IEEE APS Annual Support Request Form

Annual support

The Antennas and Propagation Society has a fund to assist individual Chapters with legitimate Chapter expenses over and above the financial aid rendered by the local IEEE Section. The reimbursable activities must be specifically AP-S related. Examples of appropriate costs might be expenses for food and drink, printing and mailing, special travel expenses for a speaker, etc. The maximum amount per Chapter per year that is allowed depends on whether the Chapter is AP-S only, or joint with other Societies. For AP-S-only Chapters the maximum amount of support is $1,300. For joint Chapters with more than one Society affiliation (for example AP/MTT/ED), the maximum amount is $650. Before requesting support from AP-S, a chapter officer should first contact their Section Chair to find out what kind of support is available from the Section.

If additional funds are needed, over and above what a Section can provide, a Chapter Officer can request Chapter Support from AP-S by completing and submitting an “Annual Support Application Form” to the Chapter Activities Coordinator. This form is posted on the AP-S Chapter’s web page; the form can also be requested from the Chapters Activities Coordinator. Annual funding is prioritized both by the time the request is made (i.e., “first-come, first-served basis”) and by the explanation of need. If approved, the Chapter Activities Coordinator will forward the request to the AP-S Treasurer who will then issue funds in the manner requested by the Chapter (i.e, check, wire transfer, concentration account, etc.).

Note: The AP-S annual support is not to be used to support travel or lodging of Distinguished Lecturers. These visits are funded directly by AP-S and authorized by the Distinguished Lecturer Program (DLP) Coordinator. Please contact the DLP Coordinator for more information.


Annual Support Application Instructions

1. Prior to requesting any funds, be sure that your chapter’s final report has been filed for the previous year. No funds are released until a final report is received.
2. Enter the requested information below. There is no need to submit a “long” proposal or justification. A one-page application is desired, but use additional pages, if needed.
3. Indicate the manner by which the funds should be sent to your chapter:
   a. If the check is to be made payable to the chapter chair and the chair is a US citizen, then the chair should fill out a W9 form and return it, along with the chair’s complete mailing address, to the Chapter Activities Coordinator.
   b. If the check is to be made payable to the chapter chair and the chair is a Non-US citizen, then the chair should fill out a W8 form and return it,
along with the chair’s complete mailing address, to the Chapter Activities Coordinator.

c. If the check is to be made payable to the Chapter, please enter a complete mailing address for the recipient.

d. If funds are to be transferred by electronic means to the chapter (the preferred method for many non-US chapters), then enter the complete wire transfer information (e.g., Bank, account number, etc.)

e. If the funds are to be placed in a concentration account, enter the concentration account information.

4. E-mail this form to the Chapter Activities Coordinator.
Annual Support Application

1. Has a Final Report been submitted to the AP-S Chapter Activities Coordinator (Yes/No)?

2. Chapter Classification ("AP-S Only" or "Joint"):
   a. If "Joint" list partnering societies:

3. Requested Amount:

4. Other Sources of Support (list amount and organization):
   a. Section Support:
   b. Industrial:
   c. Other:

5. Briefly describe the intended use of the funds:

6. Briefly describe how these funds will benefit the AP-S members:

7. Fund Transfer Information (i.e., check, wire transfer, concentration account, etc.). Provide names, addresses, account numbers, bank information, etc., as applicable to the nature by which the funds are to be transferred.