

## Policy and Procedure

### **Financial Assistance Program (FAP) for Economically Disadvantaged Engineers (EDE) to Attend the IEEE EMC Society Symposia**

1. The Financial Assistance Program for Economically Disadvantaged Engineers (FAP/EDE) is contingent upon the availability of funds in the VP for Member Services budget, as approved by the EMC Society Board of Directors for the year of the subject Symposium.
2. The FAP/EDE Committee is to consist of members appointed by the VP for Member Services, the VP for Conferences, and other interested board members. The FAP/EDE committee is thus a subcommittee which should normally contain equal representatives from the EMC Society and the Symposium Organizing Committee. The minimum FAP/EDE committee size is 2 people. The FAP/EDE Committee shall be chaired by the representative of the VP for Member Services.
3. The FAP/EDE Committee Chair is responsible for requesting financial support, generating guidelines, and coordinating the distribution of the funds for the program. The FAP/EDE Committee is also responsible for creating publicity flyers and applications and information about the program, ensuring that the Symposium Committee has timely information, placing publicity on the EMC Society website site and other Society communications such as newsletters, receiving applications, correlating applications with accepted papers, evaluating the candidates from the list of applicants, notifying the award recipient(s), and tracking of approved expenditures/funds. The FAP/EDE Committee Chair will need to contact the Symposium Technical Program Chair and Registration Chair to verify an applicant's paper has been accepted and that the applicant has pre-registered for the symposium.
4. The Symposium Committee is responsible for placing publicity about the FAP/EDE program on the Symposium web site, on the Symposium "Call for Papers" and "Call for Workshops", on the Advance Program, and any other publicity sources as appropriate. In addition they are to provide the FAP application form and supporting information to potential candidates via links to the IEEE EMCS web site [www.emcs.org](http://www.emcs.org) on all publicity where the FAP/EDE program is shown. The Symposium Committee must also ensure that candidates are scheduled presenters at the symposium and have pre-registered in advance and provide that information when requested to the FAP/EDE Committee Chair.
5. The annual announcement of the Financial Assistance Program should occur no later than the Symposium Advance Program, or sooner if practicable. The preferred time period should coincide with the "Call for Papers/Workshops" released at the previous year's symposium.
6. The normal procedure for disbursement of funds will start with the FAP/EDE committee notifying the EMC Society Treasurer and the Member Services VP in writing of the approved individuals who are eligible for registration and possibly other reimbursement, and the maximum amount of such reimbursement. This should occur at the conclusion of the Symposium when it is assured that all recipients have been present at the Symposium.
7. The recipients must send a signed IEEE Expense Report and supporting documentation to the FAP/EDE chairman in order to receive reimbursement. The FAP/EDE chairman will review and initial the Expense Report and forward it to the EMC Society Treasurer with a copy of the first page to the Member Services VP. The Member Services VP will notify the EMC Society Treasurer in writing to authorize the expenditure of the funds from the appropriate Member Services VP account. The EMC Society Treasurer will then notify the IEEE HQ to send the reimbursement from the IEEE EMC Society Members Services account to the recipient.
8. The selection process for candidates to receive financial assistance should be completed no later than sixty (60) days prior to commencement of the Symposium. The preferred time period should be at least two weeks before final accepted papers are due to be submitted.

9. The selection and disbursed amounts are based on the following criteria:
- a) The timeliness of the application.
  - b) The financial assistance requested by the applicant (registration, travel and/or lodging).
  - c) Acknowledgment by the General or Technical Program Chair that the presentation to be made provides technical knowledge or advances the state of the art within any aspect of the symposium. The presenter must be an active participant in the program.
  - d) Endorsement by both a co-worker/supervisor/professor and a Regional/local/Section IEEE Officer (i.e., Chapter Chair, Treasure, Vice Chair, etc.). The reference must identify that the applicant is in need of financial aid.
  - e) Priority will be given to applicants who are IEEE EMC Society Members.

10. All applicants for financial assistance must be informed by the FAP selection committee in a timely manner whether they have been chosen to receive funding or not. The VP for Member Services must notify the Board of Directors of the EMCS the approved name(s) and approximate amount of funding to be disbursed at the same time the recipients are notified.

11. After the Symposium, a status update must be issued by the FAP/EDE Committee to the EMCS Board of Directors detailing the allocation of funds.

Approved - Vice President for Member Services, name date

Dave Staggs 10-31-2007

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Approved - Vice President for Conference Services, name date

*R. B. Wallen*

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R. Barry Wallen October 29, 2007