

Quick Guide

Trainee Grant (TG) Application Process



Basic Requirements

The **whole application process** is available **online only**.

Before you apply for a TG please check if you **fulfill all prerequisites to be eligible** for a TG. The requirements are as follows:

1. Applicants must have **submitted an abstract** to the 2018 NSS, MIC or RTSD.
2. Applicants must be **student or a recent postdoc**.
3. Applicants must **either present or/and have the status as the main author** of their contribution.

Step 1: Make the Trainee Grant application form available for you

While submitting your abstract please activate the checkbox for each author who meets the requirements and wishes to apply for the TG at step "Check your submission"

If the checkbox for TG application is disabled, one or more prerequisites are not fulfilled. In this case please modify the status of the author.

Author Permissions and Award Application

Here you can set the author status and access rights for each author separately (an e-mail is mandatory).

	Status information			Permissions		Awards		
						JG	TG	SPA
Vahrenholt, Peter (pv@eventclass.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Horn, Peter (dh@eventclass.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* An e-mail address is required to set permissions for an author.

After you have submitted your contribution successfully, the TG application form is available within the account of the applicant in the abstract management system (→ see Step 2)

Each author for whom the TG application form has been requested will receive an e-mail with more information on how to access the application form.

Request for the TG application form can be posted until the **deadline of the abstract submission process May 9, 2018**. Changes can be made any time before the deadline.

Step 2: Access the Trainee Grant application form

Please log in at the abstract submission system and go to "your account → your award application" →

Link: https://www.eventclass.org/contxt_ieee2018/

Important Information for Applicants who are not the submitter of the contribution:

The applicant(s) will receive an e-mail after submitting the contribution through the system.

The Applicant needs to create an online account by **using the identical e-mail address as specified within the application request**, if it was not done before by the submitter.

After creating this account, the applicant will be able to access any scholarship application forms available within his profile.

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Step 3: Apply for the Trainee Grant

Your TG application should be completed/finalized before the deadline **May 30, 2018**. Please fill out the online application form following the guidelines you receive within the online form.

The TG application requires an advisor recommendation letter.

The process for the **advisor recommendation letter is processed online only** and is included within the application form. Please follow the guidelines you receive through the online form.

How does the advisor recommendation letter process work:

After the applicant has finalized the TG application the specified advisor will be instantly informed by e-mail through the system. On this e-mail the advisor will receive all necessary information and the availability to submit the recommendation letter online. (Please see Step 4)

Changes in the application draft can be made any time until the deadline May 30, 2018 and will be stored.

Important: Once the applicant has finalized the application process and invited the advisor to write a recommendation, no further modifications to the application are possible.

Save your application as draft

Finalize your application and inform your advisor / supervisor

Step 4: Receive the advisor recommendation letter

The advisor **recommendation letter** should be submitted by the stated advisor **by the deadline June 13, 2018**.

As soon as the advisor has submitted his letter of recommendation the **TG application process has been completed successfully**. The applicant will be informed by e-mail through the system automatically if the recommendation letter has been provided.

The **applicant should track if the advisor letter is still pending** and, in this case, remind the advisor to take action by the deadline June 13, 2018.

Step 5: Redeem your Trainee Grant voucher

All applicants will get **informed by e-mail** if they have been selected for a TG by **mid of July 2018**.

This e-mail contains a **voucher code** which should be redeemed while registering online for the conference.

The TG can be used within the online registration only. TGs will not be paid out in cash. The online registration will also be available from mid of July 2018. You may **redeem your voucher until October 1, 2018**

Please do not register until you have received your TG notification.

However, though you have received a TG and you find that you are not able to join the conference please inform the Scholarship Chair Merry Keyser (merrykeyser@ieee.org) as soon as possible. Another applicant from the waiting list will be pleased to receive the grant.

TG vouchers may be used to reduce the costs for scientific items (e.g. fees for the registration fee or workshops etc.) They cannot be redeemed to purchase additional items like tickets for dinners, lunches or excursions.

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Dates and Deadlines

Deadline to request a TG application form	May 9, 2018
Deadline to finalize the TG application	May 30, 2018
Deadline to receive the advisor recommendation letter	June 13, 2018
E-mail notification on TGs	July 2018
Deadline to redeem the TG voucher	October 1, 2018

Contact

Scholarship issues:

Merry Keyser – Scholarship Chair
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Technical issue:

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