

STUDENT BRANCH FUNDING PROPOSAL GUIDELINES

IEEE CENTRAL TEXAS SECTION

SUBMISSION, EVALUATION & FUNDING PROCEDURES

Student Branches officially sanctioned by IEEE and in good standing with the Central Texas Section (CTS) have the opportunity to submit proposals requesting funding for IEEE-sponsored student projects and activities. These proposals must be submitted twice yearly to receive full funding, otherwise partial funding applies. Proposals and presentations are to be prepared by student branch members, not by a branch Adviser. Unless otherwise designated, proposals and presentations are to be submitted in electronic form to the CTS Student Branch Liaison or a branch-specific liaison. Funding checks are made out to the Student Branch and either mailed or hand delivered to the Student Branch Adviser.

1. Phase I Proposal (written and oral)

- 1.A. Funding up to the published maximum amount for a particular funding year may be requested.
- 1.B. The written proposal must be submitted more than two weeks before the CTS Fall Planning meeting held in mid to late August. A submission deadline is published for each funding year. The proposal should reflect a fully professional approach and use the general guidelines included in this document.
- 1.C. The written proposal is followed by a 10-minute oral presentation with PowerPoint slides. The presentation must be submitted more than one week before the CTS Fall Planning meeting in order to be loaded onto the presentation computer. This professional quality presentation is to be made by students at the meeting. General guidelines for this presentation are included in this document.
- 1.D. The proposal and presentation must be judged “satisfactory” by the Executive Committee in order to receive funding. Evaluation criteria are listed in this document.
- 1.E. Brief written feedback is provided to each student branch. Funding decisions are generally made within 30 days after the planning meeting.

2. Phase II Proposal (written only)

- 2.A. Funding up to the published maximum amount for a particular funding year may be requested.
- 2.B. The proposal must be submitted before the published deadline for the funding year. The proposal should reflect a fully professional approach and use the general guidelines included in this document.
- 2.C. Proposals are evaluated on a competitive basis by the CTS Executive Committee. All decisions of the Executive Committee are final. Successful Phase II proposals may be funded in part or in total at the discretion of the CTS Executive Committee.
- 2.D. The proposal must be judged “satisfactory” by the CTS Executive Committee in order to receive funding. Evaluation criteria are listed in this document.

2.E. Brief written feedback is provided to each student branch. Funding is generally available by November 30.

3. Evaluation Criteria

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

- how well the funding will support the Student Branch program
- how the funding will fit into the overall program of the school
- how the funding will interact with other funding that the branch might have
- feasibility of achieving the goals of the proposed project
- how successfully the branch has utilized funds previously provided by the CTS
- professional appearance and presentation style of proposals and presentations
- coverage of items in the general guidelines

4. Progress Report and Region 5 Conference plans (oral or written)

Student branches are requested to report the status of funded Phase I and Phase II projects before or at the CTS Spring Planning meeting. The report should also include a brief summary of planned participation in the Region 5 Conference. A professional quality oral presentation with PowerPoint slides (10 minute maximum) at the CTS Spring Planning meeting is preferred. However, a written report (1-2 pages preferred; 3 page maximum) can be submitted instead. The branch can receive up to a certain published amount for providing this report by the submission deadline. Requests for reimbursement are made using existing CTS procedures.

5. General Guidelines for a written proposal

Use Times (New) Roman 10 or 12 pt font

Minor deviations from the following guidelines are permitted.

Cover page (1 page maximum):

1. Title of proposal (can be larger size)
2. Designate Phase I or Phase II
3. Name of student branch including the school name

Contact information (1 page maximum):

1. Title of proposal
2. Branch officers with contact information and term of office
3. Name of faculty adviser
4. Mailing address of faculty adviser
5. Phone number, FAX number, and email address of faculty adviser
6. Amount of funding requested

Background and past utilization of CTS funding (1 page maximum):

1. Description of how previous CTS funding has been used, including the successes due to the funding alone or with other funding, being sure to delineate the contribution of CTS funding
2. A brief history of the last three projects funded by the CTS and the impact of those projects, being sure to delineate the contributions of CTS funding

Proposal (1.5 pages) to include consideration of the following:

1. Proposed use of the requested CTS funding with some detail

2. Challenges to the branch in carrying out the proposed activity
 3. How the funding will support existing programs of the branch and create new opportunities
 4. How the funding will fit into the overall program of the school
 5. The return or value to the Central Texas Section and/or IEEE
 6. The return or value to the field of engineering
 7. How the funding will interact with other funding that the branch might have
- Other information (0.5 page maximum):
1. Any additional information and/or comments that you feel can be helpful
 2. If not included in the proposal, a breakdown of the requested funding into its main categories

6. General Guidelines for an oral presentation

Use PowerPoint slides for presentation. Do not use small fonts.

Presentation is limited to 10 minutes regardless of number of slides.

Minor deviations from the following guidelines are permitted.

Title slide (1 slide):

1. Title of proposal
2. Designate Phase I or Phases I and II
3. Name of student branch including the school name
4. Faculty adviser with email address

Branch information (1 slide):

1. Name, size, and general information
2. Branch officers (5-7 primary officers) with terms of office

Past utilization of CTS funding (2 slides maximum with concise bullets) to include:

1. Use of previous CTS funding, being sure to delineate CTS supported items
2. A list of the last three projects funded by the CTS and their impact, being sure to delineate the contributions of CTS funding

Proposal (5 slides maximum with concise bullets) to include:

1. Highlights of proposed use of the requested CTS funding
2. How the funding will support programs of the branch
3. How the funding will fit into the overall program of the school
4. How the funding will interact with other funding that the branch might have
5. [for Phase I proposal] Amount of funding request designating amounts for major items

Other information (1 slide maximum with concise bullets):

1. Additional information and/or comments that you feel are important