STUDENT TRAVEL GRANTS

IEEE GLOBAL COMMUNICATIONS CONFERENCE
(IEEE GLOBECOM 2009)
Honolulu, Hawaii, November 30 – December 4, 2009

HIGHLIGHTS:

Approximately 20 to 25 student travel grants are anticipated in the amount of $500-$1000 each, sponsored in part by the National Science Foundation (NSF) (funding pending) and by IEEE's Communications Society, for attending the IEEE Global Communications Conference (GLOBECOM 2009) to be held in Honolulu, Hawaii, USA, November 30 – December 4. 2009. Proceeds from these grants can be applied towards airfare and hotel expenses to attend GLOBECOM 2009. Awardees are expected to make their own travel arrangements.

SELECTION CRITERIA AND PROCESS:

- The funding will be used for student travel-related support only. Only (co-)authors of accepted papers can apply for a student travel grant. All student travel awardees are required to register for the conference.
- The recipients of the travel awards sponsored by the National Science Foundation must be US-based students only, that is, PhD. Students attending universities in the US (not necessarily US citizens or permanent residents). Special rules apply for receiving reimbursements granted under an NSF travel award. See the specific section on NSF Grants below for details. Special efforts will be made to recruit student participants who are underrepresented minorities (i.e., African-Americans, Hispanics, Native Americans, and Native Pacific Islanders) and/or women, coming from diverse institutions.
- Recipients of travel grants sponsored by the IEEE Communications Society may have any nationality but must meet all of the following requirements: be an author of an accepted conference paper and present the paper at the conference, be a Student Member of the IEEE Communications Society when submitting the application, be a full-time student registered toward a Bachelors, Masters, or Ph.D. degree in engineering or related field in a college or university when submitting the application, must not have received an STG in the last 12-month period, and must not receive funding for attending the conference from other sources.
- A committee consisting of Guenter Schaefer (Chair) and further STG committee members will evaluate the applicants and select the travel grant recipients.

TRAVEL GRANT APPLICATION PROCESS:

An application for a travel award will consist of the student's vita, a letter from the student, and a letter from the student's adviser. Applications can be submitted through the EDAS conference management system (log in or register at EDAS http://edas.info and click on the Travel grants tab. The letter from the student should include:

- A brief summary of research interests and accomplishments to date
- A description of areas reflected in the GLOBECOM 2009 program that would impact the student's research
- Why the conference attendance is important to the student

In addition, the student's adviser should send a letter of recommendation to the committee that includes:

- Confirmation that the student is a Ph.D., Master, or Bachelor candidate in good standing (for NSF grants only Ph.D. candidates are eligible, type of grant will be handled by the selection committee and does not need to be specified in the application)
- The suitability of the GLOBECOM 2009 program material to the student's research area
- Ways this particular student would benefit from attendance at the conference
- The strengths and potential contributions of the student
- Availability of funds from other sources, particularly the adviser, the student, and/or the student's institute is required to pay for the student's conference registration fee

DEADLINES:

- Application submission: **Friday, July 17, 2009**
- All reference letters and documents uploaded: **Friday, July 24, 2009**
- Decisions/notification: **Friday, July 31, 2009**
- Acceptance by the recipient: **Friday, August 7, 2009** (Conference registration must be completed)

HOW TO APPLY:

- The student applying for a travel grant should log into his/her EDAS account on http://edas.info
- Select tab "Travel Grants"
- Select the GLOBECOM 2009 Student Travel Grant
- Specify the recommender's email address or EDAS ID
- Hit "Apply for Grant"
- In order to upload attachments (recommendation letters etc.), please log into EDAS, select the tab Travel Grants, scroll down to the section "Attachments", pick the "upload attachments" icon, enter a description and filename, and hit button "Upload attachment". Note: Very large attachments may cause problems. Prospective recipients of a student travel grant are expected to be able to produce compressed PDF documents that do not exceed site restrictions. See Google for details… :o)

Once the application has been completed:

- The student receives email from EDAS indicating their application has been completed.
- The recommender receives an email asking for a recommendation.
- The student receives an email once his recommender finishes the recommendation step or refuses to do so. Students are asked to check, if the recommender they have specified enters his recommendation before expiration of the respective deadline (see above). The Student Travel Grant Committee can not handle incomplete applications and will thus discard all applications with missing documents. Students are asked to agree with their recommenders before filling out the application.
- When the STG jury has completed all grants, the STG chair sends out a notification to all STG student applicants via EDAS.

SPECIFIC RULES REGARDING NSF TRAVEL AWARDS:

NSF Grants will be handled by the IEEE Accounting Department. Accounting will process the reimbursement for the participants directly by having the expense reports sent to the Accounting. Accounting reimburses the participants. A list of the grant winners, their contact information, and the maximum amount each participant is to receive will be send to the Accounting prior to the conference by the Student Travel Grant Chair.

Recipients of an NSF travel award will be required to include a W-9 or W-8 with their request for reimbursement. Before a student can be reimbursed using U.S. Federal Funds (like those provided by NSF), IEEE must verify that the student is not included on the U.S. Government's Excluded Parties List located at http://www.epls.gov/.

All payments for travel awards covered by a grant will be on a reimbursement basis only. All expenses must have an original receipt. For the airfare, a U.S. Flag Carrier must be used and the original ticket stub included with the request (e-tickets can obtain a receipt at check-in), otherwise the expense is not allowed and will not be reimbursed. In addition, expenses for alcoholic beverages, cost of poster preparation and visas are not allowed.

Questions regarding handling of NSF travel awards (once they are granted) should be directed to Avishag Klatzkin, IEEE Senior Accountant, at +1.732.562.6520 or a.kltazkin@ieee.org.