



IEEE Region 10 and IEEE Humanitarian Activities Committee (HAC) Special Call for Proposals Focused on Addressing Local Needs During COVID Time

<https://hac.ieeer10.org/>
<https://hac.ieee.org/funding-opportunities/r10-and-ieee-hac/>

[IEEE Region 10](#) and the [IEEE Humanitarian Activities Committee \(HAC\)](#) are partnering to conduct a special Call for Proposals in Region 10 to support projects that utilize innovative technology to address the COVID-19 situation while keeping safety as the highest priority.

Awards of up to US\$500 (or actual cost of the project, whichever is less) will be made to selected projects that present a convincing plan to a) understand the real needs of a local community or local stakeholder organization and b) complete in no more than six months' time an innovative, technology-related prototype that addresses local community or local stakeholder organization needs during this COVID time.

If projects have a budget larger than US\$500, they may apply for additional funding elsewhere, for example, with the local Section.

Given the pandemic situation, teams should NOT hold any meetings in person, but rather communicate online or over the phone. This applies to both team meetings and meetings with a local community or local stakeholder organization. This Call for Proposals is NOT a "feet on the ground" activity. All the projects shall be done by all team members keeping their safety at highest priority following protocol on safety and advisories issued by local authorities for the ongoing pandemic. No claim shall be entertained on this by IEEE.

The application and review process will be expedited, so that work can start in July 2021.

With this Call for Proposals, IEEE Region 10 and IEEE HAC aim to engage IEEE members in meaningful humanitarian technology and sustainable development activities, foster the development of IEEE relationships with communities and stakeholders at the grassroots level, and incubate a geographically diverse selection of innovative prototypes that could potentially be scaled up in the future - all with safety as the highest priority.

Projects MUST comply with all national/federal, state, and local guidelines and restrictions.

All projects that involve children must follow [IEEE Guidelines for Working with Children](#). Any project funding will be contingent on policy compliance.

Attributes of projects considered:

- Proposals must include:
 - a) demonstrated understanding of the real needs of a local community or local stakeholder organization,
 - b) an innovative idea (innovative technology or innovative application of technology) for a prototype based on local community or local stakeholder organization need,
 - c) a realistic work plan for six months or less, and

- d) a realistic budget. (IEEE shall fund only up to US\$500 or the actual cost of project whichever is less)
- Applicants must clearly articulate how the project addresses the effects of COVID-19.
- **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.
- Projects developing a medical device must collaborate with medical professionals and/or organizations. R10 and 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 require partnership with and approval by relevant national/federal, state, and/or local authorities.

Projects NOT considered:

- Projects that do not relate to the local COVID-19 situation.
- Projects that do not involve deployment of technology, customization of technology, and/or development of technology.
- Projects that do not clearly articulate the needs of a local community or local stakeholder organization.
- Projects that are *primarily research or commercial in nature*.
- Projects that are *not focused on addressing local needs*.
- Projects that focus on in-person activities. (See note above.)
- Projects with an actual, potential, or perceived Conflict 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](#).

Any proposal which (i) is incomplete, (ii) does not pertain to the COVID-19 situation, (iii) requests more than US\$500 from R10 and HAC, or (iv) for which a completed [R10 and IEEE HAC Projects Appl Budget Template 2021](#) is not submitted will *not* be reviewed. No application extensions will be granted.

Deadline:

- **20 June 2021, 11:59pm UTC**

Eligibility to apply:

- The primary applicant must be **located in IEEE Region 10** and be an IEEE Professional member or higher in good standing. Student members may be secondary applicants. If membership status of the primary applicant is in arrears, the submission cannot move forward.
- **Each team may submit only one proposal.**
- **An IEEE Section should act as the fiscal agent. Applicants must discuss this with the OU Chair or Section Chair prior to proposal submission. R10 and 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).
- IEEE is subject to the full range of U.S. economic sanctions and export control laws, and complies with all applicable regulations. 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.

- Projects selected will need to sign the HAC/SIGHT [Intellectual Property Policy](#) as a condition of funding. Please ensure you will be able to agree to the terms prior to applying.

Eligible Project Costs

R10 and HAC prioritize support of **direct project costs**, including necessary equipment, materials, and supplies to actually complete the project. Given current circumstances, there should be no travel expenses.

No reimbursement of volunteer salaries 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, 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 administrative fees** that are incurred with a transfer of funds from R10 and HAC to the OU. These fees may be included in the project budget; however, the OU must confirm to R10 and 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 R10 at ewell.tan@ieee.org before developing and submitting your proposal.

R10 and IEEE HAC Projects – 2021 Special Call for Proposals Focused on Addressing Local Needs During COVID Time Application

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

- a. Executive summary of the project, including location, needs, and intended solution. Please include how the project addresses the local COVID situation. (Maximum character length – 1,000).
- b. Please check up to three relevant [UN Sustainable Development Goals \(SDGs\)](#) that the project addresses.

2. Local Community/Local Stakeholder Organization Needs and Engagement

- a. Please describe the local community/local stakeholder organization and your understanding of their real needs. Or how the project will relate to Covid-19. (Maximum character length – 1,000)
- b. Explain a) your engagement to date with the local community/local stakeholder organization (for example, phone calls, virtual meetings, and so on) and b) how they will be engaged during the project, if

applicable (for example, providing feedback online, testing a prototype at home, and so on). (Maximum character length – 1,000)

3. Prototype

- a. Please describe the prototype you will develop in this project and how it will address the needs identified in Section 2. (Maximum character length – 1,500)
- b. Please explain the technology that will be used in the project. Why is the technology itself or this particular application of the technology innovative? (Maximum character length – 1,500)
- c. Will your project use open source and result in open source resources for others to use? Please explain. (Maximum character length – 500)
- d. Are there any similar projects being implemented by other IEEE volunteers, institutions, organizations, or the government in the region where you will be working? (Maximum character length – 1,000)

4. Project Implementation Plan

- a. Project work plan timeline and milestones (Maximum character length – 1,500)
- 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, etc. Please share details of the mitigation plan. (Maximum character length – 1,000)
- c. 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 – 1,000)
- 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) may review proposals to assess risk and provide guidance. (Maximum character length – 1,000)

5. Requested Funding

- a. Completed [R10 and IEEE HAC Projects Appl Budget Template 2021](#). Note that all amounts should be stated in US Dollars.
- b. Budget Justification - please use this space to provide information on budget line items that may require further explanation. (Maximum character length – 1,000)

6. 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. Any supplementary materials that further demonstrate worthiness of the project

How to Submit

- Please submit via the IEEE HAC/SIGHT [Online Funding Opportunities Portal](#)
- Please download this template file which will be required to be uploaded into your online application
 - ❖ [R10 and IEEE HAC Projects Appl Budget Template 2021](#)

Evaluation Criteria

Applications will be reviewed based on the following criteria:

- a) demonstrated understanding of the real needs of a local community or local stakeholder organization,
- b) an innovative idea (innovative technology or innovative application of technology) for a prototype based on local community or local stakeholder organization need,
- c) a realistic work plan for six months or less, and
- d) a realistic budget.

Acceptable Time Frame to Utilize Funds & Reporting Schedule

- Funds must be expended within a maximum of 6 months from the approved project start date.
- A final report must be submitted 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 may be offered lower funding than requested. Decision of the committee evaluating the project shall be final.