**EMBS Major Initiatives Funding Request Application**

The IEEE Engineering in Medicine and Biology Society has a funding program where chapters can request **up to** US$5,000 in event support for hybrid events and $3,000 for fully virtual events. The Society is encouraging hybrid accommodations for individuals who cannot attend. Funds are provided in the funding cycle to help offset the cost of activities such as (but not limited to) regional meetings, seasonal schools, career fairs, industry tours, and community engagement events. 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.

Proposals submitted after the deadline will not be considered. Complete and submit the proposal form below for the IEEE EMB Society review.

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

**Season**

Please check the current call for proposals and ensure your event dates will fall within the current season. Submissions with dates outside of the current open call will not be accepted.

Cycle 1 (July through December events)

Cycle 2 (January through June events)

**Type of initiative**

**Please select one of the following or if other please explain:**

* Seasonal Schools in EMBS Scope: providing attendees with specialized backgrounds in selected EMBS topics with attendees in virtual tutorials and applications and building meaningful collaborative relationships.
* Forums: Aimed at networking events with topics of interest to industry members. Formats include panel sessions and presentations or lectures by industry experts. Content should be created based on the industry's interest and cannot include papers for publication.

Regional Meetings: Local, high-quality technical events (such as local workshops or conferences) to serve the local or regional community. Events should target themes of interest to EMBS members. Meetings can include conference paper publications. Because events such as local conferences are expected to be self-sustained, applications should clearly and explicitly describe how the funds will be used for specific activities that benefit EMBS members (for example, registration waivers for members in LMICs, student paper competitions, industry or clinical engagement, among others).

* Local Chapter Initiatives: provide attendees with a specialized background in select EMBS topics, chapter-centered events for practicing engineers, chapter meetings featuring industry executives, and outreach to get students at primary schools interested in biomedical engineering, design competitions, or other ideas.
* EMBS - Humanitarian Activities Committee (HAC) Projects: projects in EMBS chapters that utilize biomedical engineering technologies for life to address local community challenges. Projects should present a convincing plan to a) understand the real needs of a local community or local stakeholder organization and b) complete in no more than six months a pilot project utilizing biomedical engineering technologies for improving quality of life to address those local community challenges.
* Other initiatives, according to the scope of EMBS and the interest of members

Choose an item.

If other, please explain here.

|  |  |
| --- | --- |
| **Name of the Initiative:** |  |

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

Fully Virtual

Hybrid (virtual and in person)

Fully in-person

**Is the proposal from more than one Chapter?\***

If yes, please include the name of the other Chapters. If no, please indicate "no."

|  |
| --- |
|  |

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

**Location\***

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

|  |
| --- |
|  |

**Proposed Dates\***

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

|  |
| --- |
|  |

**Primary point of contact name}(s)\***

|  |
| --- |
|  |

**Primary point of contact email address\***

|  |
| --- |
|  |

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

**1. REQUEST FOCUS**

**(a) Need Addressed** (Maximum character length – 1,000)

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

|  |
| --- |
|  |

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

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

|  |
| --- |
|  |

**2. TECHNICAL INFORMATION**

**(a) Organizing Committee**

Please list all individuals involved in organizing this event, if applicable.

|  |
| --- |
|  |

**(b) Technical Description\***

|  |
| --- |
|  |

**(c) Outline on Topics to be Covered\***

|  |
| --- |
|  |

**(d) Key Organizers & Qualifications\***

|  |
| --- |
|  |

**(e) Describe if other organizations are involved through funding or implementation: \***

|  |
| --- |
|  |

**(f) List other committed or anticipated sources of funding\***

In US$ equivalent

|  |
| --- |
|  |

**(g) Lecturers/Speakers (Indicate which ones are confirmed)\***

|  |
| --- |
|  |

**3. EXPECTED IMPACT**

**(a) How will this event impact EMBS membership?\***

|  |
| --- |
|  |

**(b) What is the estimated number of EMBS Members that will participate from this event?\***

|  |
| --- |
|  |

**(c) Who is the target audience for the event?\***

Example: students/academics vs professionals/industry, which level of students (pre-university, university, PhD students).

|  |
| --- |
|  |

**(d) Potential for replicating or scaling event or activity**

Example: if lectures are involved, will those be recorded and made available to other chapters? If materials will be purchased, can those be re-used in future editions of the activity?

|  |
| --- |
|  |

**3. IMPLEMENTATION PLAN**

**(a) Request work plan and milestones**

Please outline the proposed work plan, expected timelines, and milestones associated with successful implementation of the proposed objectives.

|  |
| --- |
|  |

**(b) Proposed registration fees:\***

A significantly lower rate is suggested for EMBS members and students.

|  |
| --- |
|  |

**(c) Risk Analysis and Contingency Planning**

Please highlight potential risks and explain how these risks will be managed and reduced. If your proposal assumes access to funding or other resources from third-parties, you must explicitly state this and explain how it will be completed if such third-party funding or resources are not received.

|  |
| --- |
|  |

**(c) Describe why you believe you are able to complete the project:\***

For example, have you completed similar projects or programs? Does your IEEE volunteer record support your ability to complete this project? Include names and roles of important members of the project team, if applicable.

|  |
| --- |
|  |

**4. REQUESTED FUNDING**

Explain how the funds will support the initiative if awarded.

|  |
| --- |
|  |

Provide a detailed budget breakdown that shows expenses and revenues, including estimated revenue from registrations and sponsorship contributions, as well as any EMBS contribution requested. The actual limit of EMBS support will be determined by EMBS upon review of the complete proposal. Budgets should also be prepared and provided for Seasonal School Technical Sponsorship. Items to consider when preparing the budget:

• Proposers are advised to not plan on having business class travel (use economy class) for speakers unless it can be supported directly from external (non EMBS) funds. IEEE funds cannot be used to pay for business class travel.

• The proposed budget should include a 15% contingency to reduce the probability of a deficit. The organizers will be responsible for covering any losses; EMBS will not assume such liability.

• Meeting Type events must meet all IEEE conference requirements, including a 20% surplus.

• What do the organizers plan to do with their share of any budget surplus, should one exist?

• Event organizational connections should be highlighted with local IEEE EMBS chapters, as well as related involvement in the budget (e.g., local chapter, contributions to the school, and plans for splitting any surplus).

• Organizers and volunteers should not be paid remuneration or honoraria. Payments to tutorial presenters, keynote speakers and special guest speakers are called honoraria. See Bylaw 203.10. Compensation.

**(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.

|  |
| --- |
|  |

**Proposed Request Budget**

Please complete and submit Budget Application Form, which can be downloaded in the call for proposals page. Please change the file name to Name of Request (or abbreviation) to avoid confusion.

**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 proporsers named in this request consent to this application being signed on their behalf.
2. all proporsers 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 proporsers 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. I 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)

|  |
| --- |
|  |

**DATE OF SIGNATURE** (below)

|  |
| --- |
|  |