

**Application for NPSS Child Care Assistance (Pilot Program)**

**(ONLY For Use by Applicants who wish to attend the IEEE 2015 NSS-MIC )**

The Nuclear & Plasma Sciences Society is offering child care reimbursement of up to $400 per family as a Pilot Program to assist conference attendees who incur additional childcare expenses by attending an NPSS conference. Expenses must be documented by receipts. Limited funds are available, and preference will be given to applicants in the early stages of their careers who are IEEE NPSS members. Up to five candidates will be selected per conference.

Applications must be received by September 1, 2015 to be considered by the conference committee. Applicants will be notified by October 1, 2015 about the decision regarding their application.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IEEE member number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NPSS member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Status (please check one):

\_\_\_\_ Post Doc \_\_\_\_\_ Graduate Student

\_\_\_\_ Undergraduate student \_\_\_\_\_ Early-career (pre-tenure)

\_\_\_\_ other (please explain)

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Please provide a short description detailing your needs (number of children, type of care needed, number of hours needed, and estimated cost). Please be as specific as possible.

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Return completed nomination form no later than September 1, 2015 by email to:

MerryKeyser@ieee.org

Merry Keyser

IEEE 2015 NSS-MIC Scholarship Chair



**Expense Documentation for NPSS Child Care Assistance**

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To receive reimbursement for childcare expenses documented by receipts, the conference finance chair/Treasurer must receive the completed IEEE Expense Report form within two weeks of the completion of the conference.

On the IEEE Expense Report form, please fill in:

Name

Address

For Period Ending

IEEE Member number (if applicable)

Enter your childcare expenses as:

Mileage (if applicable)

Other

Please include receipts and/or other documentation detailing your childcare expenses.

When your IEEE Expense Report form and documentation has been verified it will be forwarded to the Conference Treasurer for payment.

Return completed form no later than November 21, 2015 by email to:

MerryKeyser@ieee.org

Merry Keyser

IEEE 2015 NSS-MIC Scholarship Chair