Policy and Procedure

Financial Assistance Program (FAP) for Economically Disadvantaged Participants (EDP) to Attend the IEEE International Symposium on Ethics 2014 (IEEE Members ONLY)

1. The Financial Assistance Program for Economically Disadvantaged Participants (FAP/EDP) is contingent upon the availability of funds in the budget, as approved by the committee for the year of the subject Symposium.

2. The FAP/EDP Committee is to consist of Symposium Chair, Treasurer, Technical Program Chair, FAP/EDP Committee Chair and other interested symposium committee members. The FAP/EDP committee is thus a subcommittee which should normally contain representatives from the Symposium Organizing Committee. The minimum FAP/EDP committee size is at least 3 people. The FAP/EDP Committee shall be chaired by one of the committee members.

3. The FAP/EDP Committee Chair is responsible for requesting financial support, generating guidelines, and coordinating the distribution of the funds for the program. The FAP/EDP Committee is also responsible for creating publicity flyers and applications and information about the program, ensuring that the Symposium Committee has timely information, placing publicity on the symposium website and other IEEE communications such as newsletters, receiving applications, correlating applications with accepted papers, evaluating the candidates from the list of applicants, notifying the award recipient(s), and tracking of approved expenditures/funds. The FAP/EDP Committee Chair will need to contact the Symposium Technical Program Chair and Registration Chair to verify an applicant’s paper has been accepted and that the applicant has pre-registered for the symposium.

4. The Symposium Committee is responsible for placing publicity about the FAP/EDP program on the Symposium website, on the Symposium “Call for Papers” and "Call for Workshops", on the Advance Program, and any other publicity sources as appropriate. In addition they are to provide the FAP application form and supporting information to potential candidates via links to the symposium website http://sites.ieee.org/ethics-conference/ and on all publicity where the FAP/EDP program is shown. The Symposium Committee must also ensure that candidates are scheduled presenters at the symposium and have pre-registered in advance and provide that information when requested to the FAP/EDP Committee Chair.

5. The annual announcement of the Financial Assistance Program should occur no later than the Symposium Advance Program, or sooner if practicable. The preferred time period should coincide with the “Call for Papers/Workshops” released at the previous year’s symposium.

6. The normal procedure for disbursement of funds will start with the FAP/EDP committee notifying the symposium Treasurer and the Chair in writing of the approved individuals who are eligible for registration and possibly other reimbursement, and the maximum amount of such reimbursement. This should occur at the conclusion of the Symposium when it is assured that all recipients have been present at the Symposium.

January 25, 2014
7. The recipients must send a signed IEEE Expense Report and supporting documentation to the FAP/EDP Chair in order to receive reimbursement. The FAP/EDP Chair will review and initial the Expense Report and forward it to the Symposium Treasurer with a copy of the first page to the Symposium Chair. The Symposium Chair will notify the Symposium Treasurer in writing to authorize the expenditure of the funds from the appropriate account. The Symposium Treasurer will then notify the IEEE HQ to send the reimbursement from the IEEE Ethics Symposium account to the recipient.

8. The selection process for candidates to receive financial assistance should be completed no later than sixty (60) days prior to commencement of the Symposium. The preferred time period should be at least two weeks before final accepted papers are due to be submitted.

9. The selection and disbursed amounts are based on the following criteria:
   a) The timeliness of the application.
   b) The financial assistance requested by the applicant for registration.
   c) Acknowledgment by the General or Technical Program Chair that the presentation to be made provides technical knowledge or advances the state of the art within any aspect of the symposium. The presenter must be an active participant in the program.
   d) Endorsement by both a co-worker/supervisor/professor and a Regional/local/Section IEEE Officer (i.e., Chapter Chair, Treasure, Vice Chair, etc.). The reference must identify that the applicant is in need of financial aid.

10. All applicants for financial assistance must be informed by the FAP selection committee in a timely manner whether they have been chosen to receive funding or not. The FAP/EDP Chair must notify the Symposium Committee of the approved name(s) and approximate amount of funding to be disbursed at the same time the recipients are notified.

11. After the Symposium, a status update must be issued by the FAP/EDP Committee to the Symposium Committee detailing the allocation of funds.

Approved

Safoora Fatima
Chair FAP/EDP
IEEE International Symposium on Ethics 2014

Elya B. Joffe
Chair IEEE International Symposium on Ethics 2014