



Humanitarian Activities Committee

IEEE AP-S and IEEE HAC Special Call for Proposals: AP-S-Relevant Technology for Local Community Challenges

<https://hac.ieee.org/funding-opportunities/aps-and-ieee-hac/>

[IEEE Antennas and Propagation Society \(AP-S\)](#) and the [IEEE Humanitarian Activities Committee \(HAC\)](#) are partnering to conduct a special Call for Proposals to support projects in AP-S chapters that utilize AP-S-relevant technology to address local community challenges.

Awards of up to *US\$3,000 will be made to selected projects that present a convincing plan to a) understand the real needs of a local community or local stakeholder organization and b) complete in no more than six months' time a pilot project utilizing AP-S-relevant technology to address those local community challenges. (*Funding up to US\$5,000 may be approved for convincing projects on pressing issues challenging an underserved community.)

Any local community challenge that can map back to the [UN Sustainable Development Goals](#) (SDGs) can be considered.

The APS field-of-interest includes all antennas and wireless propagation based technology, wireless devices using IoT, deployment of wireless communication systems, etc. The Society sponsors and reports on education, research, development and manufacturing aspects and is involved in science, theory, engineering, experimentation, simulation, modeling, design, fabrication of such devices and their applications.

Projects must have a good connection to the local AP-S chapter and engage a significant¹ number of IEEE members.

Projects MUST comply with all national/federal, state, and local guidelines and restrictions.

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 demonstrate understanding of the real needs of a local community or local stakeholder organization,
- **Proposals must involve deployment of technology, customization of technology, and/or development of technology *that is relevant to AP-S.***

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.

- 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](#) to the best of the applicant’s ability. 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.

Projects NOT considered:

- Projects that do not clearly articulate the needs of a local community or local stakeholder organization.
- Projects that do not involve deployment of technology, customization of technology, and/or development of technology that is relevant to AP-S.
- Projects that do not clearly articulate active community involvement.
- Projects that are *primarily research or commercial in nature*.
- Projects that collect personally identifiable information.
- Projects with no clearly articulated plan for impact measurement.
- 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 utilize AP-S-relevant technology, (iii) requests less than US\$500 or more than US\$3,000 (up to US\$5,000 may be considered if well-justified), (iv) has a primary applicant with an ongoing or incomplete AP-S or HAC/SIGHT funded project, or (v) for which a completed [IEEE AP-S and IEEE HAC Projects Application 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.

Submission Timeline:

- 15 November 2021 – 15 January 2022

Eligibility to apply:

- The primary applicant must be an AP-S Professional member or higher in good standing. AP-S Student members or SIGHT members may be secondary applicants. AP-S 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 or AP-S funding in 2021 or 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 AP-S at aps.sight@gmail.com before developing and submitting your proposal.

IEEE AP-S and HAC/SIGHT Projects – Special Call for Proposals

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. STEM/Education
 - ii. Water, Sanitation, and Hygiene
 - iii. Food Security
 - iv. Infection Control Devices
 - v. Information and Communications Technology (ICT)
 - vi. Medical Devices
 - vii. Sustainable Power Sources
 - 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 AP-S or HAC 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 project or AP-S project. (Maximum character length – 2,000).
- d. Please check up to three relevant [UN Sustainable Development Goals \(SDGs\)](#) 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, if applicable, 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. **Applicants are strongly encouraged to provide a letter of support from any organization with which they are working.** If there is the need for a legal agreement, please note that here. (Maximum character length – 1,500)

6. Requested Funding

- a. **Completed [IEEE AP-S and IEEE HAC Projects Application Budget Form](#). 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 AP-S and IEEE HAC Projects Application Budget Form](#)

Evaluation Criteria

Applications will be reviewed based on the following criteria:

- Benefit to the affected local community
- Relevance to AP-S technical areas of interest
- 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 from the approved project start date.
- Brief progress reports must be submitted at regular intervals 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.

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.