

Graduate Fellowship Grant Guidelines

Grant

- Total yearly grant budget of \$45,000.00 USD. Maximum grant amount \$15,000.00 USD per grant winner.
- Complimentary Instrumentation and Measurement (I&M) Student Membership, starting in September of the Grant year and including 2 subsequent years.

Purpose of the Grant

- Support and encourage graduate-level research in the area of Instrumentation and Measurement.

Eligibility

- Candidate must be at minimum, a student member of the IEEE. Candidate's advisor must be a member of the IEEE and the I&M Society.
- Previous grant recipients are not eligible for a period of two years after receiving the grant.
- No more than one nomination per graduate advisor will be considered.

Conditions of the Grant

- Winning candidate must submit a written report, suitable for publication in the IEEE Transactions on Instrumentation and Measurement as a regular or short paper (commensurate with the level of effort and granted funding), no later than 24 months following the initiation of the grant.
- The recipient must submit a short (no more than 2 single-spaced pages) progress report by February 1 of the following year.
- A budget summary must also be submitted by February 1 of the following year. This budget must be audited and approved by the Selection Committee Chair.

Timetable/Selection Process

- The complete electronic application package must be submitted to the I&M Society Graduate Fellowship Grant Selection Committee chair no later than the deadline published in the Society website. The Selection Committee will meet virtually.
- Grant recipients will be announced at the annual I2MTC Conference Awards Banquet. Formal notification of the grant will be sent to the recipients, department and university administrators by May 15 (grant year).
- The grant check will be sent to the recipient's institution on or about September 1 (grant year). The check will be issued to the order of the recipient's institution to be dispersed for the specific purpose of the grant, in accordance with the internal rules of the institution.

Selection Committee

- The committee will consist of four members: one appointed by the I&M Society president, one appointed by the Membership Committee VP, one by the Education Committee VP, and one by the Publications VP. The Education Committee VP will also appoint the committee chair who will only vote in case of a tie.
- The committee members serve for a two-year term (staggered, after the formation of the committee for the very first time). The chair serves a two-year term.

Electronic Application Package

- Nominating letter from candidate's graduate advisor.
- Two letters of recommendation from someone (other than the nominator) familiar with the candidate's research and education qualifications.
- One page biographical summary of the candidate.
- 2 page maximum professional/academic summary CV of the graduate advisor.
- Unofficial copy of the candidate's transcript. Include an explanation if the grading system differs from the A to F format.
- One page (single-spaced) statement, written by the candidate, outlining the education and research goals and accomplishments. This can include summer internship experience, undergraduate, and graduate work.
- Research proposal, no more than 5 single-spaced pages, that specifically provides the following information:
 - Title page containing the title, University name, and contact information of the faculty member submitting the nominating package and the candidate. Include email addresses and phone numbers.
 - Section on Relevance to the I&M Field. This separate and short section, with the specific section heading of "Relevance to the I&M Field", MUST be no more than 150 words long, and must directly and specifically describe how the proposed work fits within the broader I&M field. This section is very important and the proposers must pay the due attention to their proper description of the work in this context, which they will expand upon in the Research Proposal section(s). PROPOSALS NOT INCLUDING THIS SECTION WILL BE AUTOMATICALLY DISQUALIFIED AND NOT INCLUDED IN THE SELECTION PROCESS.
 - Research proposal describing the work to be completed by the application. Objectives, approach, and estimated start and completion dates should be included.
 - The anticipated type of paper (short or full) for the final report must be identified. Any variation during the timeframe of the grant support should be discussed/approved by the committee chair.
 - Budget for the project. Explicitly outline how the funds from this Fellowship will be allocated.
- A letter of support from the faculty member's department/institution administrator must be submitted (not to be counted as part of the 5-page proposal). This letter must include an explicit statement about the fact that no institutional indirect cost (of any type) will be assessed by the recipient's institution.