

# Quick Guide

## Trainee Grant (TG) Application Process

### Basic Requirements

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

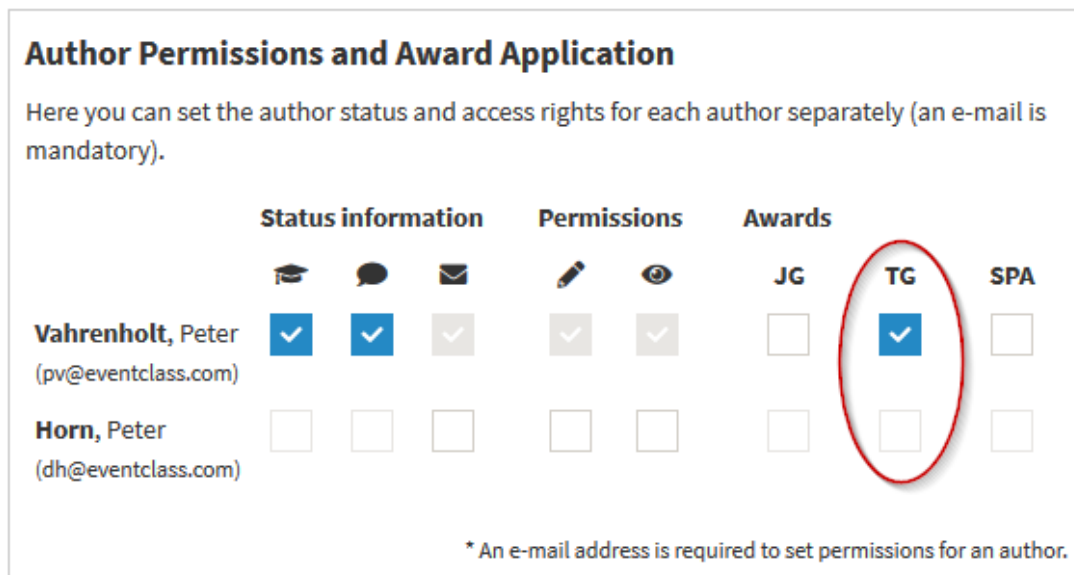
Before you apply for a TG please check if you **fulfill all prerequisites to be eligible** for a TG. The requirements are as follows:

1. Applicants must have **submitted an abstract** to the 2022 NSS, MIC or RTSD.
2. Applicants must be a **student or a postdoc (up to five years from graduation date)**.
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 the 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.



	Status information			Permissions		Awards		
						JG	TG	SPA
<b>Vahrenholt, Peter</b> (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"/>
<b>Horn, Peter</b> (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 abstract contribution successfully, the application form is available within the appropriated account of the applicant in the abstract management system (→ 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 only until the **deadline of the abstract submission process May 5, 2022**. Changes can be made any time before the deadline.

### Step 2: Access the Trainee Grant application form

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

Link: [https://www.eventclass.org/contxt\\_ieee2022/](https://www.eventclass.org/contxt_ieee2022/)

**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.

If it was not done earlier the Applicant needs to create an online account by **using the identical e-mail address as specified within the application request**.

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

### Step 3: Apply for the Trainee Grant

By the deadline **May 5, 2022** your TG application should be completed/finalized.

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 his TG application the specified advisor will be informed by e-mail through the system instantly. In 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 5, 2022 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 7, 2022**.

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

The **applicant should track if the advisor letter is still pending** and, remind the advisor to take action before the deadline June 7, 2022.

### Step 5: Redeem your Trainee Grant voucher

All applicants will be **informed by e-mail** if they have been awarded a TG by the **end of July 2022**.

Successful applicants will receive an e-mail containing a **voucher code** which should be redeemed while registering online for the conference. **The TG can be used only within the online registration process**. TGs will not be paid out in cash. The online registration will be available from mid of July 2022. You have the possibility to **redeem your voucher up until October 5, 2022**

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

**Even though you have received a TG but 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.**

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

### Dates and Deadlines

<b>Deadline to request a TG application form</b>	<b>May 5, 2022</b>
<b>Deadline to finalize the TG application</b>	<b>May 5, 2022</b>
<b>Deadline to receive the advisor recommendation letter</b>	<b>June 7, 2022</b>
<b>E-mail notification on TGs</b>	<b>July 2022</b>
<b>Deadline to redeem the TG voucher</b>	<b>October 5, 2022</b>

### Contact

#### Scholarship issues:

Merry Keyser – Scholarship Co-Chair  
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Lorenzo Fabris  
Scholarships Co-Chair  
e-mail: [fabrisl@ornl.gov](mailto:fabrisl@ornl.gov)