



IEEE R10 New Initiatives Program

Terms of Reference

DISCLAIMER

1. IEEE Region 10 and R10 Strategic Planning and New Initiatives (SP&NI) Committee will not be responsible for the copyright or intellectual property violations of the project selected for funding under the R10 New Initiatives Program. The project leaders (OUs and volunteers) are responsible for ensuring that no copyright and Intellectual Property rights are violated during and after the project implementation.
2. IEEE Region 10 reserves the right to amend the program's terms & conditions to remove any ambiguity. Any changes in the terms & conditions will be announced on the R10 website, and all designated projects' points of contact will be informed by email. It will be the responsibility of the project leaders to note the changes and abide by the rules.
3. R10 Director can at any time cancel a project and withhold approved funds if the project or personnel involved in the project are deemed to have violated any terms & conditions specified in this document and/or found in breach of the IEEE Code of Conduct and Ethics.
4. The material and information contained in this document is for general information only. You shall not rely upon the material or information as a basis for making any business, legal, or any other decision. Neither IEEE Region 10 nor any of its members, directors, employees, or other representatives will be liable for damages arising out of or in connection with the use of this information contained herein. IEEE Region 10 reserves the right to add, change, or delete its content or any part thereof without notice.

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Executive Summary

IEEE Region 10, commonly known as R10, has established a special program called R10 New Initiatives to support innovative and beneficial projects for members, the public, the technical community, or local communities. The program's main objective is to provide substantial funding to projects aligned with the IEEE strategic directions. It can deliver significant outcomes beyond the scope of routine funding schemes.

The R10 New Initiatives program will be open to proposals costing at least US \$1,000 and up to a maximum of US \$10,000, although only a limited number of such projects may be awarded a higher level of funding.

The R10 Strategic Planning & New Initiatives (SP&NI) Committee manages and runs the R10 New Initiatives Program. The Chair of the SP&NI Committee will lead the program and ensure its successful implementation.

The typical duration of a project will be one year. However, in exceptional cases, the R10 Director can approve the continuation of the project for another twelve months with or without additional funding. Proposals can be submitted anytime during the year but no later than mid-November. All received proposals will be assessed and decided within six weeks of submission.

All projects selected for funding under the R10 New Initiatives program will be required to uphold the high standards of ethics, including candidly assessing real or perceived conflicts of interest (COI) and compliance with IEEE finance policies.

IEEE R10 New Initiatives Program

1 INTRODUCTION

The IEEE Region 10 (R10) New Initiatives program aims to support potential new IEEE initiatives, services, or products that will significantly benefit members, the public, the technical community, or local communities. The program launched in 2023 is expected to deliver innovative solutions and beneficial programs for the members and public, thus raising the IEEE visibility in local communities and complementing R10 membership development endeavours.

The IEEE R10 Strategic Planning and New Initiatives Committee (SPNIC) is tasked to invite proposals and select New Initiatives, projects/activities/events for funding in line with IEEE's strategic plan (Appendix A), involving multiple IEEE R10 Organizational Units (OUs) and other communities working together. Initiatives must be strategically important to IEEE and not necessarily be related to IEEE operations or traditional technical or professional activities.

The R10 New Initiatives program will seek proposals in the following areas:

- Increasing IEEE's connectivity to the industry
- Service to members and local communities
- Engaging and recruiting members
- Creating innovative educational opportunities (Higher Education, Pre-University Education, Recurrent Education, etc.)
- Increasing the visibility of IEEE and its relevance to different communities
- Projects related to any other matter, theme, or topic of relevance to IEEE strategic directions

2. Eligibility

The program is open to all IEEE R10 members and is supported and endorsed by one or more OUs in Region 10. Proposals that bridge multiple OUs, including from other regions, will also be highly evaluated. Therefore, there is no restriction on the number of OUs or countries in a single proposal. Proposals are expected to be executed as IEEE R10 activities by one or more OUs in the region.

Proposals and expenses related to the following categories will not be accepted for funding under the R10 New Initiatives program:

- University, private company, and individual research and development projects, including prototypes and testing products
- Venture capital for patentable inventions
- Activities typically funded through other IEEE mechanisms
- Overhead (general and administrative or indirect costs)
- Ongoing activities or operational costs of the applicant
- Construction or building renovations (unless it is an extraordinary strategic Initiatives)
- Lobbying or electioneering
- Commercial promotion activities
- Personal or commercial loans
- Grants with an individual as the sole beneficiary

- Scholarships to individuals or institutes
- Endowments
- Participation of specific/individual teams at competitions or conferences
- Extensive travel and meeting expenses

3. Terms and Conditions

IEEE strives to achieve the highest standards of integrity and endeavours to conduct business around the world in a responsible and ethical way. Similarly, IEEE R10 holds a high standard of ethics, including candidly assessing real or perceived conflicts of interest (COI). Therefore, those who act on the R10's behalf must ensure IEEE's compliance by adhering to the same standards and expectations. Individuals involved in making procurement decisions or other activities that could represent a potential COI must complete and submit the [Principles of Business Conduct/Conflict of Interest form](#) (Appendix B) with the proposal application.

All personnel involved with the approved projects/activities/events under the IEEE R10 New Initiatives Program must declare any perceived or actual COI as soon as it becomes apparent. Any failure to declare the COI may result in cancellation of the R10 funding for the project/activities/events.

Project proposer(s) must also submit disclosure forms for the vendor and contract(s) exceeding US\$5000, which will require IEEE Finance approval. All contracts will be reviewed for items which might increase R10's liability beyond an acceptable level.

3.1 Funding Requirements

- Proposals shall be at least US\$1,000 and up to a maximum of US\$10,000, although only a limited number of such projects may be awarded.
- All awarded funds must be used within a period of 12 months. Any unused funds are not transferrable to other projects or OU's.
- Co-funding of the proposed project from the sponsoring OU's will be welcome, increasing the chances of being approved.
- If the project is executed across multiple OUs, the disbursement will be shared among the participating OUs per the submitted and approved budget plans. Each OU will be evaluated on its contribution to the program and will request reimbursements accordingly.
- The POC for the approved project will submit regular (preferably bimonthly) progress reports against the major milestones identified in the approved project proposal. This will help R10 release the funds on request as they are allocated in a phased budget.
- All disbursement requests shall be made within 12 months from the start of the project. By the end of November of each year during which the project is executed, claims for reimbursements must be submitted for the expenses incurred in that year. Any unspent budget will be returned as part of the overall R10 budget.

3.2 Legal Requirements

OUs and Volunteers responsible for the project selected for R10 funding will be responsible for avoiding all potential copyright and Intellectual Property (IP) infringements. R10 Director, SP&NI Committee members and Chair, and IEEE staff will not be responsible if any copyright or Intellectual Property violation happens during the implementation of an R10-funded

project/activity/event. The principal project proposers will sign an indemnity as part of the application for submitting a project proposal.

The ownership of all patents, copyrights, or IP generated as part of the R10-funded project outcomes will be subject to the R10 Director's approval.

R10 shall not be held liable for any additional cost due to any project running over budget or/and overtime. Any expense related to inflation or any other circumstances will be the responsibility of the OUs and volunteers involved in the project. R10 Director may approve additional funding under special circumstances, such as if the project can achieve supplementary benefits for the members and/or the community.

4. Key Features of New Initiatives Project Proposals

All proposals for R10 New Initiatives funding must clearly identify:

1. Lead OU and collaborating OUs,
2. Lead volunteer(s) responsible for completing the project on time and within budget and delivering the outcomes.
3. The project leader expertise to conduct the project and a capable team of volunteers to support the project,
4. A Project point of contact (POC) for reporting purposes,
5. Major milestones and minor stepping stones with timelines leading to successful achievement of all deliverables,
6. Main deliverables or outcomes with Key Performance Indicators (KPI) metrics of successful achievements as an effective method to measure the project's success, i.e., how those metrics will be measured, should be a critical part of the proposal for funding from the R10 New Initiatives program.
7. A project budget clearly categorizes the income and expenses. All expenses must be phased against the milestones/timelines. This will help the release of an appropriate amount of funds from the R10 at the requested time.
8. It is highly desirable for the proposal to include a viable plan for the project's financial sustainability after the R10 New Initiatives funding ends.

R10 may also specify additional deliverables or desired outcomes if appropriate to further the strategic goals of IEEE and R10. However, these additional deliverables will need to be accepted or rejected by the project proposer before the R10 makes a final decision about the project.

5. Proposals Collection and Selection Process

The R10 SP&NI Committee Chair shall issue a Call for Proposal (CFP) to solicit proposals for funding under the R10 New Initiatives program. The CFP will be sent to all OUs in R10 by email early in the calendar year and will be publicized through R10 website and social media for inviting proposals from a wide cross-section of IEEE membership.

All received proposals will be scrutinized by the R10 SP&NI Committee, or an assessment team appointed by the SP&NI Committee Chair, to evaluate the eligibility and suitability for funding of the proposed projects/activities/events. The assessment will deliberate key features of the proposals as outlined in section 4 above. The selection process will particularly take into account quality, innovation, and creativity of the project balanced by its likelihood of successful impact and usefulness of projects/activities/events for the members and communities. There may be some additional selection criteria to ensure the financial viability and value for money

of the proposed projects/activities/events. The SP&NI Committee Chair may also seek expert advice for any proposal if required.

For the transparency and traceability purposes the SP&NI Committee Chair shall keep a record of all assessments and selection processes including submitted documents and support data in accordance with MGA Board guidelines for Record Retention Schedule.

6. Schedule

A proposal for a project/activity/event can be submitted any time during the year but no later than 15th November.

- Last day to apply for R10 New Initiative funding –15th Nov of the year.
- Notification of Acceptance: Within 6 weeks of submission.
- Disbursement Requests Deadline: 30th November for the year.

7. Further Information

The R10 SP&NI Committee Chair or a designated volunteer will be the main point of contact (POC) for further information, who can be contacted by email. The contact email will be published in the CFP and on social media.

7.1 Useful Links

- All relevant information and forms are available at: <https://spnic.ieeer10.org/cfp-ni-2024/>
- COI: <http://www.ieee.org/content/dam/ieee-org/ieee/web/org/audit/ieee-principles-of-business-conduct.pdf>
- IEEE Strategic Plan: <https://www.ieee.org/about/ieee-strategic-plan.html>
- R10 New Initiatives Proposal Application Form: <https://spnic.ieeer10.org/submission-2024-ni/>

8. APPENDIX A – IEEE Strategic Plan

IEEE Strategic Plan 2020-2025

OUR MISSION

We foster technological innovation and excellence for the benefit of humanity.

OUR VISION

We will be essential to the global technical community and to technical professionals everywhere, and be universally recognized for the contributions of technology, and of technical professionals in improving global conditions.

CORE VALUES



IEEE WILL:

- Drive global innovation through broad collaboration and the sharing of knowledge
- Enhance public understanding of engineering and technology and pursue standards for their practical application
- Be a trusted source of educational services and resources to support life-long learning
- Provide opportunities for career and professional development
- Inspire a worldwide audience by building communities that advance technical interests, inform public policy, and expand knowledge for the benefit of humanity

IEEE will foster a collaborative environment that is open, inclusive, and free of bias and will continue to sustain the strength, reach, and vitality of our organization for future generations.

www.ieee.org/strategic-plan

Approved by the IEEE Board of Directors, November 2019



9. APPENDIX B – CONFLICT OF INTEREST FORM

Print Form

Principles of Business Conduct Compliance Certificate and Conflict of Interest Disclosure Statement

Principles of Business Conduct Compliance Certificate

I have read and understand the IEEE Principles of Business Conduct (http://www.ieee.org/web/volunteers/compliance/conflict_of_interest/summary_conduct.html). I will adhere in all respects to the standards described therein. I further confirm my understanding that any violation of the IEEE Principles of Business Conduct will subject me to appropriate disciplinary action, which may include termination of my volunteer/member position or suspension of the project.

I certify to IEEE that I am not potentially in violation of the requirements of the program, unless I have noted that potential in a signed Statement of Exceptions (brief written description of the possible violation) attached to this Compliance Certificate.

Please answer the following:

Is a Statement of Exceptions needed?

YES NO

If yes, please enter Statement of Exceptions:

Conflict of Interest Disclosure Statement

1. Are you or is any member of your immediate family affiliated with a business that supplies property, goods or services to IEEE or engages in any business that is competitive with IEEE or is a client of IEEE?

YES NO

If yes, please explain: