

IEEE Education Society New Initiative Self-Assessment Checklist

The IEEE Education Society plans to make two calls per year to collect ideas and offer funding for new initiatives within the Society.

The first call will occur in Q1 and will fund proposals for the last half of the year. The second call will occur in Q3 and will fund proposals for any time the following year.

The scope/nature of the project should be providing a broader impact to the IEEE Education Society as a whole with a focus on dissemination of project results and resources for others to use of IEEE Education Society platforms (Ex. The Teaching Excellence Hub).

Please see below a checklist to help determine if your proposal idea qualifies for the IEEE Education Society Call for New Initiatives.

All IEEE Education Society Call for New Initiatives:

- **Are you or the submitter an active IEEE Education Society member?**
 - Only IEEE Education Society members are eligible for funding through this call.
- **What is the scope/nature of this project?**
 - The scope/nature of the project should provide a broader impact to the IEEE Education Society as a whole, with a focus on dissemination of project results and resources for others to use of IEEE Education Society platforms (Ex. The Teaching Excellence Hub).
- **Is your initiative for a research project or award funding?**
 - Per IEEE Initiative Guidelines, neither of these can be funded through New Initiatives and will be denied.
- **Is your initiative for salary payment?**
 - If you request funding for a volunteer to produce something as part of your request, IEEE will deny that funding.
 - If the salary payment is to pay a professional outside of the society to provide a service that is required to implement the initiative, IEEE may approve this type of payment depending on the proposal.
- **Does your new initiative meet the funding requirements listed below?**
 - Funding requests may range from \$1,000 USD to \$20,000 USD. Amounts must be fully justified in the budget explanation. Requests greater than this range should be discussed in advance.
- **Does your new initiative align with the Society's strategic goals and benefit the Society's activity and/or members?**
 - Initiatives will not be approved if they do not pertain to the Society's goals.

Round 1 Call for New Initiatives Only:

- **Does your proposal for a new initiative occur between June-December of this year?**
 - This call will only approve projects that occur this year in Q3 or Q4?

Round 2 Call for New Initiatives Only:

- **Does your proposal for a new initiative occur next year?**
 - This call will only approve projects that occur the following year.