



IEEE Tech4Good & IEEE Region 8 Tech Catalyst Program

Eligibility Quiz

Please complete the following questions to determine whether your project meets the basic eligibility requirements for the IEEE Tech4Good & Region 8 Tech Catalyst program.

This quiz is intended solely as a preliminary assessment and does *not* serve as an official application.

1) IEEE Member Grade

All primary applicants and project leaders must be an IEEE member grade or higher. Does your team's primary applicant and project leader have an IEEE member grade of:

- Fellow
- Life Fellow
- Life Member
- Life Senior
- Member
- Senior Member

Note: Students are not eligible to serve as primary applicants or project leaders, but may be co-applicants and team members.

2) Region 8 SIGHT Groups

Are you connected to an existing IEEE Region 8 SIGHT Group?

Note: Projects must have a good connection to a Region 8 SIGHT Group and engage a significant number of IEEE members. If there is a team of IEEE Members from a Region 8 Section or Student Branch without a SIGHT Group, they may submit a proposal if they commit to forming one. Visit the SIGHT website for instructions on forming a group. You can direct any questions about the formation of new SIGHT Groups to sight@ieee.org.

3) Funding Requested

The Region 8 Tech Catalyst program provides grants between \$1,000 and \$5,000USD in funding. Is the amount you are requesting within that range?

4) Ineligible Expenses

The Region 8 Tech Catalyst Program CANNOT fund:

- Research projects
- Commercial projects
- Projects that design or deploy medical devices
- Projects to develop prototypes
- STEM education projects
- Start-ups
- Projects with the sole purpose of generating income
- Immediate disaster relief
- Events
- Volunteer salaries (for research, contributions, or other)
- Honorariums
- Overhead expenses
- Competition or contest prizes
- Facilities & administrative (F&A) costs
- Tuition
- Travel costs that exceed 20% of the total requested funds (accommodation, transportation, meals, etc.)
- Contractor or external expert expenses that exceed 20% of total requested funds

Does your project plan and/or budget include any of the above?

5) Implementation Timeline

Can your project be implemented within 6 months?

Yes

No

6) UN SDGs

Does your project align with one of the following [UN Sustainable Development Goals](#) (SDGs) determined as the technology impact areas for this call for proposals?

- Smart agricultural technology ([SDG 2: Zero Hunger](#))
- Technology to facilitate and promote education ([SDG 4: Quality Education](#))
- Clean Energy and Sustainable Power ([SDG 7: Affordable & Clean Energy](#))
- Information and Communications Technology (ICT) and Digital Connectivity ([SDG 9: Industry, Innovation, and Infrastructure](#))

7) IEEE-Relevant Technology

Does your project involve the implementation and deployment of IEEE-Relevant Technology?

8) Sustainability Plan

Does your project include a clear sustainability plan beyond the grant period?

9) Community Impact

Will you be able to clearly articulate community impact and include estimated measurable outcomes (e.g., number of people served, skills gained, access improved) in your application?

10) Community Partner

Do you have an existing relationship with a partner community entity based in your project location that you will be working with to implement your project?

Letter of Intent

I. Administrative Information

1. Project Name*
2. Primary Applicant Full Name ***Students are not eligible to serve as primary applicants or project leaders.**
3. Primary Applicant Email*
4. Primary Applicant is affiliated with which IEEE OU

5. Primary Applicant IEEE Member Number
6. **Primary Applicant IEEE Member Grade** *Students are not eligible to serve as primary applicants or project leaders.
7. **Co-Applicant Name***
8. **Co-Applicant Email***
9. Co-Applicant is affiliated with which IEEE OU
10. Co-Applicant IEEE Member Number
11. **Co-Applicant IEEE Member Grade***
12. **Are you connected to an existing IEEE SIGHT Group? If so, please list its name and number.***
 - Projects must have a good connection to a Region 8 SIGHT Group and engage a significant number of IEEE members. If there is a team of IEEE Members from a Region 8 Section or Student Branch without a SIGHT Group, they may submit a proposal if they commit to forming one. You can direct any questions about the formation of new SIGHT Groups to sight@ieee.org. If you are not currently connected to an existing SIGHT Group, please state the IEEE OU where you hope to form the prospective Group.
13. **Who will be the project leader? This individual will be responsible for signing the award documents and completing reporting requirements if the project is granted funding. Students are not eligible to serve as primary applicants or project leaders.**
 - Primary Applicant
 - Co-Applicant
 - Other team member
 - a. If you selected other in the prior question, provide the following details:
 - a. Name
 - b. Email
 - c. IEEE Member Number
14. **In what country will your project take place?***
15. What is the physical distance (in kilometers) between the location of the implementing team and the beneficiary community? **(number only)** *
16. **Funding requested in USD**
 - The IEEE Tech4Good & Region 8 Tech Catalyst program will make awards of between US\$1,000 and US\$5,000 per project. Projects that have previously been awarded funding by IEEE Tech4Good, SIGHT, IEEE HAC, or IEEE HTB may re-apply if they have successfully completed their project and fulfilled all reporting requirements.
17. **Local IEEE Section to act as fiscal intermediary***

Project Overview

1. Is this a new submission or a request for additional funds to replicate or scale a completed Tech4Good and project?
 - a. New Submission

- b. Request for more funding to replicate/scale a successfully executed project
2. 2b. If this is a request for funds to replicate or scale a project, please list the project code (example: 24-T4G1-##) and summarize the results of the successfully implemented project. If this is a proven solution from another IEEE source of funding, please provide details.
3. Executive summary of the project, including location, needs/challenge being addressed, project goals and intended technological solution. It is important to clearly summarize how the proposed technological solution is relevant and appropriate within the target community context. (*Maximum character length – 2,000*)
4. Please select the primary UN SDG in this call focus that the project addresses.
 - a. Agricultural Technology ([SDG 2: Zero Hunger](#))
 - b. Technology to Support Inclusive and Equitable Quality Education ([SDG 4: Quality Education](#))
 - c. Clean Energy and Sustainable Power ([SDG 7: Affordable & Clean Energy](#))
 - d. Information and Communications Technology (ICT) and Digital Connectivity ([SDG 9: Industry, Innovation, and Infrastructure](#))
5. Will the project set up or include interventions on physical infrastructure? (selection: none / partially / extensively / exclusively)
 - o Physical infrastructure includes Buildings and Facilities, Energy Infrastructure, Communication Networks, Transportation Systems, Utility Systems etc.
 - o Interventions include adding equipment, repairs or rebuilds, etc.
 - o Please note that proposals must not include solely interventions on buildings and infrastructures. Projects must have a strong technological and skills capacity building dimension, while any infrastructure aspect should be clearly justified and any allocated funding should be minor in the scope of the project resources.
 - a. None
 - b. Partially
 - c. Extensively
 - d. Exclusively
6. Please explain the IEEE-relevant technology that will be used in the project. (*Maximum character length – 1,500*)
 - o Please explain how the technological focus proposed is well aligned with IEEE's technical areas. The description should be understandable for a broad audience of technical professionals to understand.

Local Community and Stakeholder Engagement

1. Explain the local community need. (Maximum character length – 1,500)

- Please explain the local community need (including context about why it is a challenge) and why the proposed technological solution is important to and relevant for the beneficiary community.
- To consider: What are the underlying problems (needs and conditions) in the target community that can be cost-effectively addressed through appropriate and sustainable use of technological innovation? Please explain who in the community has been involved in / consulted with (e.g., different target groups, roles within community) and how the data was collected during the needs assessment (e.g., interviews, focus group, community meetings, survey). Please explain how technological innovation could cost-effectively address this identified challenge.

2. Who are the stakeholders and how will they be actively engaged in the project?

- Who are the stakeholders and how will they be actively engaged in the project planning, implementation and sustainability?
- Stakeholder: An individual, group of people or organization that affects or is affected by an intervention. The stakeholders should include the project team, the project location community, and any others that will experience relevant and significant outcomes (intended or unintended, positive or negative). Examples include local community groups, local governments, non-governmental organizations, service providers, institutions such as schools, community centers, and so on.

3. Community Demographics:

- What is the population size that is expected to directly benefit from the project? (number only)
- What proportion of this target group are adults? (percentage only)
- What is the average level of education in the identified population?
- high school degree or lower / bachelor degree / master degree or higher)
- Does your project target any of the following groups of people? (multiple selection)
 - Lowest income groups
 - People with Disabilities
 - Slum dwellers
 - Indigenous populations
 - Ethnic/religious/linguistic minorities
 - Gender minorities
 - Displaced groups
 - Refugees or cross-border migrants
 - I don't know

4. What community entities and organizations will you collaborate with to implement the project?

- Please list the external organizations, such as NGOs, local or national government agencies, private companies, multilateral agencies, institutions (universities, schools, community centers) etc., that you will be collaborating with to implement this project.
 - For each, please provide:
 - Name of collaborating organization
 - What type of organization: NGO / Local or national government agency / Private company / Multilateral agency / Institution
 - Contact Name, Role, and Contact Information (email preferred)
 - Organization's Website, and any social media pages
 - **NOTE:Your team is required to collaborate with at least one local entity that represents the community of individuals that will directly benefit from the proposed solution. This entity must submit a letter of support that acknowledges their awareness of the project, outlines their involvement, and states that they will be responsible for the solution after its deployment. While a letter of support is not required for submission of the Letter of Intent, at least one letter from a community entity will be required for the full application. Teams should be prepared to provide this documentation. You may use our [letter of support template](#) to make sure you include the necessary information from your community partner. .**
5. What are the roles and responsibilities of the entities and organizations specified in the previous question, as well as the ones of the implementing team?
- If there is the need for a legal agreement to execute the project, please note that here.

Requested Funding

1. **Completed Region 8 & Tech4Good Projects Budget. All amounts must be stated in US dollars.**
 - Please download, complete, and submit the [Budget Template](#), renaming the file to "[Name of proposal] budget" to avoid potential confusion. You will not be able to edit the file unless you first download it.
 - Please check to ensure that the total amount requested is between US\$1,000 - US\$5,000 and that the amount in the budget is the same as the response to the "Funding Requested" question earlier in this form.
 - The IEEE Tech4Good & Region 8 Tech Catalyst program 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 that projects are local in nature, travel costs should be minimal. Any non-essential travel and in-person components should be avoided. All amounts should be stated in US Dollars and any administrative fees from the IEEE Section must be included in the project budget.

- As a reminder, IEEE Tech4Good & the Region 8 Tech Catalyst program cannot fund the following:
 - Research projects
 - Commercial projects
 - Projects that design or deploy medical devices
 - Projects to develop prototypes
 - STEM education projects
 - Start-ups
 - Projects with the sole purpose of generating income
 - Immediate disaster relief
 - Events
 - Volunteer salaries (for research, contributions, or other)
 - Honorariums
 - Overhead expenses
 - Competition or contest prizes
 - Facilities & administrative (F&A) costs
 - Tuition
 - Travel costs that exceed 20% of the total requested funds (accommodation, transportation, meals, etc.)
 - Contractor or external expert expenses that exceed 20% of total requested funds
- 2. Will your project rely on existing open-source resources or generate new ones? Projects that include an AI component must utilize open-source tools and/or produce open-source resources. Please explain.
- 3. Although IEEE Tech4Good and IEEE Region 8 Tech Catalyst projects are not permitted to commercialize, those that produce a modest income and reinvest those funds into the solution and community can ensure the projects long-term sustainability and success. Do you anticipate your project generating any income? If so, please specify the projected annual amount and explain how these funds will be utilized.

Main Application

Project Implementing Team

1. Provide a summary of the members of the implementing team.
 - a. If readily accessible, provide short profiles for each member of the proposed implementation team (IEEE and non-IEEE) that justifies how their participation will support achieving the objectives of the proposal. The profiles should explain the

relevance of their expertise and previous field work experience (particularly in the beneficiary country). Please describe any previous relevant team collaborations.

2. Who will be the project leader? This individual will be responsible for signing the Tech4Good award documents and completing reporting requirements if the project is granted funding.

Please note that a student member may not be the project lead.

- Primary Applicant
- Co-Applicant
- Other team member
 - If you selected other in the prior question, provide the following details:
 - Name
 - Email
 - IEEE Member Number

3. Implementing Team Membership Statistics:

- a. How many IEEE members will participate in the implementation of the project? (number only)
- b. How many non-IEEE member volunteers will participate in the implementation of the project? (number only)

Local Community and Stakeholder Engagement

1. **Please upload a Letter of Support. Your team is required to collaborate with at least one local entity that represents the community of individuals that will directly benefit from the proposed solution. This entity must submit a letter of support that acknowledges their awareness of the project, outlines their involvement, and states that they will be responsible for the solution after its deployment. You may use our [letter of support template](#) to make sure you include the necessary information from your community partner.**

- All Letters of Support must be typed, submitted on official letterhead (with the logo of the organization) and be physically or electronically signed by the beneficiary. No pictures of signatures are allowed, while electronic signatures should be valid and connected to the respective organization.

Project Implementation Plan

1. Project work plan and milestones
 - IEEE Tech4Good & IEEE Region 8 Tech Catalyst projects must be completed within six months. Please outline your monthly implementation plan and the major milestones you expect to achieve. (Please provide a detailed plan, without duplicating what is in your previous answers)

2. Provide a thorough sustainability plan that includes (1) who will manage the deployed solution, (2) who will be financially responsible for the solution, and (3) the capacity-building plan that will undertake to ensure the sustainability and maintenance of the solution by the local community beyond the six months grant period.
3. Describe the potential risks and unintended consequences associated with this project, including, but not limited to, implementation risks, risk to people, property, and IEEE reputation. How will risks be mitigated? Please explain in as much detail as possible what mitigation measures will be taken to prevent any potential safety hazards. 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) will review proposals to assess risk and provide guidance. (Maximum character length – 1,500)
4. 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 them as attachments. If there are approvals still pending, please explain your plan to secure them. (Maximum character length – 1,500)

Project Assessment

1. Describe the current situation in the community which your project will address (baseline). Be specific and use quantitative data as much as possible.
2. What will happen as a result of the proposed solution and how will the quantitative data stated in the previous question be improved? Provide the target value for your quantitative indicators after the project is completed and how it was determined.
3. What is expected to positively change in the beneficiary community as a result of this project (e.g., improved quality of life, skills, self-sufficiency to maintain solutions) – please explain both the perceived short, medium and longer-term improvement envisaged.
4. Define the deliverables and the desired outcomes and outputs of your project.
 - What are the goals, target populations and objectives? These should be specific, realistic and time delimited (e.g., what can be achieved in 1 month, 3 months, 6 months). Provide a detailed description of things that will be developed during the project process. If there is a correlation between deliverables, state it. This will be the expected output of the project and have to be properly defined and measured in the format of Key Performance Indicators (KPIs). **Failure to establish discrete and understandable deliverables with KPIs will result in the project rejection.**

Requested Funding

1. Budget narrative. **Do not** simply list expenses. Please use this area to provide the reason as to why each budget line item has been included. 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.

2. Will your project generate income? Although IEEE Tech4Good & IEEE Region 8 Tech Catalyst projects are not permitted to commercialize, those that produce a modest income and reinvest those funds into the solution and community can ensure the projects long-term sustainability and success. Do you anticipate your project generating any income? If so, please specify the projected annual amount and explain how these funds will be utilized.
3. Will your project rely on existing open-source resources or generate new ones? Projects that include an AI component must utilize open-source tools and/or produce open source resources. Please explain.
4. What, if any, mandatory bank fees would be incurred with a transfer of funds from HTB to the IEEE fiscal intermediary?
 - 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 HTB to the OU. These fees may be included in the project budget; however, the OU must confirm to HTB that these are mandatory.
 - If none, please state "Does not apply."
5. Have you already contacted Section leadership to let them know you are submitting this proposal? *We strongly recommend that teams advise the Section of the possibility of this proposal being funded, as the Section acts as the fiscal intermediary for any transfer of funds from Tech4Good and should be aware of its members' activities.*
 - a. Yes
 - b. No
 - c. Other - please explain

Additional Information

1. 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.
2. Any videos or photos that introduce the project team, demonstrate the need identified, or explain the technological solution to be implemented are welcomed.
3. Please add any supplementary materials that further demonstrate worthiness of the project, or evidence of any co-funding commitments.