

Proposal Complete Applicant Checklist

IEEE Electron Devices Society (EDS) & IEEE HAC Special Call for Proposals on EDS-Relevant Technology for Local Community Challenges

July - August 2021

Proposals must meet all the criteria listed below to advance to the evaluation stage of the IEEE EDS 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 and EDS 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, if applicable. (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 IEEE EDS and IEEE HAC must be greater than US\$500 and should not exceed US \$2,000. More than US\$2,000 may be considered for scale-up projects if well-justified.
- 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.
- Section 1: Project Overview and Background - it should be clear a) how EDS-relevant technology is used in the proposal and b) how it will be used to address a local community challenge
- Section 3: Project Assessment - should be clear that there is an EDS-relevant technology component to the proposed solution
- Section 4: Project Implementation Plan - should not exceed six months
- Application responses - all required questions should have complete, thorough responses (no one word answers).
- Budget
 - [Correct template](#)
 - Amount requested from IEEE EDS 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 IEEE EDS and IEEE HAC funds.
 - Limited travel is included in the expenses to be covered with IEEE EDS 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, and the status of the funding request is stated in the budget justification.
- Proposal is “signed” by primary applicant and includes their IEEE Member number.