

**Proposal Complete Applicant Checklist**  
**IEEE Region 10 & IEEE HAC Call for Proposals: Addressing Local Needs During COVID Time**  
**May - June 2021**

*Proposals must meet all the criteria listed below to advance to the evaluation stage of the R10 and IEEE HAC Call for Proposals funding process. Applicants are encouraged to carefully review their proposal, using this checklist, to ensure it can be considered for funding.*

- Primary Applicant is an active IEEE Member
- Primary Applicant IEEE Member grade is “Member” or higher (no Student Members, Grad Student Members, Individual, or Affiliates can serve as primary applicants)
- Co-Applicant Member number and IEEE Member grade are correct. (Note: it is not required for co-applicants to be active IEEE members, or have a certain IEEE Member grade.)
- The funding amount requested from R10 and IEEE HAC should not exceed US \$500.
- The correct information for the IEEE Organization Unit (OU) is listed. In this case, it should be the applicant’s Section Chair and Section Chair email.
- The question in Section 1: “Executive Summary” should clarify how the project addresses a local COVID-19 related challenge.
- The question in Section 3: “Prototype” should clearly demonstrate that there is a technology component to the prototype. (Proposals must involve deployment of technology, customization of technology, and/or development of technology.)
- Application responses - all required questions should have complete, thorough responses (no one word answers).
- Budget
  - [Correct template](#)
  - Amount requested from R10 and IEEE HAC in the budget is the same as the form.
  - Line items are listed (Not just one lump sum).
  - No volunteer salaries are included in the expenses to be covered with R10 and IEEE HAC funds.
  - No travel is included in the expenses to be covered with R10 and IEEE HAC funds.
  - No indirect costs - including but not limited to overhead expenses, Facilities & Administrative (F&A) costs, tuition, etc.
  - Any additional funding sources are explicitly named.
- Proposal is “signed” by primary applicant and includes their IEEE Member number.