IEEE HAC/SIGHT Projects
Call for Proposals Focused on Pressing Community Needs
https://hac.ieee.org/funding-opportunities/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.

> This year, HAC/SIGHT (Special Interest Group on Humanitarian Technology) are offering a Call for Proposals to support **IEEE member grassroots projects that utilize technology to address pressing needs of the members' local communities**. The Call for Proposals provides a powerful opportunity for IEEE members to utilize their technical expertise in their local communities to help IEEE achieve its mission of advancing technology for the benefit of humanity.

HAC/SIGHT recognize that there is a broad range of challenges in the local communities in which IEEE members live worldwide. The starting point for a project should always be the needs of the community as evidenced through dialogue and relationship 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. That being said, there are areas of particular technical interest for HAC/SIGHT that can act as a guide when determining the technological solution to the community needs. These include:

- **Agricultural Technology**
- **Information and Communications Technology (ICT), including rural communications and connecting the unconnected**
- **Medical Technology**
- **Sustainable Power Technology**
- **Water, Sanitation, and Hygiene (WaSH) Technology**
- **Other technologies to address pressing community needs**

Projects that are *purely* pre-university STEM education-related are asked to instead apply for the 2022 IEEE Pre-University STEM Portal Grants (deadline of 04 March). Projects that have a pre-university STEM education *component* are required to utilize the extensive resources on TryEngineering or justify why they are not applicable to the project.

Projects should have good connections with local IEEE organizational units (OUs) and engage a significant[1] number of IEEE members. HAC/SIGHT require that teams have relevant technical and other expertise to credibly execute the project.

HAC/SIGHT will make awards of between US$1,000 and US$5,000 per project. Projects that have previously been awarded funding by HAC/SIGHT may apply for up to US$5,000 in scale-up funding if they have 1) successfully

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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.

completed their project, 2) submitted all reporting requirements, and 3) can provide sufficient justification to scale up.

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

Attributes of projects considered:

- Applicants must clearly articulate how the project addresses a pressing need of their local community.
- **Proposals must involve deployment of technology, customization of technology, and/or development of technology.**
- Projects should have active "local" IEEE volunteer involvement. That means that key IEEE members responsible for implementing the project are **currently living** in the country/countries where the project is to take place.
- The local community must be actively involved in determining what is needed/desired and how a project will be designed and executed. Projects must supply letter(s) of support from the community to demonstrate this.
- Proposals must clearly articulate the impact of the project and how it will be measured, using the [Project Assessment Matrix](). Applicants are required to take the free online HAC/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.
- Please review the [projects]() HAC/SIGHT has funded since 2020, to ensure that your submission does not reinvent or regurgitate a similar idea that has already been tried in your geographic area. HAC/SIGHT does encourage prospective project teams to communicate with funded projects and explore opportunities for replication and/or scaling of successful activities.

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 technology.
- Projects that do not clearly articulate active community involvement.
- Projects that are *primarily research or commercial in nature.*
- Projects with no clearly articulated plan for impact measurement.

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$5,000, (iv) has a primary applicant with an ongoing or incomplete HAC/SIGHT funded project, or (v) for which a completed IEEE HAC 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.

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.
- Please note the Message from IEEE on coronavirus COVID-19, particularly "We request that all members avoid conducting in-person activities in areas impacted by the coronavirus threat and instead maximize the use of our online and virtual alternatives."
- Projects developing a medical technology device must collaborate with medical professionals and/or organizations. HAC 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 HAC website.
- Projects selected must agree to the HAC/SIGHT Intellectual Property Policy as a condition of funding.
- Legal agreements between IEEE and external entities must be vetted by IEEE Legal *prior to* signing.
- HAC/SIGHT never 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 will be returned to HAC/SIGHT.
- Please note that, depending on the nature of a project, additional review may be required at any stage of the project.

Deadline:

- **Applications may be submitted starting 01 March 2022 and will be reviewed on a rolling basis.** We encourage applicants to submit their proposals as soon as they can.

- **Final deadline to submit: 04 April 2022 at 11:59pm EDT.**

Eligibility to apply:

- The primary applicant must be an IEEE Professional member or higher in good standing. Student members may be secondary applicants. HAC 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 HAC 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. HAC 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).
- 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 that projects are local in nature, travel costs should be minimal. Depending on local health and safety conditions, any non-essential travel and in-person components may need to 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.

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 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.

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Note: Please do not duplicate information from one question to another. If space remains, please provide additional detail or new information. Otherwise, leave blank.

1. Project Overview and Background

a. Which of the following areas does your project address:
   i. Agricultural Technology
   ii. Information and Communications Technology (ICT)
   iii. Medical Technology
   iv. Sustainable Power Technology
   v. Water, Sanitation, and Hygiene (WaSH) Technology
   vi. Other technology that addresses a pressing community need (please specify)

b. Is this a new submission or a request for additional funds for replication/scaling of a completed HAC/SIGHT project?

c. Executive summary of the project, including location, needs, and intended solution. If this is a request for additional funds, please include your project number and summarize the results of your successfully executed HAC/SIGHT project. (Maximum character length – 2,000).

d. Please check up to three relevant [UN Sustainable Development Goals (SDGs)](https://hac.ieee.org) that the project addresses.

2. Local Community Need and Stakeholder Engagement

a. Please explain the local community need, including context about why it is a challenge and why it is important to the community. (Maximum character length – 1,500)

b. Who are the stakeholders (individuals, groups of people or organizations that affect or are affected by an intervention) and how will they be engaged in the project? (Maximum character length – 1,500)

3. Project Assessment

a. Please explain the technology that will be used in the project. (Maximum character length – 1,500)

b. Please upload the completed Project Assessment Matrix, which measures outputs and outcomes.

c. Will your project use open source and/or result in open source resources for others to use? Please explain. If there is a STEM education component to the project, please state whether IEEE TryEngineering resources will be utilized and provide an explanation if they will not be used and what will be used instead. (Maximum character length – 1,500)

d. Are there any similar projects being implemented by other IEEE volunteers, external institutions, organizations, or the government in the region where you will be working? (Maximum character length – 1,500)

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 project assessment matrix.)

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, and so on. Please share details of the mitigation plan. (Maximum character length – 1,500)

c. Implementing team. Provide a summary of the members of the 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, but forming a group is highly encouraged.) (Maximum character length – 1,500)

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) will review proposals to assess risk and provide guidance. (Maximum character length – 1,500)

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 them as attachments. If these approvals have not yet been secured, please explain your plan to do so. (Maximum character length – 1,500)

5. External Collaboration

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 to execute the project, please note that here. All applicants should be aware that at least one letter of support from a community entity will be required in order for the proposal to advance to the second round of evaluation. So while a letter is not required for submission of the application, project teams should make sure they are ready to supply one in the near future. (Maximum character length – 1,500)

6. Requested Funding

a. **Completed IEEE HAC/SIGHT Projects Budget. Note that all amounts should be stated in US Dollars.**

b. Budget Justification (Maximum character length – 2,000)
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.

c. What, if any, mandatory bank fees would be incurred with a transfer of funds from HAC to the OU?

d. 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.

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/SIGHT 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.

c. Any supplementary materials that further demonstrate worthiness of the project, as well as evidence of any co-funding commitments.

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

How to Submit

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

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

   ❖ 2022 Project Assessment Matrix

   ❖ 2022 Budget - IEEE HAC|SIGHT Project Application

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.
   ○ Extensions will be granted when local circumstances - for example, COVID surges - temporarily prevent the carrying out of projects. The project team should keep the HAC office closely informed, including through the continuation of monthly reporting.
● A brief progress report must be submitted every month 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 they may be offered lower funding than requested.

HAC Project Management Process