

## **PROCEDURES FOR ADMINISTERING IEEE ENCS STUDENT TRAVEL GRANTS**

### **Background**

ENCS first applied for funding from IEEE Foundation to support travel grants for graduate students attending communications-related conferences in 2005. Initially, the grant funding was intended to be used only to support IEEE student members who wished to attend the annual IEEE INFOCOMM conference in order to present a paper. This funding was approved by IEEE Foundation in December 2005, but no grants were awarded. In 2012, ENCS re-applied for student travel grant funding with the following changes:

- Students could attend any computer communications-related conference, instead of just INFOCOMM;
- Submission and review meetings may be held at any time during the year as required to meet the travel needs of conference attendees.

### **Eligibility Requirements**

To be eligible, a student must be a full time student pursuing a graduate degree in computer communications related curriculum at a North Carolina college or university, and must be a member of a IEEE student chapter. Applicants will be required to prepare and submit a paper in the general area of computer related communications to any IEEE-sponsored communication-related conference. The subject of the submitted paper must address data communications, computer networking, telecommunications, multimedia communications and other related disciplines. The paper must be accepted for presentation by the conference.

### **ENCS Responsibilities**

- *Publicity & Administration:* The Communications Society (ComSoc) chapter of the IEEE Eastern North Carolina Section (ENCS) will be responsible for publicizing the grant availability and for nominating a student each year to receive the grant.
- *Selection:* The award will be competitive, and the chair of the ENCS ComSoc chapter may appoint members of the ComSoc chapter, or the ENCS Executive Committee, to serve on a review committee to review submissions.
- *Use of Funds:* The student nominated for the award may use the funds to defray the costs of attending any IEEE-sponsored communications-related conference and presenting the paper. The student will also be required to present the paper (or research on a similar topic) to a joint meeting of the ENCS and ENCS ComSoc Chapter.
- *Prize:* Amount of the prize will be dependent upon the location of the conference and the annual amount available.

- *Funding:* Funded by the Southeast Region ATM Interest Group
- *Reporting:* By 31 March each year, ENCS will prepare and present a written annual report to the Executive Committee of the Foundation. The annual report will detail the expenditures that ENCS authorized during the previous year and a status report on the ENCS's award activities.

## **Administrative Functions**

### *Publicity*

The chair of the IEEE ENCS Communications Society (ComSoc) will work with student chapter chairs in each of the area universities to make eligible student members aware of the awards program and eligibility requirements. Information about the awards program shall be made available on the ENCS website.

### *Application Form*

The ComSoc chair shall work with EXCOM members to prepare an application form that may be submitted electronically. The ENCS webmaster shall make the form available online on the section website.

### *Application Review*

As stated in the "Delegation of Authority for Expenditure of Funds," dated April 2013, "The award will be competitive, and the chair of the ENCS ComSoc chapter may appoint members of the ComSoc chapter, or the ENCS Executive Committee, to serve on a review committee to review submissions. Members of the review committee shall meet as often as necessary to ensure timely review of submissions. The ENCS ComSoc Chapter reserves the right to withhold the award in a given year if, in the opinion of the review committee, none of the submissions are acceptable."

Upon receipt of a student application, the chair of the review committee shall convene a meeting of the review committee. The duties of the review committee include the following:

- *Verifying that the student application meets the eligibility requirements listed above.* This includes verifying full-time enrollment at a North Carolina college or university in a computer communications-related curriculum.
- *Verifying that funding will not provide support to any individual or entity, including its principles, that appear on any list of the U.S. Government, the United Nations, or the European Union identifying it as having links to terrorism or money laundering (See Appendix A for details).*
- *If there are multiple submissions, selection of the application or applications most deserving of an award, based on criteria such as relevance, completeness, and originality.* The committee reserves the right to make awards to all applicants, some applicants, or no applicants in any given review session.
- *Determining the amount of award.* Amount of the prize will be dependent upon the location of the conference and the annual amount available.
- *Notifying the winners of the award.*

- *Verifying student conference attendance and presentation.*

## Reporting

As stated in the “Delegation of Authority for Expenditure of Funds,” dated April 2013, “By 31 January each year, the IEEE Foundation will inform ENCS of the amount from the Fund determined by the Foundation to be available for expenditure and/or commitment that year (“Annual Amount”). ... ENCS is authorized to solicit and select recipients for the Program consistent with the Annual Amount and the guidelines.”

By 31 March of each year, ENCS will prepare and present a written annual report to the Executive Committee of the Foundation. The annual report will detail the expenditures that ENCS authorized during the previous year and a status report on the ENCS’s award activities.

## Travel Grants for Undergraduate Students

ENCS may also provide travel grants for undergraduate students to attend technical conferences for the purpose of presenting papers. In general, procedures for administering travel grants for undergraduate students are similar to the requirements for graduate student grants, with the following changes/exceptions:

- **Eligibility:** To be eligible, a student must be a full time student pursuing an undergraduate degree at a North Carolina college or university in any engineering-related discipline and must be a member of an IEEE student chapter. Applicants will be required to prepare and submit a paper or poster session to any IEEE-sponsored communication-related conference, and have the paper or poster session accepted for presentation.
- Teams as well as individuals may apply for travel grants. All team members must meet the requirements given in “eligibility “above.
- The ENCS Section Chair is responsible for organizing a review committee composed of IEEE section members with expertise in the appropriate subject areas.
- Funding for travel grant awards will be provided by the Section, instead of the IEEE Foundation. The ENCS Executive Committee must approve funding for undergraduate travel grants as part of the section budget review and approval process.

## Appendix A: Security Requirements from DOEA Document

As stated in the “Delegation of Authority for Expenditure of Funds,” dated April 2013, “ENCS shall not provide support to any individual or entity, including its principles, that appear on any list of the U.S. Government, the United Nations, or the European Union identifying it as having links to terrorism or money laundering. These lists include United States Department of the Treasury’s Office of Foreign Assets Control Specially Designated Nationals List<sup>1</sup> which will identify entities designated by the U.S. Government as Foreign Terrorist Organizations or as supporters of terrorism, U.S. Government’s

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<sup>1</sup> Specially Designated Nationals and Blocked Persons list maintained by the Office of Foreign Assets Control (<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>)

Procedures for Administering IEEE ENCS Student Travel Grants v1.1  
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Terrorist Exclusion List maintained by the Department of Justice<sup>2</sup>, the list promulgated by the United Nations pursuant to U.N. Security Council Resolutions 1267 and 1390<sup>3</sup>, the list promulgated by the European Union pursuant to EU Regulation 2580<sup>4</sup>, and any other official list available, or with any entities or individuals known to support terrorism.”

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<sup>2</sup> Terrorist Exclusion List ([http://www.publicsafety.ohio.gov/links/terrorist\\_exclusion\\_list.pdf](http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf))

<sup>3</sup> United Nations Consolidated List (<http://www.un.org/sc/committees/1267/consolist.shtml>)

<sup>4</sup> European Union Terrorism List (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:023:0037:0042:EN:PDF>)