**This message is being sent on behalf of Paul Nikolich, TAB Committee on Standards (CoS) Chair.**

Society/Council Standards Volunteers:

This is the second call for 2021 to provide seed funding for projects initiating innovative standards efforts. As before, we are looking for proposals from Societies and Councils (S/Cs) that currently have little or no standards activities. However, we will consider proposals from other S/Cs that describe innovative approaches. (See Q. 1 of the FAQ in the attachment for more explanation.)

Because of continued uncertainties and IEEE travel restrictions, **this call requests proposals for projects that can be initiated immediately and performed without travel.**

To submit a proposal, please complete the attached Funding Request Form and send to Patrick McCarren ( [p.mccarren@ieee.org](mailto:p.mccarren@ieee.org) ) and Paul Nikolich ( [paul.nikolich@att.net](mailto:paul.nikolich@att.net) ) by 11:59 pm in your time zone, July 1, 2021.

In preparing the proposal for submission, please pay careful attention to the guidance embedded in the Form and to the FAQ appended to the Form. Please note the requirement that the proposed objectives must have particular characteristics, i.e., that they be Specific, Measurable, Achievable, Relevant, and Time-Oriented. (See Section 1 of the Form and Q8 of the FAQ).

Thank you in advance.

Paul Nikolich  
Chair, TAB CoS

|  |
| --- |
| **For use by TAB CoS after receipt of proposal...**  **Proposal number:**  **Date received:** |

**Request for Funding a Standards-Related Activity from the**

**Technical Activities Board Committee on Standards (TAB CoS)**

**Standards Association Discretionary Fund**

(The Call's primary purpose is to use seed funding to motivate members of Societies and Councils with little to no standards-related activities to consider establishing them. Standards are a means of moving academic research topics from the lab into commercial deployment. Innovative new standards-related products and services have the potential to be of benefit to humanity, meeting the IEEE’s mission.)

(Standards-related activities bring together like minded individuals to develop a common method to meet a market need using a consensus driven process. This could be a set of definitions, a process, a practice, an interoperability specification, etc.)

(Please be sure to carefully review the attached FAQ prior to submitting your proposal.)

**Proposal Title:** (Put the proposal title here.)

Is this proposal for a continuation of a previously approved TAB CoS project?

Yes, Title and Date of approved proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No\_\_

(If a continuation, you have the option of redlining the original proposal and submitting it.)

**Proposers:**

(Fill in the table below with the appropriate information. Add columns as needed.)

|  |  |  |
| --- | --- | --- |
|  | **Proposal Leader** | **Alternate Contact**  **(add more columns if needed)** |
| **Name** |  |  |
| **Email Address** |  |  |
| **Phone Number** |  |  |
| **Affiliation/Employer** |  |  |

**Society(ies)/Council(s)/Organizational Units(s) that are targets for or are currently sponsoring the project:**

(List the Society, Council, or Organizational Unit (OU) here as well as the officer or representative that you have contacted.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **S/C/OU 1** | **S/C/OU 2** | **S/C/OU 3**  **(add more if needed)** |
| **Name of S/C/OU** |  |  |  |
| **Name of Contact** |  |  |  |
| **Email Address** |  |  |  |
| **Phone Number** |  |  |  |

**0. Context**

(If you wish to describe some larger problem or scope of work, of which your proposed project is a part, then do it here. The remainder of the proposal must specifically address your proposed project.)

**1.** **Specific, Measurable, Achievable, Relevant, Time-Oriented (S.M.A.R.T.) Objective(s)[[1]](#footnote-1)**

(The S.M.A.R.T. objectives will be consulted throughout proposal evaluation and project execution:

* Evaluation: Proposal grading will be based primarily upon the strength of the objective(s) as compared against the primary mission of the funding program—to stimulate standards-related activities in areas that are innovative or novel, particularly among Societies and Councils with little or no current standards work.
* Progress tracking: Progress will be reported in terms of the objective(s).
* Success measurement: Success will be evaluated in terms of how well the objective(s) are met.

Bear these three uses in mind as you phrase the objective(s). The time spent in formulating a strong statement of the objective(s) will be more than repaid in simplified reporting. The following table should be used to describe your objective(s). The table may be replicated if you offer more than a single objective. If you think the questions are redundant with other parts of the proposal format, you’re right! The remainder of the proposal allows you to expand and explain what you write here.)

| Criteria | Proposal Objective Description |
| --- | --- |
| **Specific** | (What will you achieve? How will you know when it is accomplished?) |
| **Measurable** | (What are your expectations regarding quantity, quality, frequency and cost?) |
| **Achievable** | (What are the knowledge, skills, experience, resources need to achieve the objective? Are their external constraints that need to be considered?) |
| **Relevant** | (How does the objective relate to the goals of the call for proposals?) |
| **Time-Oriented** | (When will it be completed? What are the milestones toward completion?) |

**2. Scope of Work**

(Provide a description or statement of the work to be undertaken, the products of the work, and the steps to be taken in performing the work. Explain the relationship of the work and the products to achieving the SMART objectives.)

**3. Expertise and Experience**

(Explain how the leadership team has the necessary expertise and experience to lead the project to a successful completion.)

**4. Market Relevance**

(Explain how the project satisfies an unmet market need and will attract volunteers to engage in the project. Quantitative explanations are preferred, e.g. the expected number of active participants in drafting a standards project authorization request.)

**5. Innovation**

(Please consult Q 1 of the attached FAQ. Explain into which of the three categories your proposed project fits. Explain the relationship, if any, to the current standards program of the sponsoring Society, Council, or Organizational Unit. Explain how the proposed project would take an innovative approach or pursue an innovative objective.)

**6. Commitments and Support**

(If you have commitments from IEEE OUs, Societies/Councils, and/or other subgroups to support this proposal, describe them.)

**7. Contingencies**

(If there are any IEEE or external contingencies, e.g. other proposals, support, or activities, on which this proposal depends, describe them.)

**8. Importance**

(If the project addresses strategic goals of IEEE, TAB or of IEEE SA, explain how. These goals can found at the following places:

IEEE [ <https://www.ieee.org/about/ieee-strategic-plan.html#2020-2025-goals> ],

TAB [ https://www.ieee.org/about/volunteers/tab.html ], and

IEEE SA [ https://standards.ieee.org/about/strategy.html ].)

**9. Diversity**

(If the project addresses diversity goals of the IEEE, explain here.)

**10. Follow-on**

(If the project should continue after the completion of its support by TAB CoS, describe follow-on work and how it would be funded.)

**11. Impact**

(When the project is completed, describe how the world, the profession, and/or the IEEE will be improved. Your proposal will not be funded without a clearly stated S.M.A.R.T. measure of success.)

**12. Mentoring**

(Be aware that TAB CoS, at its discretion, may assign a mentor to an approved proposal. The mentor must be incorporated as a part of your leadership team. The mentor is intended to provide experience in standards-related matters and to be a communication link between your project and TAB CoS. Explain how you will incorporate a mentor, if assigned, into your project leadership team.)

**13. Funding**

(Estimate the funding required for this proposal. If the project will fall in more than one calendar year, divide the funding accordingly. Describe how the funds will be used. Justify the need for those expenses. Be aware that purchases of assets, including software licenses, will undergo a possibly time-consuming procurement process. If the project will generate some income to offset expenses, explain that. Note that proposals requiring more than USD$10,000 would have to provide extraordinary benefit.)

Total amount: $\_\_\_\_\_\_\_\_\_

(If the proposed project will be executed during more than one calendar year, then break down the expenses by year. Consult Q4 of the FAQ for information regarding multi-year projects.)

2021 $\_\_\_\_\_\_\_\_\_

2022 $\_\_\_\_\_\_\_\_\_

Itemization of anticipated expenses:

|  |  |  |  |
| --- | --- | --- | --- |
| Expense | Amount | Description | Term |
|  |  |  |  |
|  |  |  |  |
| (Add rows as necessary) | | | |

[**\*\*Proposal funding is on an expense reimbursement (not grant) basis. The project leader will be requ**](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/travel-expense-reimbursement-guidelines.pdf)**ired to track expenses and submit for reimbursement per IEEE FOM (** [**https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf**](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf) **).**

**14. Integrated Schedule of Products, Milestones, Funding**

(This is a very important part of the proposal. Careful attention to this section will improve the chances that the proposal will be approved and will simplify your reporting of progress if the proposal is approved.)

(Provide a schedule for the work with named milestones, e.g. Phase x, the date that the milestone is expected to be achieved, the products that will be produced for that milestone and the estimated cost to reach the milestone. Alternatively, provide a list of tasks, the date on which the task is to be completed, the products of the task, and the estimated cost of the task.)

(The schedule must include a starting and ending date. For the purpose of this section, assume that project would be approved and funding would be available 60 days after the relevant deadline for proposal submission.)

(The schedule must also include progress reports due on January 15, May 15, and October 15 during the execution of the project, and an additional report at the conclusion of the project. The progress reports should be succinct--reporting milestones reached or unreached, progress toward achievement of the SMART objectives, and any changes in plan. We do not want subjective statements; we want quantitative reports calibrated against this schedule and the SMART objectives. We anticipate that this could be accomplished in one to three paragraphs.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestones/Tasks** | **Planned Date** | **Product** | **Cost** |
|  |  |  |  |
|  |  |  |  |
| (add rows as needed) |  |  |  |

**FAQ: TAB CoS Proposal for Standards Association Discretionary Funding**

The year 2021 will be the third year in which IEEE SA will cooperate with IEEE TAB by providing seed money for innovative proposals that provide benefit for IEEE standardization activities.

**Q1. What is the goal of the TAB CoS Discretionary Funding program?**

The program has the goal of stimulating standards activities in novel and innovative technical areas. The Societies and Councils of TAB cover a wide range of technical area, so the program targets:

(1) Innovation by stimulating standards activities in the technical areas of Societies and Councils that currently have little or no standards activities underway. Therefore, the evaluators will give preference to proposals submitted from those Societies.

(2) Innovation by stimulating standards activities in technical areas currently not treated in Societies and Councils that do have otherwise robust standards programs.

(3) Innovation by taking a novel approach in technical areas that are currently treated by standardization efforts.

**Q2. What Kinds of Activities Should be Proposed?**

The intent of the program is to provide seed money to stimulate activities and projects that will lead to innovative standards-related products and services. Examples of those products and services include:

Standards Committee formation, Industry Connections groups, Study Groups, Standards, Recommended Practices, Guidelines, Standards application notes, Standards-Related Professional Certification Programs, Conformance Verification Test Suites, Interoperability Test Suites, Open Source Programs, Registry projects, Standards validation projects, Standards education projects and plugfests, model software implementation, and technology transition from research or other academic work.

An example of such an activity would be to host and conduct a call for interest on a particular technical standardization opportunity at an IEEE conference, then subsequently to lead discussions among the potential stakeholders to initiate a formal Industry Connections program or standardization study group. Another example might be the analysis or simulation or design/construction of a prototype or field testing of a product/service based on emerging or published IEEE standards demonstrating its utility.

**Q3. What Kinds of Activities Should not be Proposed?**

A proposal unrelated to IEEE Standards Activities will not receive funding from this program. A proposal to subsidize an existing standards effort will probably not receive funding. A proposal for a new project in an area already well treated by standardization will probably not be funded, unless the proposed approach is notably innovative (see Q 1.)

**Q4. What Should the Proposed Cost Be?**

A proposal that asks for USD$3000-USD$10,000 will fall into the range of what is expected. If your idea is really good and will cost more than that, then go ahead and propose it, but be aware that your proposal will have to be very convincing. If your idea would cost less than that because it is of small scale or you will spend the money efficiently, then propose that.

**Q4. How Will the Proposal be Funded?**

Funding for the proposal is NOT a grant. All funding is provided as ***reimbursement*** for expenses already incurred and is provided in accordance with the usual IEEE financial practices. Your proposal must include specifics regarding planned expenses and the your actual expenses must be consistent with your approved proposal. If you must deviate from the expenses listed in your proposal, you should seek approval prior to make the expenditure.

Note that IEEE operates on a fiscal year basis. Unspent funds are NOT carried over into subsequent years. If your project is delayed, you must contact TAB CoS to determine how the project is to be revised to accomplish its goals without carrying over funds to another year. For the same reason, if your project is anticipated to be executed in two or more different calendar years, it will be funded for only one calendar year at a time. Funding for successive years will be considered annually.

**Q6. Is Non-monetary Support Envisioned?**

Yes, feel free to propose receiving modest staff support as well as "shepherding/mentoring" by IEEE Standards volunteers knowledgeable about the standards development process.

**Q7. Does the Idea need Endorsement?**

It will be beneficial to provide evidence of buy-in by your Society or Council, especially if the successful execution of your proposed project and/or exploitation of its result depend upon continuing effort by your Society or Council.

It your proposal involves outreach to other communities or depends on the interest of others, it would be good to provide some evidence of their interest.

It would be good to include credible evidence that a critical mass of engaged participants are ready and willing to provide sustained contributions to meeting the proposal’s deliverables.

**Q8. Why are “S.M.A.R.T.” Objectives required?**

The time that you invest in formulating a S.M.A.R.T. objective saves time for everyone involved in evaluating, executing and administering proposals, projects and results. Because the objective is “Specific,” proposal evaluators can quickly grasp the essence of the proposal, while project leaders can focus their effort. Because the objective is “Achievable” and “Relevant,” proposal leaders can demonstrate the desirability of the project and proposal administrators can evaluate accordingly. Because the objective is “Measurable” and “Time-Oriented” project leaders can easily report progress and project administrators can easily understand if the project is progressing. Finally, measurable results allows the project leaders to demonstrate success. More information about S.M.A.R.T. objectives can be found at <https://hr.wayne.edu/leads/phase1/smart-objectives> .

**Q9. Is every section of the proposal required?**

No. If the description provided in the form begins with “if”, then it is optional. Keep in mind, though, that these optional portions provide opportunities to elaborate on the benefits of performing the project.

**Q10. How are the proposals evaluated?**

The proposals are evaluated by a subcommittee of TAB CoS, composed of members with standards experience in various areas. If necessary, the subcommittee will reach out to the entire committee or even beyond it to gain needed expertise.

In the evaluation, each proposal is given one of the following grades:

* *Approved*: The proposal is satisfactory as is.
* *Conditionally approved*: The proposal is not yet satisfactory, but will be approved (typically, quickly) if certain specified shortcomings are resolved and the proposal is resubmitted. Occasionally, mentoring will be suggested.
* *Rejected*: The proposal does not meet the program’s objectives or cannot be funded for other reasons.

Following grading by the evaluation subcommittee, the results are sent to IEEE SA for their approval. So far in the program’s history, IEEE SA has agreed with the results of the evaluation subcommittee.

Note that, as in all such programs, funding is limited and a good proposal might be rejected due to shortage of funds. In such a case, the proposer might be advised to resubmit the proposal for the following year’s program.

1. Give the objective(s) of the proposal, described in terms of “S.M.A.R.T.” objective(s). If unfamiliar with S.M.A.R.T., please refer to <https://hr.wayne.edu/leads/phase1/smart-objectives> . This is a very important part of the proposal. [↑](#footnote-ref-1)