

**Proposal Complete Applicant Checklist**  
**IEEE Signal Processing Society (SPS) & IEEE HAC Projects Call for Proposals on Signal Processing**  
**Technologies for Local Community Challenges**  
**6 May 2022 – 14 July 2022**

*Proposals must meet all the criteria listed below to advance to the evaluation stage of the IEEE SPS and IEEE HAC Projects 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 SPS 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 SPS and IEEE HAC must be greater than US\$1,000 and should not exceed US\$2,000.
- The correct information for the IEEE Organization Unit (OU) is listed. In this case, it should almost always be the applicant’s SPS Chapter Chair and Chapter Chair email.
- Section 1: Project Overview and Background - it should be clear a) how signal processing technologies are 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 SPS-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 SPS 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 SPS and IEEE HAC funds.
  - Limited travel is included in the expenses to be covered with IEEE SPS and IEEE HAC funds.
  - No indirect costs will be considered for funding, 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 status of the funding request is stated in the budget justification.
- Proposal is “signed” by primary applicant and includes their IEEE Member number.