Proposal Complete Applicant Checklist
IEEE HAC/SIGHT Call for Proposals: Focused on COVID-19 Response and Pressing Community Need
July - August 2021

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 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. (Note: it is not required for co-applicants to be active IEEE members, or have a certain IEEE Member grade.)

☐ For first time applicants: the funding amount requested from IEEE HAC/SIGHT should be more than US $1,000 and should not exceed US $5,000.

☐ For applicants who have implemented an HAC/SIGHT funded project: If the funding requested is greater than US $5,000, the following requirements need to be met:
   o successful completion of the previously funded project
   o submission of all reporting requirements
   o sufficient justification to scale up.

☐ 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.

☐ 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 question in Section 3: "Project Assessment Matrix," must use this template, correctly completed with the corresponding information. *Applicants are strongly encouraged 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," should include letters of approval from partnering entities that outline responsibilities and any funding commitments. Letters should be on the official letterhead of the entity.

☐ Application responses - all required questions should have complete, thorough responses (no one word answers).

☐ Budget
   o Correct template
   o Amount requested from HAC/SIGHT in the budget is the same as response on the form.
   o Line items are listed (Not just one lump sum).
   o No volunteer salaries are included in the expenses to be covered with HAC/SIGHT funds.
   o No travel is included in the expenses to be covered with HAC/SIGHT funds.
   o No indirect costs - including but not limited to overhead expenses, Facilities & Administrative (F&A) costs, tuition, etc.
   o Any additional funding sources are explicitly named.

☐ Proposal is "signed" by primary applicant and includes their IEEE Member number.