

Proposal Complete Applicant Checklist

IEEE Antennas and Propagation Society (AP-S) & IEEE HAC Special Call for Proposals on AP-S-Relevant Technology for Local Community Challenges

15 November 2021 – 15 January 2022

Proposals must meet all the criteria listed below to advance to the evaluation stage of the IEEE AP-S 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 AP-S 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 AP-S and IEEE HAC must be greater than US\$500 and should not exceed US \$3,000. More than US\$3,000 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 AP-S-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 AP-S-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 AP-S 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 AP-S and IEEE HAC funds.
 - Limited travel is included in the expenses to be covered with IEEE AP-S 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.