

## **IEEE CSS Outreach Fund** *Proposal Preparation Guidelines*

The Control Systems Society Outreach Fund awards grants for projects designed to benefit CSS members and the broader Automatic Control community.

The Diversity, Outreach & Development Activities (DODA) Board is the body responsible for proposals review and approval.

Proposals must be submitted as pdf documents and must not exceed 4 (four) pages (letter or A4 size, minimum 11-point type, minimum 2 cm margins). *Any proposal violating these criteria will be returned.* Proposals must include the following sections:

**1. Project title**

**2. Project lead and contact information**, including IEEE membership number. The project lead must be a CSS member and have an institutional affiliation. Contact information must include: affiliation, telephone number, postal and e-mail addresses.

**3. Institution or CSS Chapter:** The payment can only be made in favor of an institution or an IEEE Chapter. The transfer of funds from IEEE is expedited if the receiving organization is an IEEE Chapter with an active concentration banking account.

**4. Other key people** and their affiliations and e-mail addresses. IEEE membership is not required for project participants other than the project lead. Note: the content of items 1 through 3 should not exceed more than one page.

**5. Funding requested and budget:** The total requested funding amount and its breakdown in terms of labor, materials, and travel must be specified. The maximum amount that can be requested for an Outreach project is USD\$20,000. Any subcontractors must be identified. Institutional overhead, if any, must be limited to 10%. Co-funding from other sources is encouraged and should be indicated if available. The budget must conform to the requirements stated in the “General Guidance” section of

<http://ieeecss.org/activities/control-systems-society-outreach-fund>

**6. Project motivation, objectives, and deliverables:** The motivation and goals of the project should be succinctly stated. Concrete project deliverables must be defined. The proposal must include a clear description of the project contribution towards the Automatic Control community and the objectives of the Outreach Fund. A brief final report including progress versus objectives and actual versus budgeted expenditures must be provided at project completion. For multi-year projects, interim annual reports are required.

**7. Project plan:** including duration (start and end dates), tasks, and schedule. Multiyear projects can be proposed; however, funding will be authorized year-to-year and will be contingent on progress and the availability of funds; annual milestones that can be used to evaluate progress must be identified.

**8. Qualifications of the team:** A summary of the qualifications and experience of the project lead and participants should be included, focusing on attributes and activities relevant to the project. Please note that extensive experience is not a requirement; we welcome proposals from junior CSS members.

Proposals that do not meet the above guidelines will not be evaluated.

See <http://www.ieeecss.org/general/control-systems-society-outreach-fund> for more info on the Outreach Fund, or contact Silvia Mastellone, Outreach Task Force Chair, [silvia.mastellone@fhnw.ch](mailto:silvia.mastellone@fhnw.ch), or Karl H. Johansson, CSS Vice President DODA, [kallej@kth.se](mailto:kallej@kth.se).

The proposal should be submitted to Outreach Task Force Chair or CSS Vice President DODA.