IEEE HAC/SIGHT Projects
Call for Proposals Focused on COVID-19 Response and Pressing Community Needs
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 continues to affect 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 local challenging realities of the COVID-19 situation and any pressing need affecting the targeted communities.

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**
- **Sustainable Power Sources**
- **Water, Sanitation, and Hygiene**
- **NEW for this Call: Other issues of pressing community need**

Ideally, projects will have good connections with local IEEE organizational units (OUs) and engage a significant[1] number of IEEE members.

While this is an exceptional situation, HAC/SIGHT still require that teams have relevant technical and other expertise to credibly execute the project. **Projects MUST comply with all national/federal, state, and local guidelines and restrictions.**

Given the rapidly evolving situation and focus on immediate impact, HAC/SIGHT will make awards of US$1,000 up to 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 completed their project, 2) submitted all reporting requirements, and 3) can provide sufficient justification to scale up. Requests for scale-up funding of more than US$5,000 may be considered if these requirements are met and a compelling case is made.   .

---

[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.

Term of funding: Up to 6 months following the project start date. Scale-up projects may be granted up to 12 months following the project start date, depending on the necessary timeline.

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

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."

Attributes of projects considered:

- Applicants must clearly articulate how the project addresses the effects of COVID-19 through immediate impact, poverty mitigation, or inequality reduction in the local community OR how the project addresses other pressing community need.
- **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 must have active local community involvement including relevant stakeholder groups. For example, those affected in the local community should be involved and have a voice in determining what is needed/desired and how a project will be designed and executed.
- Projects developing a medical 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 require partnership with and approval by relevant national/federal, state, and/or local authorities.
- Proposals must clearly articulate the impact of the project and how it will be measured, using the Project Assessment Matrix. We encourage applicants 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 COVID projects HAC/SIGHT funded in 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 COVID-19-related immediate impact, poverty mitigation, or inequality reduction OR that do not directly relate to other pressing community need.
- 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 that are *not focused on addressing local needs*.
- Projects with no clearly articulated plan for impact measurement in the .

- 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 one of the above indicated project areas, (iii) requests less than US$1,000 or more than US$5,000 (more than US$5,000 may be considered for scale-up projects if well-justified), (iv) has a primary applicant with an ongoing or incomplete HAC/SIGHT funded project, or (v) for which a completed IEEE HAC Projects Budget Application 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.

Deadline:

- **Applications may be submitted starting 12 July 2021 and will be reviewed on a rolling basis.** We encourage applicants to submit their proposals as soon as they can.

- **Final deadline to submit: 16 August 2021 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/SIGHT COVID funding in 2020 may only apply** if the project has been successfully completed and all reporting requirements have been 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).
- 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 or contact hac-projects@ieee.org with any questions before applying.

- 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

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 current circumstances, travel expenses should be minimal to zero. Any non-essential travel and in-person components should be avoided.

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. Administrative, management, and project management costs *may* be considered, but they must be clearly justified.

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.

IEEE HAC/SIGHT Projects – 2021 Call for Proposals Focused on COVID-19 Response 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 and Background**

   a. Which of the following areas does your project address:
      i. Food Security
      ii. Infection Control Devices
      iii. Information and Communications Technology (ICT)
      iv. Medical Devices
      v. Personal Protective Equipment (PPE)
      vi. Sustainable Power Sources
      vii. Water, Sanitation, and Hygiene
      viii. Other issue of pressing community need   : _____
   b. Is this a new submission or a request for additional funds for replication/scaling of a completed 2020 HAC/SIGHT COVID 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 COVID project. (Maximum character length – 2,000).
   d. Please check up to three   relevant [UN Sustainable Development Goals (SDGs)](https://) that the project addresses.

2. Stakeholder Mapping and End-user Engagement

    a.   Who are the stakeholders 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 result in open source resources for others to use? Please explain. (Maximum character length – 1,500)

    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 – 1,500)

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.)

    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 – 1,500)

    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 – 1,500)

    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) may 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 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

Please note: legal agreements between IEEE and external entities need to be vetted by IEEE Legal *prior* to signing.

    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, please note that here. (Maximum character length – 1,500)

6. Requested Funding

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

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

   Please use this area to provide additional information on any budget line items that need further explanation. Do not simply list expenses. 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?

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

   ❖ Project Assessment Matrix

   ❖ IEEE HAC/SIGHT Projects 2021 Budget Template

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
● Presence of relevant stakeholder network

- Benefit to IEEE's humanitarian goals
- Overall potential for success

Acceptable Time Frame to Utilize Funds & Reporting Schedule

- Funds must be expended within a maximum of 6 months (or up to 12 months for scale-up projects) from the approved project start date.
- A brief progress report must be submitted every month after the project's approved start date.
- Projects will be assigned to a Community of Practice, which will provide support for related projects.
- 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 may be offered lower funding than requested.