Practicing Engineer Travel Grant Program

ICASSP 2024

Official Document of the Signal Processing Society's Practicing Engineer Travel Grant program to the 2024 IEEE International Conference on Acoustics, Speech, and Signal Processing (ICASSP)

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1. Introduction to Practicing Engineer Travel Grant Program

The IEEE Signal Processing Society (SPS) is pleased to provide limited travel support for SPS members who are practicing engineers to attend the 2024 IEEE International Conference on Acoustics, Speech, and Signal Processing (ICASSP) in Seoul, Korea. The grants will be awarded to a limited number of applicants who are planning to attend the conference and have a need for support to alleviate some costs of traveling.

2. Nominations

2.1 Standard Nominations

Each Chapter may nominate up to two Chapter members to attend the ICASSP 2024. While each Chapter can submit two nominations, there is no guarantee that one or both will be approved. If you plan to submit more than one nominee per conference, please complete two separate nomination forms.

Each participating Chapter's candidate(s) is required to be an IEEE Signal Processing Society member in good standing, as well as a current practicing engineer, to be considered for the travel grant support. You will need the nominee's IEEE Membership Number in order to submit the nomination.

2.2 Self-Nominations

If you are a Practicing Engineer and do not have a local Chapter or your local Chapter Chair is non-responsive, only then may an exception be made for you to submit a self-nomination. Self-nominations must include the reasoning why and contact efforts made to the local Chapter Chair. If there is no explanation, then the nomination will not be considered. Consideration of self-nominations is at the review committee's discretion.

2.3 All Nominations

Nominations must be submitted no later than the deadline listed in the Important Dates in order to be considered. Please plan accordingly and allow yourself enough time to submit the nomination as there will be no exceptions for late or incomplete nominations. The Society will review the nominations and determine if travel support will be awarded.

3. Eligibility

In order to qualify for a Practicing Engineer Travel Grant, nominees MUST meet the required eligibility criteria.

3.1 Eligibility

The criteria requirements that all nominees must meet are as follows:

- ➢ Must be an active SPS member, in good standing at time of application
- ➢ Must be a practicing engineer and fall into one of the following categories: Industry (including small and medium enterprises), Industrial research and development, Self-employed, Consultant, Unemployed young professionals unaffiliated with universities
- ➢ Must have a reference/nomination
- ➢ Must physically attend the in-person conference in Seoul, Korea
- ➢ If awarded, the grantee must attend the physical conference. *If the grantee only attends the virtual portion of the conference, the grantee will not be eligible for reimbursement under the travel grant program.*

3.2 Ineligibility

- ➢ Nominees who are professors or students at universities will **not** be considered for this travel support.
- ➢ Practicing engineers who have accepted papers at ICASSP 2024 will **not** be considered. Each Chapter may nominate up to two Chapter members to attend the 2024 IEEE International Conf

If a nominee does not meet the eligibility requirements at any point leading up to the conference, the grant may be revoked.

4. Expectations

Nominees who are selected to receive the grant are expected to physically attend the in-person conference *and* complete one of the following actions in acceptance of the travel grant funds:

- ➢ Write a short article about the conference for the Society's newsletter
- ➢ Write a summary of one of the sessions for the conference website/newsletter
- ➢ Give a summary talk at a local Chapter meeting and report back to the Society about this

5. Grant Information

5.1 Grant Amount

Travel grant support will be awarded in the amount of (up to) US$1,000 for selected individuals traveling within the same continent or (up to) US$2,000 for selected individuals traveling between continents to the conference. If awarded, payment amount is based on submission of eligible receipts up to the allotted amount.

5.2 Eligible Expenses

The grants can only be used to cover the travel expenses (i.e. accommodations, economy airfare, transit such as trains, trolleys, buses, taxis, etc. to and from airport, and visa fees, associated with the grantee traveling to the approved conference. Only the grantee's expenses can be reimbursed.

Receipts must be provided for all expenses being claimed for reimbursement under the Practicing Engineer Travel Grant. The receipts must show form of payment used, name, date, and amount paid. Hotel reservation confirmations or bookings, invoices, or quotes for airfare are not acceptable receipts unless the proof of payment is also provided with the document.

All travel expenses must be submitted through IEEE's NextGen Expense Reimbursement (Concur) tool. *Detailed instructions on how to create an account and properly input receipts will be shared with the selected grantees who are receiving travel support.*

The Society reserves the right to review all submitted expenses to determine eligibility and the final allowed reimbursement amount. The Practicing Engineer Travel Grant cannot be combined with other Society travel support. If a nominee is selected for more than one travel grant, they will only be able to claim one.

5.3 Grant Payment

The grant will be paid on a reimbursement basis and receipts are required for <u>all</u> expenses being claimed. Payments will not be issued in advance. Funds will be issued by way of a bank transfer after the competition via IEEE's NextGen Expense Reimbursement (Concur) tool. Detailed instructions on how to create an account and properly input receipts will be shared with the selected grantees who are receiving travel support.

Prior to claiming your travel grant award, you must submit receipts of your travel expenses that are equal to or exceed the grant amount in order to receive the full travel grant payment.

5. Additional Important Information

1. In order for your nomination to be considered, the nominee is required to have current SPS membership and be a practicing engineer (industry) at the time of application.
2. Travel grants cannot be transferred to another individual.
3. Only a limited number of grants will be awarded, and on a highly competitive basis. *There is no guarantee that a Chapter's nomination will be selected.*
4. The grants will be awarded to nominees who have a genuine need for support.
5. The grants can only be used to cover the <u>travel expenses</u> (*conference registration is not an eligible expense*) for nominees to attend the conference. The grants, if approved, will be on a reimbursement basis following the conference.
6. All nominations must be submitted via this platform and must be submitted by the deadline set by the travel grant selection committee in order to be considered. Late applications will not be considered, no exceptions.
7. Nominees will be notified of the decision by the email provided on the nomination. Selected grant recipients will be notified with further instructions on how to accept and claim the travel grant.
8. The SPS travel grant selection and oversight committees reserve the right to make the final decision regarding all nominations.

9. IEEE may not be able to provide certain services to certain designated countries, entities, or individuals from those countries or entities. View a [list of these countries](#).

10. Selected grant recipients must make their own travel arrangements and keep receipts for <u>all</u> expenses being claimed. Receipts must include the date, amount, and what it is for.

6. Important Dates

➢ **Nomination Period Open:** 29 January 2024

➢ **Nomination Period Close:** 28 February 2024 at 11:59 PM EASTERN TIME

➢ *There will not be any exceptions for late or incomplete applications.*

➢ **Decisions Announced:** 15 March 2024

7. How to Submit a Nomination

All nominations for the 2024 Practicing Engineer Travel Grant (to ICASSP 2024) program MUST be submitted to the following link before the deadline:

[2024 Practicing Engineer Travel Grant Nomination System](#)

Nominations submitted in any other way will not be considered.

8. Contacts and Resources

➢ If you have any questions or difficulties submitting a nomination (prior to the deadline) please contact sp-grant@listserv.ieee.org.

➢ Information about the Practicing Engineer Travel Grant program can always be found on the [SPS Travel Grants page](#).

➢ For more information about the ICASSP conference, please visit the conference website at: https://2024.ieeeicassp.org/

➢ IEEE Signal Processing Society membership can be added [here](#).