8.0 REGIONAL ACTIVITIES AWARDS

8.1 ESTABLISHMENT OF AWARDS

A. Adherence to the IEEE Requirements. All Awards administered by in IEEE Regional Activities shall comply with the requirements set forth in IEEE Policy Manual.

B. Award Proposals

1. Proposals for the establishment of new awards or revision of existing awards by Regions, Areas, Councils, Sections, Chapters, or Student Branches within the organization of the Regional Activities Board, shall be forwarded to the Regional Activities Board Awards and Recognition Committee (RABARC) for review and endorsement of the specifications of the award and to RAB for approval.

2. The Regional Activities Board shall include support (funding) for RABARC in its annual budget.

8.2 HIERARCHY OF AWARDS

For consistency with the hierarchy of IEEE Awards, the following limits shall apply for any new or revised award:

Award Category	Maximum Honoraria and Medals
IEEE Medal of Honor	$50,000
Institute Medals	$20,000
Institute Awards	$10,000
Region and Division Awards	$10,000
Society and Technical Council Awards	$10,000
Technical Conference Awards	$ 2,000
Area, Geographical Council or Conference, Section, Chapter	$1,000
Student Branch, and Student Branch Chapter Awards	$500

A. IEEE Student Recognition and Support

	Secondary School Prize	Undergraduate Award	Undergraduate Scholarship	Graduate Award	Graduate Fellowship
Educational Program Constraints	None	Curriculum with IEEE relevance	Breadth of sponsoring organizational unit	Breadth of sponsoring organizational unit	Breadth of sponsoring organizational unit
Minimum Amount	Certificate	Certificate	$500	$1,000	$5,000
Maximum Amount	$500*	$500*	$15,000*	$15,000* Annually	$30,000* Annually

There shall be no primary award evaluation constraints except educational level and geographical location, although financial need can be used as a secondary criterion.

* The amounts are given to U.S. dollars. These limits should be modified in other geographical areas as appropriate to account for differences in the cost of education; availability of comparable non-IEEE sponsored support, and the impact of the recognition.

** Student recognitions and support adhering to these parameters and in conformance to other IEEE regulations regarding funding may be approved by IEEE Major Boards when such specific delegation has been made by the Awards Board and the IEEE Board of Directors.

8.3 GENERAL SPECIFICATIONS FOR THE ESTABLISHMENT OF NEW AWARDS

A. Preparation of Award Specifications

Description. Award specifications should be unambiguous and nonconflicting with existing awards. The Award should stimulate outstanding achievement. A need for continuity of the award should be shown and the frequency of consideration.

Administration. Specify the organizational units, or unit responsible for administering the award or scholarship.

Eligibility. Be very specific as to the parameters such as who may apply; IEEE member; age, level of accomplishment e.g., grade requirements; or other limitations, restrictions or affiliations not otherwise prohibited or in violation of the non-discriminatory objectives of IEEE.

Prize Items. Identify specifically what the educational award or scholarship will consist of, such as cash award, certificate, plaque, featured publication, etc.

Funds. State source of funds, assurance of fund continuity.

Nominee Solicitation. Detail plans and procedures used to solicit nominees. If other bodies are involved explain how they are involved.

Award Committee. Identify membership, term of service, procedures for selection of members, responsibilities, etc. If other bodies are involved, how does IEEE exercise influence and control?

Schedule. State schedule for submission of nominees, applications, committee meetings, approval meetings, notification of recipient, annual or periodic award, etc.

Selection. How is the selection process to be accomplished, e.g. scoring, voting or other procedures? State all the factors to be considered.

Presentation. State preferred location and schedule for award presentation. Indicate if the recipient has a preference of location and time.

Publicity. Publicity as may be appropriate and available. For example, IEEE publications, feature publication or the local paper.

B. Obtaining Award Approval

1. If the organizational unit originating an award or scholarship proposal desires, RABARC will review such proposals in a draft form and advise as to any modifications or changes necessary for approval.

2. Completed proposals which have been approved by the appropriate responsible body of the RAB organizational unit involved should be submitted to the Chair of RABARC, IEEE Regional Activities, 445 Hoes Lane, Piscataway, NJ USA 08855-1331. An additional copy should be sent to the Regional Director.

3. Submit the proposal with a cover letter describing the background for the new award or scholarship. Include, if any, the Committees who approved the proposal previously. Also include various considerations of funding, and any other information useful to the Committee in judging this proposal.

4. RABARC will evaluate the proposal in accordance with established policies and procedures and in terms of:

   a. The award objectives of IEEE and RAB which are comprised by the proposal.
   b. Monetary aspects, including the funding source, third party agreements, custody of funds, depositories, foundations, and all other issues having to do with the fiscal integrity of the proposal.
   c. Qualify completeness and merits of the proposal, and the desired results.

d. Assessment of the potential for successful implementation.

5. After detailed review of the proposal, RABARC will make one of the following recommendations:

   a. Return to the originating organizational unit for resubmission with recommended modification.
   b. Submit the proposal to RAB for final approval, if the proposal has met all the requirements for approval.
   c. Submit the proposal to RAB and advise that it not be approved for reasons detailed in an accompanying letter.
   d. Submit the proposal to RAB for approval and submission to the IEEE Awards Board for information. In those cases where the parameters fall outside the matrix for major Board approval, RABARC will prepare the appropriate rationale and descriptive information for submission of the proposal to the IEEE Awards Board and/or the IEEE Executive Committee.

8.4 GENERAL PROCEDURES FOR AWARDS UNDER REGIONAL ACTIVITIES ORGANIZATIONAL UNITS _____

Please refer to the RAB Awards and Recognition Committee manual for further details.