives? These should be specific, realistic and time delimited (e.g., what can be achieved in 1 month, 3 months, 6 months). Provide a detailed description of things that will be developed during the project process. If there is a correlation between deliverables, state it. This will be the expected output of the project and have to be properly defined and measured in the format of Key Performance Indicators (KPIs). **Failure to establish discrete and understandable deliverables with KPIs will result in the project rejection.***

Character Limit: 2000

Requested Funding

IEEE Region 8 & Tech4Good 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 minimal. 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 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, honorariums, competition or contest prizes, Facilities & Administrative (F&A) costs, tuition, etc.

Funding requested from IEEE Region 8 & Tech4Good in USD*

Region 8 & Tech4Good will make awards of between US\$1,000 and US\$5,000 per project. Project teams that have previously been awarded funding by Tech4Good (SIGHT/HAC/HTB) may re-apply if they have successfully completed their project and fulfilled all reporting requirements.

Character Limit: 20

Budget Narrative*

Do not simply list expenses. Please use this area to provide the reason as to why each budget line item has been included. This is meant to be a narrative. Also, if your project is to be co-funded by one or more other entities, please explain whether this funding is confirmed or what your plan is to confirm it.

Character Limit: 1500

Have you submitted, or do you plan to submit this proposal to another funding source?*

All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere. Please state any entity(ies), including both IEEE and external funding sources.

Character Limit: 500

IEEE Organizational Unit (OU)*

*Which IEEE OU is acting as fiscal agent to receive approved funding? **You MUST have either involvement of the local OU or have communicated with someone from the OU leadership (for example, the Section's ExCom) regarding your project.** Please note: The fiscally responsible OU is most often the local IEEE Section. Typically, Tech4Good does not transfer funds to Student Branches or IEEE Society Chapters.*

Character Limit: 250

What, if any, mandatory bank fees would be incurred with a transfer of T4G funds to the IEEE OU?*

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 Section Administration fees that are incurred with a transfer of funds from Tech4Good to the OU. These fees may be included in the project budget; however, the OU must confirm to HTB that these are mandatory.

If note, please state "Does not apply."

Character Limit: 500

OU Contact Name*

Enter the NAME of the Section leader that you have communicated with, for example the Chair or Treasurer.

Character Limit: 100

OU Contact Position*

Select the Section leader's position, for example, Chair or Treasurer.

Choices

Chair
Vice-Chair
Secretary
Treasurer

OU Contact Email*

Enter the email address of the Section leader that you have communicated with.

Character Limit: 100

Additional Information

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.

Character Limit: 500

Any supplementary materials that demonstrate worthiness of the project.

You may add any supplementary materials that further demonstrate worthiness of the project, or evidence of any co-funding commitments.

Any videos or photos that introduce the project team, demonstrate the need identified, or explain the technological solution to be implemented are welcomed.

This question allows for uploading one file. If you would like to share multiple files, you can create a Word or PDF document with all of them. Another option is providing a link to a Dropbox or Google folder in the following question.

Allowed File Types: doc, docx, pdf

Character Limit: 250 | File Size Limit: 4 MB

Proposal Submission

By signing this application, I confirm that:

- A. all team members named in this proposal consent to this application being signed on their behalf;
- B. all individuals and organizations named in this proposal have consented to either participate in or cooperate with this proposal as presented should it be selected for support;
- C. to the best of the proposers' knowledge, this proposal is aligned with national policy in the country or countries where project activities will take place, and the proposers will ensure that any necessary ethical approval will have been secured before IEEE Region 8 & Tech4Good funds are released;
- D. Any proposal which (i) is incomplete, (ii) does not meet the attributes of projects considered, (iii) requests more than US\$5,000, or (iv) for which a completed IEEE Region 8 & Tech4Good Projects Budget 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.**
- E. the proposers individually and collectively indemnify IEEE, IEEE staff, the IEEE Region 8 and the IEEE Tech4Good from any liability associated with review of this proposal or subsequent implementation of their project;
- F. the proposers individually and collectively acknowledge the Region 8 & Tech4Good reviewer decision as final;
- G. I acknowledge that the information provided on this form will be processed according to the **IEEE Privacy Policy**.

SIGNATURE*

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

Character Limit: 100

DATE OF SIGNATURE*

Character Limit: 10