



Terms of Reference

Purpose

IEEE Region 10 Young Professionals UpSkill aims on initiating professional development activities in section and council level for young professional engineers and also to provide a platform for them to enhance their soft skills for a successful career.

Who Can Submit a Proposal?

Only Young Professionals Affinity Groups (YPAGs) and councils of IEEE Region 10 are eligible to submit the proposal.

Qualification Criteria

Submissions must fulfill all the criteria in order to be eligible for the collaboration and a fund will be provided by the IEEE R10 Young Professionals Committee for the selected proposals.

1. Only Young Professionals Affinity Groups (YPAGs) and councils of IEEE Region 10 are eligible to submit the proposal.
 - Each Young Professionals Affinity Group/council is only allowed to obtain this fund once a year.
2. The proposal should be submitted by the project leader. The project leader should be the focal volunteer till the completion of the project. The project leader can be any IEEE Young Professional member of the Young Professionals Affinity Group/council in which the proposed project is expected to be carried out. The YPAG chair must endorse the proposal when the project leader (Submitter) is NOT the Chair of the Young Professionals Affinity Group/ council.
 - The IEEE Officer Position of the endorser should be reported via IEEE vTools, for the endorsement to be considered valid.
3. The proposal format should STRICTLY follow the template provided. Please download the proposal [template at this link](#).
4. The proposed activity should be an independent program (the proposed activity **should not** be a sub activity under another program).
 - Each selected activity will be titled with IEEE Region 10 Young Professionals UpSkill brand name followed by the section/council name (please refer to the Marketing Section for more details).
5. YPAGs must adopt the R10 Young Professionals UpSkill program structure (The program structure is stated in the [proposal template](#)) provided by the IEEE R10 Young Professionals committee.
 - The activity could be organized in Face-to-Face or virtual or hybrid modes.
 - i. The virtual activities shall be hosted via any online platform (e.g. Webex, Zoom, Youtube or Google Meet). Virtual activities should be recorded, and the links to access the recorded clips should be stated in the activity report that will be submitted for reimbursement claims (please read the “Reimbursement Claims” section/council below for more details).

Funding Limits

Each selected proposal can be funded with a maximum of US\$ 400 in accordance to Region 10 Matching Fund Policy as indicated below.

Policy of Region 10 Matching Fund

- For Large Section projects, R10 will support 50% of total expenses.
- For Medium Section projects, R10 will support 75% of total expenses.
- For Small Section projects, R10 will support 100% of total expenses.
- For Councils projects, R10 will support 100% of total expenses.

The remaining funds will have to be supported by the section/council and/or any other source of funding.

Note: It is advisable that the YPAG Chair and/or Project leader keep the Section/Council and/or any other source of funding informed about the exact funding support required before the proposal is submitted to the R10 Young Professionals Committee (refer to Selection Process for more details)

Section Classification

- Large Section: 1,501 or more members (including Students) as of 31 December of the prior year.
- Medium Section: 501-1,500 members (including Students) as of 31 December of the prior year.
- Small Section: 500 or fewer members (including Students) as of 31 December of the prior year.

For example, if the proposed project budget is US\$ 600, then in case of a large Section project the R10 contribution would be US\$ 300 (50%) and for Medium Section project it will be US\$ 400 (maximum limit) and not US\$ 450 (75%).

The R10 Section Grouping guide can be found in [here](#), in case the section classification is not known

Similarly, for a small Section or Council project, R10 will fund no more than US\$400 (maximum limit) even if the budget is US\$ 401.

Submission Process

The proposals submitted should include a brief overview of the activity to be conducted along with the impact of the activity. A proposed date, program, and expected outcome should be included in the proposal. The proposal format should follow the template provided.

The proposals should be submitted via the [R10 Young Professionals Submission Portal](#) with the following steps.

- Step 1: Access the Young Professionals Submission Portal

- Step 2: Register as a “user” or Login with your IEEE/Google account
- Step 3: Select the funding category from the drop-down menu (R10 Young Professionals UpSkill)
- Step 4: Complete the questionnaires
- Step 5: Upload the proposal (The proposal format should follow the template provided. Please download the proposal template at [this link](#))
- Please skip Step 6, if the YP affinity group chair is the project leader (submitter).
- Step 6: Request & receive endorsement.
(Step 6 is only applicable if the project leader (submitter) is NOT the YPAG chair. The endorsement should be requested via the Region 10 Young Professionals Submission Portal. Submit a request for endorsement by providing the endorser’s contact information. The endorser should be the YPAG chair. Once the project leader has submitted a request for endorsement, the endorser will be receiving an automated email from the system to provide the endorsement at a dedicated webpage)

The endorsement should be submitted before the proposal submission deadline. Once the endorsement is received, the proposal gets automatically completed in the system. No further action is needed.

Timeline

- Call for proposal submission- **28th March 2022**
- Deadline for proposal submission- **28th April 2022 (Hard deadline 10th May if required)**
- Shortlist projects Round 1: **15th June 2022**
- Last day to submit Round 1 declaration (only applicable to the Round 1 shortlisted projects): **22nd June 2022**
- Shortlist projects Round 2 (only applicable if any of the Round 1 shortlisted projects do not confirm): **24th June 2022**
- Last day to submit Round 2 declarations (only applicable to the Round 2 shortlisted projects): **30th June 2022**
- Official Winners announcement: **2nd July 2022**
- Event planning and execution (only applicable to the selected projects): **July – October 2022**

Recognition

E-certificates will be awarded to all Affinity Groups that have completed the proposed project successfully. Project articles will be published in R10 Young Professionals website and Region 10 Newsletter.

Reimbursement Claims

Reimbursement claims are only applicable for proposals that are selected for funding. A detailed report should be submitted within the specified period to IEEE R10 Young Professionals Committee. A brief flow of the activities accompanied by pictures must be in the report. The report should include the attended number of participants (specifying IEEE members attendees). The report format should strictly follow the templates provided. The report templates will be provided to all fund recipients during the results notification stage.

The funds will be transferred only upon receiving and approval of the following items:

- Activity Report
- Finance/expense Report
- All Receipts
- Event Recordings (only applicable for virtual activities)

Note: *The reimbursement claims reports, and all receipts should be submitted by the project leader.*

Contact

For enquiries please contact: r10yp@ieee.org