

Appendix C

Chapter Student Contest Financially Supporting Program Guidelines

Purpose:

To host the Chapter Student Contest locally and recommend the winner to attend the final IMS International Student Contest during the IEEE I2MTC conference week at the conference site.

Rules:

- Each IMS Chapter is entitled to submit a proposal for the organization and implementation of (Student) Chapter Student Contest.
- IMS will provide financial support to the Chapter for the organization and implementation of the Student Contest.
- Chapter Request letter must include Title, Description, Program, Schedule, and Budget.
- Events must be reasonably well-publicized such that the local IEEE and I&M community will be aware of the event.
- Within one month of the completion of Student Contest, a report on the event must be submitted. Pictures of the events will be displayed in the Society Web page.
- The Final Report must include receipts for all expenses. **The budget must be used for food and coffee breaks, venue rental, and all items directly related to the local Student Contest.**
- The Education Committee will review your proposal. A response will be provided within two weeks of receiving the proposal.
- The budget must indicate the total amount requested and how funds will be allocated. The Education Committee may suggest changes to the budget before it is approved.
- No further increase to the initial budget, the budget must be submitted for approval at least one month before the event occurs.
- A metric to determine the budget allocated for your event is number of contest teams.

SUBMISSION PROCESS

The Chapter Student Contest Request letter with the information requested above, should be submitted to the **VP of Education** (E-mail is available at <https://ieee-ims.org/about/society-officers>) before the proposal deadline.

IMPORTANT DATES

The approved proposals must host the student contest and submit the financial report no later than 60 days after the event to be commensurate with IEEE rules.

FUNDING MECHANISMS

Reimbursement: The applicant keeps receipts of his/her expenses. He/she submits them after he/she incurs the expense, or after the event is concluded. The I&M Society promptly reimburses the applicant for the expenses he/she incurs.

If the applicant is financially limited relative to the expected expenses, the I&M Society can also arrange one of the following:

- (1) *Advance funding: transfer to the local IEEE Section* to be dispersed to the applicant. To use this option, the applicant should feel comfortable with his/her relationship with the local IEEE Section, such that the applicant trusts their accounting for him/her and their responsibility in prompt disbursement of the funds. Please supply the bank information for the local IEEE Section's bank (obtained from the Section treasurer). This information must include the Bank account number, SWIFT, Owner of the Account, and any other relevant identification information. The applicant's first submission does not need to include this information, but he/she will need to provide the information in adequate time to arrange the transfer of funds.
- (2) *Advance funding: transfer to a chapter-dedicated bank account.* The applicant should allow plenty of time prior to when he/she needs to expend the funds (at least a month, preferably more) to ensure that the transfer has been properly arranged. Please include the relevant bank information required for the transfer.

If the applicant is asking for an IEEE check, he/she should determine how easily he/she can convert it to cash, and how long it will take.

If advance funding is required, please indicate the date you wish the advance funds to be in place. (An approximate date can be used for the application package.)

If you request a financial transfer in advance of your expense, you must submit a report of the actual expenses no later than one month after the event has concluded.

If any of that advance funding was not spent the remaining funds are to be returned.

The I&M Society reserves the right to decline fund transfers that are considered inappropriate, such as transfers to personal accounts.

Receipts for all expenses must be submitted in the Final Report.