Quick Guide
Trainee Grant (TG) Application Process

Basic Requirements

The **whole application process** is available **online only**.
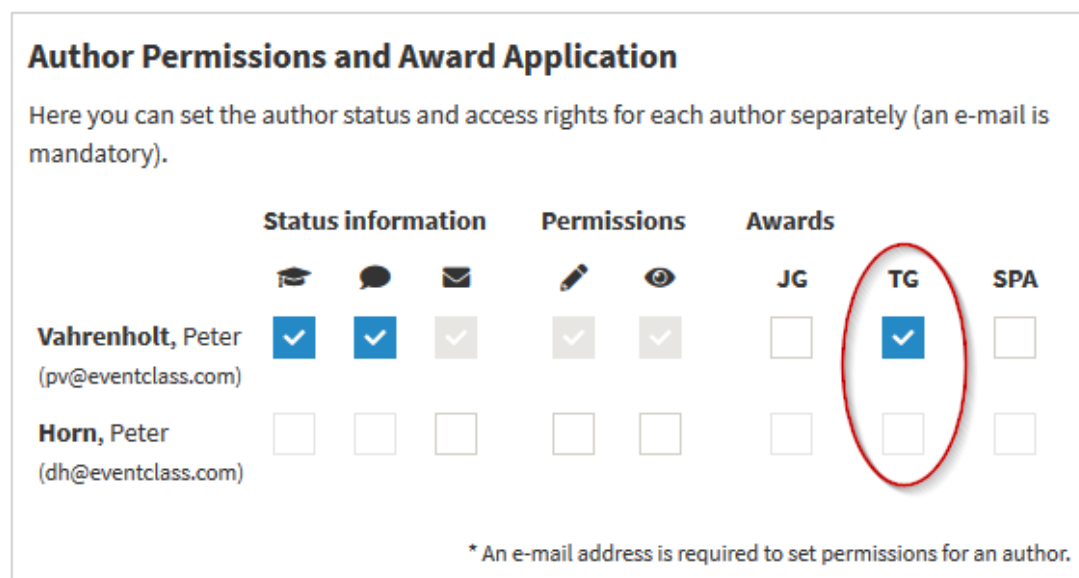
Before you apply for a TG please check if you **fulfill <u>all</u> prerequisites to be eligible** for a TG. The requirements are as follows:

1. Applicants must have **submitted an abstract** to the 2019 NSS, MIC or RTSD.
2. Applicants must be **student or a 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 for the TG at step "Check your submission"
If the checkbox for TG application is disabled, one or more prerequisites are not fulfilled. In the case please modify the status of the author.

After you have submitted your contribution successfully, the application form is available within the appropriated account of the applicant in abstract management system ($\rightarrow$ see Step 2)
Each author for whom the TG application form has been requested for 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, 2019**. 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 $\rightarrow$ your award application"** $\rightarrow$
Link: **https://www.eventclass.org/contxt_ieee2019/**
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.
After creating this account, the applicant will be able to access any scholarship application forms available within his profile.

Step 3: Apply for the Trainee Grant

Until the deadline **May 30, 2019** your TG application should be completed/finalized.
Please fill out the online application form on behalf 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 his TG application the specified advisor will be informed by e-mail through the system instantly. On behalf 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, 2019 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 through the stated advisor **until the deadline June 13, 2019**.

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 the case, remind the advisor to take action until the deadline June 13, 2019.

Step 5: Redeem your Trainee Grant voucher

All applicants will get **informed by e-mail** if they have been granted for a TG by **mid of July 2019**.
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 be available from mid of July 2019 as well. You have the possibility to **redeem your voucher until October 1, 2019**

Please do not register until you have received your TG notification.
Even though you have received a TG and you are not able to join the conference please inform the Scholarship Chair Merry Keyser (merrykeyser@ieee.org) timely. Another applicant will be pleased to receive the grant.

TG vouchers can 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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2019 IEEE Nuclear Science Symposium and Medical Imaging Conference
26th International Symposium on Room-Temperature Semiconductor X-Ray & Gamma-Ray Detectors

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Dates and Deadlines

Deadline to request for a TG application form	**May 8, 2019**
Deadline to finalize the TG application	**May 30, 2019**
Deadline to receive the advisor recommendation letter	**June 13, 2019**
E-mail notification on TGs	**July 2019**
Deadline to redeem the TG voucher	**October 1, 2019**

Contact

Scholarship issues:

Merry Keyser – Scholarship Chair
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Technical issue:

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