



FAMILY CARE GRANT

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The IEEE SC Family Care Grant Program supports attendance at IEEE FLEPS 2026 by covering family care costs (children, seniors, disabled needs) up to \$1,500 USD for those with competing family responsibilities

Funds may be used only for additional family care expenses that are directly attributable to the recipient's attendance at IEEE FLEPS 2026 (conference dates plus reasonable travel time). Routine or pre-existing care arrangements that would occur regardless of conference attendance are not eligible.

ELIGIBILITY

- » Open to IEEE members of any grade or gender, based on need and desire to attend the conference.
- » Applicants must confirm no other family care grants have been received (IEEE, institution, etc.).
- » Eligible care recipients: Child(ren) or dependent(s), elder(s), or individual(s) with a disability/medical need for whom the applicant has primary caregiving responsibility. Other potential needs will be evaluated case-by-case.
- » Eligible timeframe: Expenses must be incurred during IEEE FLEPS 2026 conference dates and the necessary travel time. Costs outside this window are not reimbursable unless pre-approved by the committee in writing

BUDGET

- » Grants up to \$1,500 USD based on actual expenses.
- » Lesser amounts may be awarded based on the committee's evaluation.

Not allowable costs include:

- » Tuition, long-term deposits, or ongoing monthly/annual care contracts
- » Expenses unrelated to care (e.g., entertainment, general household costs)
- » Medical expenses, insurance premiums, or clinical treatment costs

HOW TO APPLY

Applicants must be IEEE members and submit the following:

- » **File A** – a letter with applicant information: name, affiliation, IEEE membership number and grade, disclosure if any other family grants have been received.
- » **File B** – a narrative proposal (max 2 pages) summarizing financial responsibilities.
- » **File C** – a letter of recommendation from an IEEE member (max 1 page).
- » **File D** – a letter with an estimation and detailed description of the expenses.
- » A single pdf file merging the 4 Files A, B, C and D must be submitted.

Priority will be given to those with an accepted paper at the conference.

REIMBURSEMENT

The recipient must anticipate expenses and submit a post-event report within 30 days after the conference to receive reimbursement. Once the post-event activity report has been received, the recipient will receive the Grant Acknowledgement Form and instructions.

- » **Provider requirements:** Reimbursement requires an invoice/receipt that includes the provider's name, service dates/hours, rate, and total payment.
- » **Reasonable standard:** Reimbursement is limited to reasonable and customary rates for the location and type of care. The committee may adjust reimbursements if costs exceed typical local rates or if documentation is incomplete.
- » The reimbursement is provided only to the applicant.

Providing false, misleading, or incomplete information may result in denial, revocation of the award, required repayment, and reporting to IEEE per applicable policies.

SEND APPLICATIONS TO

Sara Diffenbach at sdiffenbach@conferencecatalysts.com

with the subject: "WiSe Family Cares Grant for IEEE FLEPS 2026 - Application from NAME SURNAME" by **May 20, 2026**.

