

IEEE SIGHT

Special Interest Group on Humanitarian Technology

IEEE SIGHT Projects – 2020 Call for Proposals

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 and sustainable development activities at the local level. One of the means by which IEEE HAC accomplishes this goal is the SIGHT (Special Interest Group on Humanitarian Technology) program, a global network of IEEE volunteers that partner with underserved communities and local organizations to address societal challenges through the application of technology in the sustainable development and humanitarian technology space.

SIGHT Project funding enables IEEE SIGHT groups to:

- Incubate new humanitarian technology and sustainable development projects;
- Localize and replicate proven SIGHT projects;
- Put technological skills learned in the classroom or workplace into practice, gaining valuable hands-on experience;
- Partner with local government or NGOs to develop solutions for challenges faced by under-served communities.

The IEEE SIGHT Projects Subcommittee will review proposals with **budgets between \$1,000 and US\$19,999**. All proposals must be submitted by an [existing SIGHT group](#).

Proposals should address one or more [UN Sustainable Development Goals \(SDGs\)](#) in a coherent way and take a holistic, community-based approach that considers relevant environmental, cultural, socio-economic & infrastructural issues and policy priorities. Proposals must demonstrate consultation with and a clear understanding of the needs of target communities, and demonstrate a needs-driven approach to strengthening local capacity through technology deployment.

Proposals requesting a larger contribution (US\$10,000 – US\$19,999) must submit evidence of the progress achieved with previous humanitarian technology and sustainable development -related activities.

Term of funding: Up to 12 months following the project start date.

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

Attributes of projects considered:

- SIGHT provides funding to support local IEEE volunteers who have identified community challenges in consultation with local stakeholders and are providing solutions locally – i.e. “feet on the ground.”
- Projects must articulate the need of a local, underserved community and how and why they will benefit.
- Active “Local” IEEE volunteer involvement 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.

- Projects are expected to involve multiple complementary activities, (e.g., community building, technology adaptation, deployment, training, assessment, and so on). Potential impact must be clearly articulated.
- Projects must be designed for sustainability. The description of the mechanisms for sustainability will be a key evaluation criteria. Opportunity and potential for scaling will also be considered.
- Proposals must clearly articulate the impact of the project and how it will be measured.
- While projects must have some technology component and leverage IEEE's core competencies, these can be applied to any focus area (e.g., Agriculture, Education, Energy, Healthcare, Water and Sanitation, etc).

Projects NOT considered:

- Projects which do not clearly articulate active community involvement - that is community involvement in the needs analysis, development, and execution of the project.
- Projects that are primarily research or commercial in nature or are not focused on addressing local needs.
- Projects that are focused solely on the development of technology for arbitrary deployment (e.g., building a better water pump for the developing world).
 - Projects that involve adaptation, modification and/or enhancement of a specific technology or technologies to address a specific setting may be considered on a case by case basis.
- Projects focused primarily on immediate disaster relief or supplying/distributing existing products.
- Projects with no clearly articulated plan for sustainability or impact measurement.
- Projects in which travel comprises more than **25% of the budget**.

Any proposal which (i) requests funding of less than US\$1,000 OR more than US\$19,999, (ii) is incomplete, (iii) does not have active local community involvement and "local" IEEE Volunteer involvement, (iv) is not submitted by a SIGHT group or (v) for which a completed IEEE SIGHT Projects 2020 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.

All who submit a proposal for funding must disclose any significant financial interest (and that of their immediate family) during the proposal submission process.

Deadlines:

- ~~Submission deadline for Call 1 is 16 March 2020~~
- Submission deadline for **Call 2 - POSTPONED – DEADLINE TBD. Please instead see the [HAC/SIGHT COVID-19 Special Call for Proposals](#).**
- Submission deadline for **Call 3 - POSTPONED – DEADLINE TBD.**

Eligibility to apply:

- *IEEE SIGHT Groups in good standing and located in the country where the project is to take place are eligible to submit proposals.* It is possible for an eligible local SIGHT Group applying for funding to collaborate with SIGHT Groups and/or SIGHT members based in another country. This should be justified.
- **An IEEE OU (preferably the local IEEE Section) must act as a fiscal agent for each funded project. Applicants must discuss this with the OU Treasurer prior to proposal submission.** 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 SIGHT** 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 sight-projects@ieee.org with any questions before applying.

Eligible Project Costs

IEEE SIGHT is interested in supporting volunteer projects taking a sustainable, holistic approach to address identified community challenges, working in partnership with local stakeholders.

As the available SIGHT Projects budget is finite, it necessary to introduce some priorities and constraints in relation to what can and cannot be funded, to maximize the impact of IEEE and non-IEEE volunteer activities during and after the funded phase of SIGHT supported projects.

As a result, the SIGHT Projects Subcommittee prioritizes support of *direct project costs*, including necessary equipment, materials, supplies, and travel. Travel expenses must comply with [IEEE Travel and Expense Reimbursement Guidelines](#) and should not total more than 25% of the overall budget.

No reimbursement of volunteer salaries will be provided. Reimbursing the salary of anyone contributing to the project must be carefully justified. Associated 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 fees that are incurred with a transfer of funds from SIGHT to the OU. These fees may be included in the project budget; however, the OU must confirm that these are mandatory.

Questions

It is recommended that you carefully review the [SIGHT toolkit](#) before submitting a proposal. Please contact SIGHT at sight-projects@ieee.org with any questions or doubts.

Application Structure and Proposal Evaluation Criteria

1. Project Overview and Background

1. What is the nature of the proposed project?
 - a. Technology development
 - b. Technology deployment
 - c. Public policy development
2. Executive summary of the project, including location, needs, and intended solution.
3. Which of the UN SDGs are most applicable to the project? Select no more than five. Please provide justification.
4. Technology Type
 - a. ICT
 - b. Data
 - c. Energy
 - d. Agriculture
 - e. Medical
 - f. Transportation
 - g. Manufacturing
 - h. Other:
5. Has SIGHT provided funding for this project in any form in the past? If so, please elaborate and include the SIGHT project numbers funded.
6. If applicable, please provide a summary of project history, including how the project started, what has been achieved so far, IEEE OUs involved, previous funding received, etc.

2. Stakeholder Mapping and End-user Engagement

1. Name and describe the relevant and significant stakeholder groups. Please use this [template](#).
2. Community engagement during proposal concept development.
3. Role of stakeholders in implementation and sustainability.
4. How stakeholder feedback will be utilized.

3. Theory of Change

A succinct explanation of the differences between inputs, activities, outputs, and outcomes can be found [here](#).

1. Inputs
2. Activities
3. Outputs (include how these will be measured)
4. Outcomes (include indicators and how these will be measured; opportunities for replication and scaling)
5. Impact (long-term outcomes). Include indicators and how these will be measured.
6. Assumptions
7. Are there any similar projects being implemented by other institutions, organizations, or the government in the region where you will be working?

4. Project Implementation Plan

1. Proposed technology and relevance to local environment
2. Project work plan and milestones
3. What is the sustainability plan for the project? Meaning: how will the project be sustained after funding has been provided and the project work is done?
4. Please download, complete, and upload the [IEEE SIGHT 2020 Implementing Team Form](#) with the requested information about the members of the project team.
5. 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.
6. 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.
7. Has the local IEEE Section read the [Roles and Responsibilities for SIGHT/Project Lead/Section Template](#) document and are they willing to ensure project lead and project success? Please attach signed document.
8. Beyond the implementing team listed above, how are IEEE members and potential members engaged and how will they be engaged in this project?

5. Requested Funding

1. Completed [IEEE SIGHT Projects 2020 Budget Form](#)

6. Additional Information

1. 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.]
2. Any supplementary materials that further demonstrate worthiness of the project

How to Submit

- Please submit via [the IEEE HAC & SIGHT online funding portal](#).
- The following template files will be required as part of your online application:
 - [Stakeholder Mapping and End-user Engagement Template](#)
 - [IEEE SIGHT 2020 Implementing Team Form](#)
 - [IEEE SIGHT Projects 2020 Budget Form](#)
 - [Roles and Responsibilities for SIGHT/Project Lead/Section Template](#)

Acceptable Time Frame to Utilize Funds & Reporting Schedule

- Funds must be expended within a maximum of 12 months from the approved project start date. Any funds remaining at that point in time must be returned to IEEE SIGHT.
- A progress report must be submitted six months 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.