

2025 IEEE AP-S Chapter Chair Travel Grant Application Form

Submission Deadline April 1, 2025

A Chapter Chair may contact the AP-S Chapter Activities Coordinator to apply for a travel grant to attend the annual IEEE AP-S International Symposium. The maximum award amount is \$1,950; however, in exceptional circumstances, an additional amount may be approved with prior authorization from the Chair of the AP-S CAC. This travel grant can cover a portion of travel and hotel expenses, but awardees are responsible for any costs that exceed the awarded amount. Chapter Chairs are eligible for a travel grant after serving three years in the position and actively volunteering. Twenty travel grants will be available for 2025; with over 275 chapters, these grants will be awarded on a first-come, first-served basis.

A Chapter Chair may request a Travel Grant by submitting a “Travel Grant Application Form” to the Chapter Activity Committee Chair (CAC). The application should clearly outline the intended level of participation in AP-S activities during the Chapter Chair meeting at the AP-S-sponsored Symposium. Travel grants will be prioritized based on the Chapter Chair's involvement in local Chapter activities and their willingness to volunteer at the IEEE AP-S Booth, as well as in Chapter Chair meetings and other Chapter-related activities during the Symposium. If the grant is approved, the Chapter Chair must submit expenses through IEEE Concur after concluding travel. Please note that advance payments will not be provided.

Applications may be submitted at any time between the first of the year and the start of the Symposium. However, those applications received after **April 1** will be prioritized less than those received before **April 1**.

This grant aims to allow Chapter Chairs to attend the Chapter Chair Luncheon to benefit from the discussions of chapter affairs and business. Hence, the intended recipients of this grant are Chapter Chairs. If a Chapter Chair cannot attend the Symposium, he/she may wish to be represented at the Chapter Chair Luncheon by another chapter officer (i.e. Co-Chair, Vice Chair, Treasurer, etc.). Only in this case may this officer apply for the Travel Grant. Such applications will be given a lower priority than an application from a Chapter Chair. Non-elected officers (e.g., appointed officers) or members who are not elected officers should not apply for this grant. A recipient (regardless of the office held) of this travel grant from previous years may apply for another one for the current year. However, such applications will generally be given a lower priority.

Travel Grant Instructions

1. The chapter's annual report for the previous year, 2024, must be submitted before requesting funds. No travel grant will be approved until the 2024 chapter yearly report is received.
2. Please provide the information requested in the Chapter Chair Travel Grant Application Form. There is no need to submit a lengthy proposal or justification. A one-page application is preferred, but you can include extra pages if necessary.

Please fill out the Travel Grant Application on the next page and submit it to the CAC Chair, Email: akpoddar@ieee.org

2025 IEEE AP-S Chapter Chair Travel Grant Application Form

Applicant Name:

Name IEEE Region and IEEE Section:

Name of Chapter and Address:

Chapter Website:

- Are you the current elected Chapter Chair (Yes/No)?

If you are not the current Chair, state the elected position that you hold in your chapter (i.e., Vice-Chair, Treasurer, etc.):

- Has a Final Report been submitted to the APS Chapter Activities Coordinator (Yes/No)?
- Have you received this grant before (Yes/No)? If yes, what year(s)?

(Chapter officers are eligible for a travel grant after completing three years of voluntary service. They may receive a second travel grant after an additional three-year period. In exceptional circumstances, prior approval from the CAC Chair is required to obtain a second travel grant within a three-year timeframe).

- Are you applying for any other IEEE grants for travel to this Symposium (Yes/No)? If yes, please list the sources.
- Outline your intended volunteer activities during the AP-S Symposium, which include interacting with AP-S members and leadership at the AP-S Booth, and assisting and participating in the AP-S Chapter Chair meeting.
- Requested amount (up to \$1,950 for overseas and \$1,000 for regional):

(The maximum award amount is \$1,950; however, in special circumstances, additional funding may be approved with prior authorization from the Chair of the AP-S CAC).

Please register at Concur Access to reimburse expenses; click the link for the registration.
<https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>

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