

PIF Process for STCs

May 2013

Overview

The IEEE Computer Society has a “PIF” (Project Initiation Form) process that enables new projects or potential products that would be of benefit to the Computer Society and its membership to request seed funding and support for activities. PIFs are submitted for two deadlines each year, and are competitively reviewed by the Computer Society Planning Committee. Projects focusing on Computer Society strategic areas are preferred (see Table in Appendix B below). The funding is for a single year, and no guarantee is given that funding can be carried over or extended in any way.

The purpose of this funding in the STC context is to help start initiatives that will provide value to members, with the intent of eventually recovering the start-up funds (for example, via membership fees).

Process

If an STC wishes to request funds from the PIF process, the first step is to work with your collaborators on an outline for a project, an estimated budget, an explanation of how it would benefit the Computer Society and its members, and an explanation of how and when the start-up funds will be repaid. Please include in these discussions any CS staff who may be involved in the project, or their manager (if applicable).

The second step is to fill out the online form at <http://tinyurl.com/June2013-STC-PIF>. The questions on the form are also listed in Appendix A below. As the aggregated requests for PIF funds typically far exceed the available funds, for the June 2013 PIF process each STC may request a maximum of \$3,000; requests for funds in excess of that amount will be declined without review. Requests must include a clear explanation of how and when the funds will be paid back (recall that the STCs are to be financial sustainable entities). In addition, requests for travel funds will be given lower priority than requests for funds to start initiatives to provide value to members, and may be declined even if no higher priority requests are received.

The requests submitted via the online form will be reviewed by the STC Governance Committee (STC-GC). The STC-GC will determine if (a) the STC should prepare and submit a full PIF application (see Appendix B); (b) if the STC-GC will prepare and submit a full PIF application on behalf of a selected set of requests from STCs; or (c) if the request will be declined. Please note that the formal PIF applications will be reviewed by the PIF Planning Committee, who will select a subset of applications from across the Computer Society to fund. The STC-GC has been asked to provide an initial round of reviews, to reduce the reviewing overhead on the Planning Committee.

Should an STC’s PIF application move forward to the Planning Committee and ultimately receive funding, the financial aspects of the project will be further defined and mapped out at that time (including how funds can be spent, and what staff will be involved and to what extent).

Deadlines

The deadline to submit the initial form is **June 3, 2013**.

The form is found online at <http://tinyurl.com/June2013-STC-PIF> (the questions on the form are listed in Appendix A).

Notifications from the STC-GC regarding which STCs should prepare a full PIF application will be sent out by **June 10, 2013**. The full PIF application for June 2013 is in Appendix B.

Complete PIFs must be submitted by **June 16, 2013** to the Planning Committee at csplanning@computer.org

Questions?

If you have questions about the PIF process for STCs, please contact Martin Arlitt or Jennifer Schopf.

Appendix A

June 2013 STC Preliminary PIF request form

* Required

1. Full Name *
2. Email address *
3. Name of STC *
4. Describe your proposed initiative (<=100 words). *
5. Describe the desired outcomes and deliverables (<= 100 words). *
6. Explain the value of this initiative to the Computer Society. *
7. List the requested amount of funding, and categorize what it will be spent on. *
8. State when the funds are needed by. *
9. Describe how the funds will be recovered (to achieve financial sustainability) (<= 100 words) *
10. Describe the risks and uncertainties for the proposed initiative (<=100 words) *
11. Please provide any other comments if needed (<=100 words).

APPENDIX B

2H PROJECT INITIATIVE FORM

Please submit this form to csplanning@computer.org before June 16.

Proposed New Initiative
Initiative Name
– Date Submitted
– Volunteer Contact
– Staff Contact

Initiative Details
1. Describe the proposed Initiative. Do not exceed 100 words.
2. Describe the desired outcome and the deliverables. Please be specific.
3. Explain why the CS should do the proposed initiative. Do not exceed 100 words.
4. A list of the CS Strategic Goals is at the end of this document. Although your project may address more than one goal, please choose the <i>single most applicable</i> goal and describe how your project meets that goal. <i>SP-7* includes an action plan for each goal. Which action does this support or is it an entirely new action?</i>

5. People and Technology.
a. List any technologies associated with this project and the level of confidence in using the technologies. Will research be required to develop any of the technologies?

b. Provide the names of the people that will be involved in the proposed initiative:

- Leader:
- Volunteers:
- Staff:
Estimate how many staff days are required:
Do not include HR expenses in your request.
- Contractors or consultants
Include these expenses in your request.

6. Funding request.

	Year One	Year Two	Year Three	Initiative Total
Anticipated Revenue				
Anticipated Expenses				
Initiative Net				

Staff Director who has signed-off on revenue:

Detail how the money will be used (please break out all travel expenses): all forms of transportation and related fees (such as baggage fees and tolls), lodging, and meals.

7. Future funding. If you are requesting multi-year funding, supply the milestones or intermediate problems you would use to identify the progress of your initiative.

8. Describe the risks and uncertainties for the proposed initiative.

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9. Other comments?

Thank You for Your Willingness to Lead!

CS Goals	
STRATEGIES	SUBSTRATEGIES
1. Future Technologies	1.1 Smart Grid
	1.2 Cloud Computing
	1.3 Life Sciences
	1.4 Future Processing Technologies
	1.5 Machine Learning
	1.x Potential other technologies
2. Knowledge Creation	2.1 Innovative Publishing Process
	2.2 Innovative Engineering Practice
	2.3 Engage Other Disciplines
	2.x
3. Education and Professional Development	3.1 Future Professionals
	3.2 Creating and Maintaining Knowledge
	3.3 Member and Employer Enhancement
	3.4 Range of Computing Careers
	3.x <i>Potential new E&PD products</i>
4. Outreach and Engagement	4.1 Industry/Practitioners
	4.2 Academics/Researchers
	4.3 Computing Professionals
	4.x
5. Special Technical Communities	5.1 Formation
	5.2 Growth
	5.3 Financial Sustainability
	5.x <i>Potential products</i>

*The full SP-7 can be found under "Planning Handbook" at <http://www.computer.org/portal/web/volunteercenter/planning>. An IEEE account is required.