**Chapter Activity Funding Request Application**

The IEEE Engineering in Medicine and Biology Society has a funding program where chapters can request **up to** US$1,000 in event support. The Society is encouraging hybrid accommodations for individuals who cannot attend. Travel must adhere to the IEEE Travel Guidelines and to appropriate guidance from cognizant local public health authorities.

Please refer to the IEEE EMBS Funding page for details on deadlines and eligibility.

Please **download** and type your answers into the document below. Please do not change or adjust the formatting. If desired, you may insert images into the document, but it is not required.

Please submit this application and the Budget Template by email to EMBS\_CHPTFUNDS@IEEE.ORG using the following subject line: **IEEE EMBS Chapter Activity Funding Request – “Name of Proposal”- “Chapter Name”**

Proposals submitted after the deadline will not be considered. Complete and submit the proposal form below for the IEEE EMB Society review. For more information or questions email EMBS\_CHPTFUNDS@IEEE.ORG

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| **Primary Applicant** | | | **Co-Applicant *(if applicable)*** | | | |
| Name: |  | | Name: |  | | |
| IEEE Member  Number & Grade: | |  | IEEE Member  Number & Grade: | | |  |
| Email: |  | | Email: |  | | |
| Chapter Type and Name: | |  | Chapter Type and Name: | |  | |

**Type of initiative**

Choose an item.

If other, please explain.

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| **Name of the Initiative:** | Please use one of the following title formats for the name of your event |

**Virtual, Hybrid, or In-Person\***

Fully Virtual

Hybrid (virtual and in person)

Fully in-person

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| **Gross Amount of Funding requested:** |  |

**Location\***

Where will the event be held or broadcasted from virtually? Example: City, Country

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**Proposed Dates\***

Please list specific dates. Include alternate dates, if possible:

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| **Executive Summary of Request** *(Max character length - 2,500)* |  |

**1. REQUEST FOCUS**

**(a)** A brief description of activities, including a timeline for execution and implementation;

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**(b)** Please outline the EMBS Member need(s) that your request aims to address.

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**(c) Impact of this initiative**

Please explain how many members or persons do you expect to impact with this initiative and how

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**(d) Alignment with Scope of EMBS** (Maximum character length – 500)

Please explain which goals and/or targets of the EMBS with which your request aligns.

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**2. REQUESTED FUNDING**

Explain how the funds will support the initiative if awarded.

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**(a) Budget Justification** (Maximum character length – 3,000)

Please provide a brief explanation of all proposed implementation costs. Please highlight those expenses for which funding is requested from IEEE EMBS and the level of certainty of availability of any funding or resources required from third parties.

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**Proposal Submission** (Please sign by Typing your Full Name and your e-mail, together with the date of completion of this submission)

By signing this application, I confirm that

1. All proposers named in this request consent to this application being signed on their behalf.
2. All proposers and organizations named in this request have consented to either participate in or cooperate with this request as presented should it be selected for support.
3. To the best of the proposer’s knowledge, this request is aligned with national policy in the country or countries where the event or activity will take place, and the proposers will ensure that any necessary ethical approval will have been secured before IEEE EMBS funds are released.
4. The proposers understand that any request which (i) is incomplete, (ii) is unsigned, or (iii) for which a completed IEEE EMBS Budget Application Form is not submitted will not be reviewed.
5. The proposers individually and collectively indemnify IEEE, IEEE staff, EMBS Committee members from any liability associated with review of this request or subsequent implementation.
6. The proposers individually and collectively acknowledge that any decision by IEEE EMBS as final.

G. The proposers acknowledge that the information provided on this form will be processed according to the [IEEE Privacy Policy](https://www.ieee.org/ieee-privacy-policy-agreement.html).

**CHAPTER CHAIR SIGNATURE** (below) (On behalf of all named proposers – please type your full name and e-mail address)

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**DATE OF SIGNATURE** (below)

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