2024 IEEE NSS MIC | 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 2024 NSS, MIC or RTSD.
2. Applicants must be a **student or a postdoc (less than five years after graduation).**
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 to 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 this case, please modify the status of the author.

After you have submitted your contribution successfully, the application form is available within the appropriate 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 up until the **deadline of the abstract submission process May 7, 2024 (At time of Abstract submittal)**. 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_ieee2024/**
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.

quickguide_traineegrant_ieee2024_rev1.docx / February 13, 2024

2024 IEEE Nuclear Science Symposium and Medical Imaging Conference and International Symposium on Room-Temperature Semiconductor

Step 3: Apply for the Trainee Grant

By the deadline **May 7, 2024 (At time of Abstract submittal)** your TG application should be completed/finalized.
Please fill out the online application form following the guidelines you received within the online form.

The TG application requires an advisor/supervisor 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 instantly informed by e-mail through the system. Within this e-mail the advisor will receive all necessary information and the availability to submit the recommendation letter online before the deadline. (Please see Step 4)

Changes in the application draft can be made any time **until the deadline May 7, 2024** 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/supervisor **recommendation letter** should be submitted by the stated advisor up **until the deadline June 6, 2024**.

As soon as the advisor has submitted the 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 **before the deadline June 6, 2024**.

Step 5: Redeem your Trainee Grant voucher

All applicants will be **informed by e-mail** if they have been granted for a TG by **end of July 2024**.
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 end of July 2024. You have the possibility to **redeem your voucher until October 3, 2024.** Make sure to not pass the early deadline in September to maximize the usage.

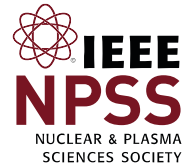**Please do not register for the conference before you have received your TG notification.**
If you have received a TG and you find that you are not able to join the conference, please timely inform the Scholarship Co-Chairs Merry Keyser or Lorenzo Fabris. Another applicant will be able to receive the grant.

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

2024 IEEE NSS MIC | Quick Guide
Trainee Grant (TG) Application Process

Dates and Deadlines

Deadline to request a TG application form	**May 7, 2024**
Deadline to finalize the TG application	**May 7, 2024**
Deadline to receive the advisor recommendation letter	**June 6, 2024**
E-mail notification on TGs	**July 2024**
Deadline to redeem the TG voucher	**October 3, 2024**

Contact

Scholarship issues:

Lorenzo Fabris – Scholarship Co-Chair
e-mail: fabrisl@ornl.gov

Merry Keyser – Scholarship Co-Chair
e-mail: merrykeyser@ieee.org

quickguide_traineegrant_ieee2024_rev1.docx / February 13, 2024

2024 IEEE Nuclear Science Symposium and Medical Imaging Conference and International Symposium on Room-Temperature Semiconductor