



Tech4Good Proposal Eligibility Checklist

Before you submit your Tech4Good project proposal, double check the list below to make sure you have addressed all the requirements.

- The primary applicant (and project leader) has an IEEE member grade or higher
- The primary applicant and co-applicant have taken the five IEEE Learning Network modules and uploaded their completion certificates
- The project budget is between USD \$2,500 - \$10,000
- The project aligns to one of the technology impact areas (based on the UN SDGs)
- The project can be completed within 6 months
- Implements IEEE-relevant technology
- The project is NOT one of the following:
 - Primarily research
 - Commercial, income-generation only, or a start-up
 - Prototype development
 - An event (or series of events)
 - Immediate disaster relief
 - STEM education or capacity building
- The community entity you are collaborating with on this project is clearly identified, their role is outlined for all phases of the project. *BONUS: If you have it, include their [letter of support](#) for the project. This is a requirement for the full application stage.*
- You have clearly outlined the expected impact of this project, in alignment with your technology impact area, and using quantifiable indicators whenever possible.
- You have used the [Tech4Good budget template](#)
- The budget does NOT include restricted expenses:
 - No overhead, honorariums, volunteer salaries, tuition, prizes, F&A
 - Travel costs are no more than 20% of the overall budget
 - Contractor costs are no more than 20% of the overall budget
- You have contacted your local IEEE Section to let them know you will be submitting the proposal and to ask if there are any administrative fees you should include in your budget.