

**Proposal Complete Applicant Checklist**  
**IEEE HAC/SIGHT Projects Call for Proposals**  
**2022**

*Proposals must meet all the criteria listed below to advance to the evaluation stage of the HAC/SIGHT 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 number is correct, and IEEE Member grade is “Member” or higher (no Student Members, Grad Student Members, Individual Members, or Affiliate Members 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 IEEE HAC/SIGHT should be at least US \$1,000 and should not exceed US \$5,000.
- For applicants who have received HAC/SIGHT funding in the past, the following requirements need to be met:
  - successful completion of the previously funded project
  - submission of all reporting requirements
  - sufficient justification to replicate and/or scale up.
- The correct information for the IEEE Organization Unit (OU) acting as the fiscal intermediary is listed. This should be the applicant’s Section Chair and Section Chair email.
- The question in Section 1: “Executive Summary” should clarify how the project will address a local need through the development, customization, and/or deployment of technology.
- The project is not primarily research or commercial in nature.
- The question in Section 3: “Project Assessment Matrix,” must use the correct template indicated in the application form, correctly completed with the corresponding information. *Applicants are required 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.*
- The question in Section 5: “External Collaboration,” will ideally include letters of approval from partnering entities that outline responsibilities and any funding commitments. Letters should be on the official letterhead of the entity. All applicants should be aware that at least one letter of support from a community entity will be required for the proposal to advance to the second round of evaluation.
- Application responses - all required questions should have complete, thorough responses (no one word answers).
- Budget
  - Should use the correct template indicated in the application form
  - Amount requested from HAC/SIGHT in the budget is the same as response on the form.
  - Line items are listed (Not just one lump sum).
  - No volunteer salaries or honorariums are included in the expenses to be covered with HAC/SIGHT funds.

- Travel expenses comply with [IEEE Travel and Expense Reimbursement Guidelines](#). Given that projects are local in nature, travel costs should be minimal. Depending on local health and safety conditions, any non-essential travel and in-person components may need to be avoided.
  - No indirect costs are included in the expenses to be covered with HAC/SIGHT funds, including but not limited to overhead expenses, honorariums, competition or contest prizes, Facilities & Administrative (F&A) costs, tuition, etc.
  - Any additional funding sources are explicitly named, and the amount of funding they are providing is clearly stated.
  - You have discussed in advance any mandatory **bank or Section administration fees** that would be incurred with a transfer of funds from HAC with the IEEE OU that will be your fiscal intermediary (generally the local Section). These fees may be included in the project budget; however, HAC will confirm that these are mandatory.
- Proposal is “signed” by primary applicant and includes their IEEE Member number.