WEBSITE INFO

The following is the Call for Proposals to the Student Branches to compete for the Life Members Affinity Group X-Prize. It represents one more way in which the LMAG is committed to supporting the student activities in the Section.

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**IEEE LONE STAR SECTION, LIFE MEMBERS AFFINITY GROUP**

**INNOVATIVE FUNDING PRIZE**

1. **Introduction**

The IEEE Life Members Affinity Group (LMAG) of the LSS is delighted to help augment the support provided by the section to the Student Branches. The LMAG recognizes that the amount of direct funding that the Section can provide to the Student Branches may not be sufficient for all the desired activities and intends to encourage the development of innovative funding ideas for promoting branch activities, with particular emphasis on unique, one-of-a-kind, game-changing projects. This LMAG Innovative Funding Prize to a Student Branch is to be a special activity. Only one prize will be awarded each year. The winning Student Branch will be ineligible to compete for the next two years.

Student Branches must be up to date with IEEE reporting requirements (officers, meeting reports, etc.) in order to receive funding. Proposals are to be prepared and presented by Student Branch members. Unless otherwise designated, proposals (oral presentation charts) are to be submitted in electronic form to the leadership of the LMAG through the LSS Student Activities Coordinator.

Up to $1000 can be requested for the academic year.

Phase I: Proposals to be presented at the Fall Planning Meeting and up to $500 in funds to be made available immediately afterward.

Phase II:   The winning branch presents results at the Spring Planning Meeting.   Up to $500 awarded if they met the goals of the Phase I presentation.

**2. Proposal**

Funding up to the published maximum amount for a particular funding year may be requested.

A. Charts for a 10 minute oral proposal by the students must be submitted no less than 72 hours prior to the LSS Fall Planning Meeting.

B. Use Quad Chart format (see attached), addressing 1) Source of funds (where the money will come from), 2)   Approach (how we will go about getting the funds), 3) Who we are (team with specific responsibilities), and 4) Expected results  (criteria for success)

C. Proposals are evaluated by the LMAG leadership in coordination with the LSS Student Activities Coordinator.

D. Brief written feedback may be provided to branches. Funding decisions will be made within one week after the planning meeting.

E. In order to obtain the second phase of funding, a presentation at the Spring Planning meeting must demonstrate that the goals of the proposal were met.

**3. Evaluation Criteria**

Proposals are evaluated on the basis of several factors, which include but are not necessarily limited to the following:

A. Is there a reasonable plan for obtained funding from other (non-LSS) sources?

B. How will the funding leverage other funding that the branch might obtain?

C. Is there a clear statement of expected results that will provide a criteria for success?

D. What is the feasibility of achieving the goals of the proposed project?

E. Does the proposal have a professional appearance and presentation style?

**4. General Guidelines for a proposal**

Contact information:

Title of proposal  
 Branch officers with contact information and term of office  
 Name of faculty adviser  
 Phone number, FAX number, and email address of faculty adviser

On-campus postal address of faculty adviser  
 Amount of funding requested

Proposal should include consideration of the following:

A. Proposed use of the requested LMAG funding with some detail with metrics defining success for the funding use.

B. Challenges to the branch in carrying out the proposed activity

C. How the funding will create new opportunities

D. Cooperative efforts with corporate sponsors are highly encouraged.

E. Any effort to leverage funding with other sources is highly encouraged.

**5. Deliverables**

**A.** Phase I oral charts to Section — due 72 hours prior to LSS Fall Planning Meeting

B. Phase I oral presentation to Section — due at LSS Fall Planning Meeting

C. Phase II oral charts to Section —due 72 hours prior to LSS Spring Planning Meeting

D. Phase II oral presentation to Section — due at LSS Spring Planning Meeting

E. Written final report on accomplishments — due end of Spring Semester

**6. Examples**

**A.** Local company sponsorships - This could be a cash donation but could also include such things as providing pizza for meetings, supplies for competitions, etc.   Companies employing alumni would be good choices.

B. Computer diagnostics, clean up and tuning -  Lots of people (including IEEE members) notice decreasing computer performance.  Tech-savvy students could offer a service to run diagnostics, remove unwanted programs, check for malware, etc.   Could be a walk-in (BYOC - bring your own computer) on a weekend or evening.   Similar to what Office Depot does but charge a flat fee 1/2 the Office Depot charge.

C. Conduct a workshop on some consumer product or technology - targeted at Gen X and Boomers these could be 2 hours on "smart phone camera settings", "skype and video calling", "password vaults - using, maintaining", etc.   2 hours on an evening or weekend for $10 or $15  person.    Items B and C could be publicized through the LSS newsletter.

D. Develop or maintain web pages for IEEE or other groups.

E. Project involving matching funds from one of the IEEE technical societies. Some societies offer up to $500 in matching funds for a project addressing their technical area.

F. Hosting a tour where participants defray a portion of the costs. This could be a tour of technical sites of interest (academic and industry) in and around the San Antonio area.

Attached: Quad Chart format