

## IEEE FDC Incubator Request Form Instructions

Here are instructions and information to help facilitate an easier process to complete the incubator request form. Please note that only requests are accepted for consideration from a Society(s) and/or Council(s). Requests outside of those OUs are not eligible and will not be accepted.

1. Provide all the information as requested for the proposed new incubation initiative. It is mandatory to demonstrate the awareness and more importantly the support of the President from each respective Society(s) and/or Council(s).

Proposed New Incubation Initiative	
FDC Initiative Name	
Date Submitted	
Initiative Leader Contact	
Alternate Contacts	
Contacts E-Mail Addresses	
Phone/Extension	
Society(s) / Council(s) *Must identify at least one Society or Council	
Name and Email for each Society(s) / Council(s) President(s) <b><i>Must ensure they are aware and support</i></b>	

2. For each section, please provide as much detail as possible.
3. The Future Directions Committee (FDC) Incubator funding is intended to support new and innovative ideas and projects, where there is value and benefit across more than one OU.
4. Ensure that the incubator funding, if granted, will be spent within the 2019 calendar year.
5. The full grant money will be held by Future Directions, e.g. no journal transfers of money will be made. It is anticipated that any and all expenses will be paid as they are incurred. Please work with Kathy Grise, [k.l.grise@ieee.org](mailto:k.l.grise@ieee.org) in advance of any contracts.
6. It is of interest to the Future Directions Committee on your plan of how the project continues after the FDC funding is completed. The FDC Incubator may lead to the potential creation of a small Future Directions initiative, or provide sufficient justification to prepare a request for a larger Future Directions initiative.
7. Each incubator request will be assigned to at least three voting members of FDC and assessed via a scorecard. Considerations include,
  - a. idea as innovative and of strategic importance to IEEE
  - b. proposed initiative well thought out and objectives well defined and achievable
  - c. deliverables described in a way that concludes in one year
  - d. outcomes, impacts, and metrics clear and measurable
8. If approved, a member of FDC will be assigned as an advisor.
9. Upon completion of the proposal form, please email to [fdc@ieee.org](mailto:fdc@ieee.org).