

## IEEE CASS Outreach Initiative Proposal Guidelines

*\*Please review the updated proposal submission limitations before submitting.*

### **Background Information**

The IEEE CAS Society encourages the promotion of new initiatives that encompass the [CASS values](#) and help to expand the dissemination of events and technical knowledge related to the areas of interest within the field of circuits and systems.

All approved/funded initiatives proposals must be completed by **31 December 2024**.

### **Who is eligible to submit a proposal to the CASS Outreach Initiatives?**

- CASS Chapters (Endorsement by Chapter Chair is required)
- CASS Technical Committees (Endorsement by TC Chair is required)
- CASS Special Interest Groups (Endorsement by SIG Chair is required)
- CASS DEI Committee (Endorsement by DEI Chair is required)
- CASS ExCom & BoG Members

*\*Student Branch Chapters are ineligible - separate funding is available for Student Branch Chapter activities. Also, the parent CASS Chapter can submit a proposal involving Student Branch Chapters.*

### **UPDATED - Outreach Proposal Submission Limitations**

#### **Limitation #1: CASS Chapters**

*\*Applicable for submissions from a CASS Chapter Chair (excluding Student Branch Chapters)*

1. Maximum number of proposals.
  - **1.5** proposal per call per chapter.
  - Cross-chapter events can be counted as 1.0/"number of chapters".
2. Maximum amount of proposal.
  - **\$2k** for one local chapter event
  - **\$4k** for series of chapter events
  - **\$8k** in total per year per chapter

#### **Limitation #2: CASS Leaders**

*\*Applicable for submissions from the CASS ExCom/BoG members and DEI/TC/SIG Chairs*

1. Maximum number of proposals.
  - **1.5** proposal per call per position.
  - Milt-position events can be counted as 1.0/"number of positions".
2. Maximum amount of proposal.
  - **\$10k** for one event
  - **\$20k** for series of events
  - **\$40k** in total per year per position

*If you have any questions about the above limitations, please contact the CASS VP - Finance, ([email](#)), and the CASS Operations Office ([email](#)).*

## What events can be supported by the CASS Outreach Initiatives?

We welcome all activities that can benefit the growth of CASS and its activity areas (conferences, membership, publications, technical activities, educational activities, and standards).

- A broad range of diverse initiatives with high impacts are supported, some examples include:
  - Technical workshops
  - Inter-university meetings
  - Collaboration with local industry
  - Professional career enhancement
  - Entrepreneurship programs
  - Design competitions
  - DEI activities
  - Cross-Chapter events

Organizers are encouraged to host events in conjunction with a CASS Flagship/Premier Conference, or a local CASS Chapter.

Desired outcomes may include enhancing CASS's technical leadership position, increasing values for our members through educational opportunities, global and regional networking, cross-Chapter collaboration, increasing diversity, and engaging Young Professionals and students.

## Events NOT supported by the CASS Outreach Initiatives:

The following events **will not be supported** by the CASS Outreach Initiatives because the CAS Society provides a special program supporting these types of events:

- Seasonal Schools
- Industry Forums
- Distinguished Lecturers
- Student Travel Grants/Pre-Doctoral Grants

The following areas **cannot be funded** according to IEEE guidelines:

- University, private company, and individual research and development projects, including prototypes and testing products
- Venture capital for patent-able inventions
- Humanitarian activities typically funded through other IEEE mechanisms
- Overhead (general and administrative or indirect costs)
- Ongoing activities or operational costs of the applicant
- Construction or building renovations
- Lobbying or electioneering
- Commercial promotion activities

- Personal or commercial loans
- Grants with an individual as the sole beneficiary
- Endowments
- Participation of specific/individual teams at competitions or conferences
- Extensive travel and meeting expenses

The following expenses are not supported by the CASS Outreach Initiatives.  
(Exceptions require a written explanation.)

- Honorarium
- Salary
- IEEE membership fees
- International flight tickets of students

### **CASS New Initiatives Proposal Preparation, Submission, and Budget Guidelines:**

The CASS Outreach Review Committee will review the proposals submitted and make an initial evaluation.

#### Proposal Submission Guidelines:

Proposals should be **well developed** upon submission with a clear timeline for fund spending (if approved), a set location/venue (if applicable), and set event dates (if applicable).

Proposal Budgets:

- All proposals MUST have a clearly defined budget.
- Budgets must be made using the [CASS Initiative Proposal Budget Template](#) and submitted through the Outreach Submission form, linked [here](#).

#### **Things to consider when preparing your proposal budget:**

Methods of Payment (if the proposal is accepted) include:

- Vendor Contracts – For funding contributions made to external organizations from Societies/Councils (non-IEEE entities)
- IEEE NextGen Concur Reimbursement – Supports expenses related to Volunteer and Guest Speaker travel (Airfare, hotel/accommodations, rental car, uber/taxi, etc.)
  - This is detailed in the [IEEE Volunteer Travel Policies](#) and [CASS Travel Policies](#)
- Chapter/Section Funding Forms – Funding sent directly to the Section/Chapter associated with the initiative
- If the event is held in conjunction with a CASS Financially Sponsored Conference, funds will be sent to the conference itself.
- If an event is set for multiple dates throughout the year, this should be well defined in the budget and if approved, the funding will be dispersed incrementally

throughout the year based on the various event dates.

*\*Honorarium, Salary, and IEEE Membership Fees are not supported (Exceptions require a written explanation.)*

***\*Multiple methods of payment may be used.***

*(Ex. Travel expenses can be submitted through IEEE NextGen Concur Reimbursement while the actual event expenses can be funded to the Section, Conference, or via a Vendor Contract)*

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*If your proposal is accepted, the following items are required/encouraged:*

**Event Marketing:**

For effective communication and dissemination of your outreach event, we ask you to prepare a one-page leaflet (call for Papers style) promoting the project at least three weeks in advance for distribution to the CAS membership. Please complete the CASS Marketing Request Form linked below.

**[CASS Marketing Request Form](#)**

*\*Please indicate "**Outreach Event**" in your marketing request.*

URL: <https://forms.clickup.com/8482348/f/82vhc-181934/ONOUKS3WSLBBDN9A54>

Your submission to this web form will also be used to create your event's page on the CASS website and help promote your event to CASS members.

Any inquiries regarding CASS Marketing should be sent to the CASS Digital Marketing Strategist, Lacey Glasscock ([marketing@ieee-cas.org](mailto:marketing@ieee-cas.org)).

**Post-Event Reporting:**

Please provide the following information in the web form linked below, after your event.

- **Required:** We ask you to write immediately after the event a mini-article (journalist style, one page or so) that describes the project, gives information on the participation, and briefly indicates the technical aims. Color pictures or videos (good quality) are recommended.
- **Encouraged:** Submission of a short video clip (30-60 seconds) showcasing the event and participant's interview is encouraged. The contributed material will be used to promote the event as part of the CAS Society activity.
- **Required:** A report on the breakdown of the expenses/how the funds were used.
- **Required:** An overview of the overall event performance.

## Post-Event Report Submission Form

*\*Post-Event reports are required and will be reviewed by the outreach evaluation committee; the completeness of the report and its timely submission will be considered when making decisions on any future outreach funding requests by the organizing entity.*

*By receiving CASS funding, you are agreeing to partner with the CASS Operations Office and VP - Finance to maintain consistent communication on all event updates, as well as provide in-depth reporting on how the funds were used for your CASS-funded event.*