



## 2025 IEEE AP-S COPE (Committee on Promoting Equality) Project Special Project Support Request Form

**First Call for Proposal: Submission Deadline March 30, 2025**

A special-purpose fund was approved to promote equality (gender, race, income, and other variants) by leveraging access to science and technology opportunities in underserved communities that are not ordinarily covered by the chapter's annual funding. Examples might include organizing a local event/workshop that benefits students in high school, a special field trip for mentoring underprivileged students, a humanitarian-oriented COPE project, etc. **Special-purpose funding is limited to a maximum of \$500 and is available on a first-come, first-served basis.** A Chapter Officer can request COPE Special-Purpose funding by completing and submitting a "Special-Purpose Application Form" to the CAC (Chapter Activity Committee) and COPE Committee. This form is posted on the AP-S Chapter's web page; the form can also be requested from the CAC and COPE committee members. AP-S COPE Project Awards are prioritized based on the value of the project to the AP-S Chapter and the AP Society. If approved, the COPE and CAC will forward the request to the AP-S Treasurer, who will then issue funds to the local IEEE OUs in the manner requested by the Chapter (i.e., check, wire transfer, concentration account, etc.). The preferred method for fund transfer is through IEEE Section CB (Concentration Bank).

Chapters are encouraged to select local schools where basic facilities (PC, Books, Internet, and low-cost Science Project Kits) do not exist. Chapters are encouraged to interact with local IEEE sections, School administration, and the local community for more considerable collaborative support for the COPE's mission. For a long-term impact, chapters must submit the annual report to receive funding next year. The AP-S COPE committee will select students from 10 schools in the outreach regions for award consideration. The objective is to motivate students and members to promote equality at the local school level. The name(s) of the award recipient(s) and Schools will be published in *IEEE Antennas and Propagation Magazine* and on the IEEE AP-S COPE website. AP-S COPE can support travel funding to K-12 (or equivalent) students and school teachers engaged in STEM activities and other programs per AP-S COPE agenda for presenting at the AP-S COPE meeting in AP-S sponsored events. These steps will help CAC promote an inclusive and equitable culture in its chapter activities and programs that welcome, engage, and reward those chapters that contribute to the COPE mission. **Chapters will be stimulated for humanitarian projects that promote equality and will receive an additional \$500 in financial support from the AP-S SIGHT and AP-S CAC budget.**

The evaluation of the AP-S COPE Special Project proposals will be based primarily on serving underserved communities at local schools, proving motivation for STEM education, and spreading the goal of IEEE Advancing Technology for Humanity. After the project is completed, the awards committee will explore follow-up activities for the low-cost production of the proposed technology, a critical requirement for humanitarian needs. The award will be announced at the annual awards ceremony of the IEEE AP-S flagship conference. The recipient will receive a plaque and a cash prize for the completion of the project. The name(s) of the award recipient(s) will be published in *IEEE Antennas and Propagation Magazine* and on the IEEE AP-S website.



**Chapters are encouraged to contact the AP-S CAC and COPE Chair for additional funding support of up to \$3000.** The decision will be based on a case-to-case basis, supported by AP-S COPE, AP-S SIGHT, and AP-S CAC budget under the particular project category to carry out and support impactful humanitarian and sustainable development activities at the local Section level. The proposals should contain, at a minimum, a detailed description of the project and a budget. **The template of the form for COPE funding is given below.**

### **AP-S COPE Special Project Purpose Application Instructions**

1. Before requesting any funds, ensure your chapter's Annual final report has been filed for the previous year. No funds are released until an annual report is received.
2. Indicate how the funds should be sent to your chapter:
3.
  - a. If the funds are to be transferred electronically to the IEEE Section Concentration Bank Account, enter the Concentration Account information.
  - b. If funds are to be transferred electronically to the chapter (the preferred method for many non-US chapters), enter the complete wire transfer information (e.g., Chapter Bank, account number, etc.)
  - c. **Note: IEEE stopped transferring funds to the personal bank account connected to Chapter officers. Please provide your Chapter bank account or IEEE Section Bank account details.**
4. E-mail this Form to the CAC (Chapter Activity Committee), Email: [akpoddar@ieee.org](mailto:akpoddar@ieee.org) and AP-S COPE Committee: Dr. Meisong Tong ([mstong@tongji.edu.cn](mailto:mstong@tongji.edu.cn)), Dr. Anisha Apte ([anisha\\_apte@ieee.org](mailto:anisha_apte@ieee.org)), Dr. Jawad Siddiqui ([jys.rpe@gmail.com](mailto:jys.rpe@gmail.com))



## 2025 IEEE AP-S COPE Special Project Support Application

1. Has a Final Report been submitted to the AP-S Chapter Activities Coordinator (Yes/No)?

2. Chapter Classification (“AP-S Only” or “Joint”):

a. If “Joint” list partnering societies:

3. Requested Amount:

4. Other Sources of Support (list amount and organization):

a. Section Support:-----

b. Industrial:-----

c. Other:

5. Briefly describe the intended use of the funds:

6. Briefly describe how these funds will benefit the AP-S members:

7. Budget:

8. Fund Transfer Information (i.e., check, wire transfer, concentration account, etc.). Provide names, addresses, account numbers, bank information, etc., as applicable to the nature by which the funds are to be transferred.

Funding Method (checks one and fills out corresponding information):

9. Fund Transfer Information and Instructions for chapter support requests:

To request funding from the Antennas and Propagation Society (AP-S), please provide the required details in the table below. This ensures we can process your request efficiently. Make sure it includes: (i) Chapter name/section, (ii) Funding amount (in USD), (iii) Purpose/description of the funding. (iv) Wire transfer or Concentration Bank (CB) Transfer details



**(A) Instructions for fund transfer to Non-Indian Chapters:**

For IEEE CB (Concentration Bank) transfer

<b>Cost Center:</b>			
Section and Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Concentration Banking Transfer :  Concentration Banking Account Name:  Account Number (also known as HOP number):

**For a Wire transfer**

<b>Cost Center:</b>			
Section and Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	<b>Bank Name:</b> <b>Bank City:</b> <b>Bank State or Country :</b> <b>Bank Account name</b> (please be exact): <b>Bank Account No.:</b> <b>Bank ABA Number :</b> <b>Swift # (International):</b> <b>Bank Address:</b> Special Instructions:

Once you have completed the table, please send it back to me ([akpoddar@ieee.org](mailto:akpoddar@ieee.org)) for approval and processing.

**Eligibility & Requirements**

Ensure Your Chapter's Annual Report for the Previous Year Has Been Filed.

Consult Your Local IEEE Section Chair to explore available Section funding before applying.



**Instructions for fund transfer to Indian Chapters:** IEEE office in Piscataway, New Jersey electronically transfer the approved Chapter funds to IEEE Bangalore Office in India, Bangalore, and thereafter funds are electronically transferred to local Indian IEEE Section and Indian Chapters Bank Account.

<b>Cost Center:</b>			
R10 Indian Chapters  Section/Chapter Name	Funding Amount	(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Bank Details
			Bank Name: Bank branch: Bank Account name (please be exact): Bank Account No.: IFSC Code: MICR Code: SWIFT Code: Bank Address: Special Instructions:

**\*\*Please note - Chapter funding requests are submitted on a monthly basis, and can take up to 8 weeks to be deposited.**

Once you have completed the table, please send it back to me ([akpoddar@ieee.org](mailto:akpoddar@ieee.org)) for approval and processing.

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Consult Your Local IEEE Section Chair to explore available Section funding before applying.