

## **Guidelines for Approving Grants for IEEE Conference**

1. The grant for conferences can be availed by undergraduate and post-graduate students studying at DA-IICT who are IEEE Student Members.
2. A maximum of INR 5,000 will be granted per person.
3. The minimum amount to apply for travel grant is INR 500. Any kind of reimbursement requests for amounts lesser than INR 500 will not be entertained.
4. The grants for conferences can be availed only for IEEE conferences in which the student is presenting his/her research paper.
5. Being an IEEE member does not guarantee the travel grant. It is an initiative taken by the Student Branch to encourage such activities. There is no obligation to provide it and hence any such demands will not be entertained.
6. Reimbursement approval is subject to approval by the IEEE Executive Core Committee and the Student Branch Counsellor.
7. The committee will decide the percentage of the total expenses to be reimbursed. The grant will be focused towards the travel expense rather than miscellaneous expenses. We will consult the Branch Counsellor. The decision will be final and no queries will be entertained thereafter.
8. In order to avail the grant, applicant/s must submit the following document in hard copy:
  - A Grant application in the prescribed format.
  - Copy of all the bills and invitation letter from the organizers of the conference.

- Recommendation letter from a professor under whom the applicant has done the research.
9. The disbursement of the grant will take place once the applicant submits a final report after the conference and produces original bills before the committee.
  10. If the reimbursement request is approved, the student will be reimbursed within a time period of 2 weeks from the approval date.
  11. The bills will be verified. Any fraudulent schemes to fulfill the reimbursement requirements will be dealt with very seriously.
  12. The student seeking reimbursement must not cause any inconvenience to any member of the Executive Committee over this matter. The consequences of such acts will be severe. For any clarifications, the student is requested to meet the IEEE Student Branch Counsellor.