To: IEEE EXCOM

From:

Subject: IEEE Scholarship Handbook v2.1

Date: March 12, 2019

CC: Webmaster

##

## IEEE Scholarship Handbook

## Introduction

The Cincinnati Section of the IEEE awards annual scholarships to qualified college students. This manual identifies and recommends key milestones dates, scholarship documentation and electronic measures for managing the scholarship awards process. Please refer to the IEEE code of Ethics for direction on Conflict of Interest requirements related to eligibility requirements, specifically limiting eligibility to relatives of IEEE members which is prohibited.

## Objectives

1. Identify key milestone dates.
2. Identify scholarship documentation and awards process.
3. Identify electronic processing requirements.

## Scholarship Process

Scholarships are awarded in the first quarter or semester in the Fall. To achieve that objective, scholarship winners should be identified by 1August. This requires that students file an application in the spring semester or quarter general ending in mid-to-late May and NLT 15 July. The chair/co-chairs should be identified at the January Excom meeting. To allow sufficient dissemination time, the scholarship announcement should be released by 30 March to the following universities within the Cincinnati section geographical area:

University of Cincinnati

Northern Kentucky University

Miami (OH) University

Shawnee State University

## Documents as Attachments

1. Establishment of the Cincinnati Section IEEE Scholarship (Criteria)
2. Cincinnati Section IEEE Scholarship Application
3. Scholarship POCs
	1. College
	2. IEEE Co-chairs
	3. Web master
4. Sample letter/email announcement
5. Description of the award process to be provided with the announcement
6. Award Letter
7. Awardee Announcement for website

## Electronic Considerations

1. IEEE Scholarship Webmail
	1. Verify webmail works with several different browsers including Internet Explorer, Chrome, Safari & Firefox as a minimum
2. IEEE website
	1. Verify the correct information is on the website
	2. Periodically (recommend bi-weekly) verify the website is working properly
	3. Identify POC to whom to report issues.

## Schedule

1. Identify Chair/co-chairs @ January IEEE EXCOM meeting
2. Release Scholarship Announcement by 30 March
3. Scholarship Applications due NLT 15 July
4. Scholarship Applications review 1-15 August.
5. Awardee Notification 1 September.
6. Check deposits in student account 15 September
7. Awardee Announcement for website (other?)

# Attachments

## Attachment 1: Establishment of the Cincinnati Section IEEE Scholarship (Criteria)

###  EXECUTIVE SUMMARY:

 The *Cincinnati Section IEEE Scholarship* intends to offer scholarships to fund the college tuition or fees of students that are members of the IEEE student chapters at the University of Cincinnati, Miami University, Northern Kentucky University, and Shawnee State. The purpose will be to award up to three - $1000 awards annually. The number of scholarships awarded each year may vary. While we have maintained awards at the $1K level, scholarship amounts may vary by year.

#### Eligibility:

1. Student must be a member of the IEEE Student Chapter at their University.
2. Student must have completed a minimum of 30 semester credit hours, and not graduated. (i.e. for Sophomore, Juniors and Seniors)
3. Student must be enrolled in an ABET accredited bachelor of science program or equivalent.
4. Student must be majoring in Electrical Engineering or Technology, or Computer Engineering or Technology, or Computer Science.
5. Student must have a minimum of 3.0 out of 4.0 or B equivalent cumulative grade point average.
6. Student must be registered as a Full Time undergraduate student.
7. Student must be in good standing with their University.
8. An IEEE student chapter member may receive only one award.

## Attachment 2: Cincinnati Section IEEE Scholarship Application

# Application

**Student Information:**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s university email alias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IEEE Student Chapter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student IEEE membership number (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Information**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit hours accumulated as of August 1 of current academic year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated graduation date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Attach a transcript or the latest grade sheet that shows the overall GPA.

I attest that the above information is accurate.

IEEE student member Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor or IEEE Student Chapter Chair Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Attachment 3: Scholarship POCs

### College POCs

* 1. UC

Dr. Philip Wilsey, UC Engineering Student Chapter Advisor, +1 513 556 4779, wilseypa@gmail.com

* 1. NKU

Dr. Seyed Allameh, Northern Kentucky University Student Advisor, Phone: (859) 572-5759, E-mail: allamehs1@nku.edu

* 1. Miami

Dr. Chi-Hao Cheng, Miami University Student Chapter Advisor, +1 513 523 3782, chengc@miamioh.edu, jamieson.peter@gmail.com

Dr. Peter Jamieson, Miami University Student Chapter Advisor, +1 416 978 1653

* 1. Shawnee State

Temporary: Cindy Hopkins, Secretary, Engineering Technologies, email: chopkins@shawnee.edu, voice: 740.351.3224

Effective the fall 2016 term, Dr. Kassiani Kotsidou will be joining the department as faculty.  She is active in IEEE in the northern Kentucky region, and perhaps, Cincinnati, and I would recommend that she become the IEEE contact for the department. kkotsidou@gmail.com

Dr. Kassiani Kotsidou, kkotsidou@gmail.com, kotsidouk1@nku.edu, (859) 572-5541

## Carl Hilgart Professor and Department Chair Engineering Technologies. Voice: 740.351.3595 Fax: 740.351.3546 email: chilgarth@shawnee.edu

### IEEE Cincinnati Section Scholarship Committee (2016)

Stephen Olenick

Bob Morrison

### Scholarship email address

scholar.cinti@ieee.org

### Web master

Technical POC: Brian Resnick, brian.resnick@ieee.org

## Attachment 4: Sample letter/email announcement

### Draft email to IEEE Student advisors:

“Dear IEEE Student Advisor,

The Cincinnati Section of the IEEE will offer up to 3 awards ($1000) to fund the college tuition or fees of students that are members of the IEEE student chapters at the University of Cincinnati, Miami University, Northern Kentucky University, or Shawnee State. As student advisor, we ask that you disseminate the attached scholarship eligibility criteria and award process to potential scholarship candidates in your student group.

1. Applications, eligibility requirements and the award process description are attached and will also be available on the Cincinnati Section IEEE Web Page shortly:

[*http://www.ieeecincinnati.org/*](http://www.ieeecincinnati.org/)

*Note: The Scholarship criteria has been updated from the one on the website. The current eligibility is attached for your convenience. We have eliminated the requirement that the student be related to a member so that part of the application may be left blank.*

1. Candidates can email their applications to the address below by NLT 15 July:

*scholar.cinti@ieee.org*

Up to 3 scholarships will be awarded for the fall semester or quarter. Checks will be mailed to the selected awardee’s bursar’s office by the end of August. Thank you for your cooperation and participation.

We plan to support this scholarship process annually.

Regards,

Stephen Olenick

IEEE Cincinnati Section Scholarship Chairman

Steve.olenick@live.com

## Attachment 5: Description of the award process to be provided with the announcement

### Award Process:

1. Applications will be available on the Cincinnati Section IEEE Web Page:

[*http://www.ieeecincinnati.org/*](http://www.ieeecincinnati.org/)

1. Candidates can email their applications to the address below by August 1:

*scholar.cinti@ieee.org*

1. The Scholarship Steering committee will review and confirm application eligibility.
2. Up to three yearly awards will be randomly selected from the pool of eligible applications.
3. If not awarded, a member is eligible to submit a new application the following year.
4. Award monies will be paid directly to the University Bursar with Student ID and Name.
5. The awardee must be registered with IEEE National as a student member.
6. Provide University email alias.
7. If the value of the scholarship exceeds $600, a 1099 must be filed with the IRS. This will require students to provide their SSNs upon award of a scholarship exceeding $600. A process is required to insure the privacy of the SSN is maintained. One method is to use the US Mail for the students to provide their SSNs. Other (TBD) secure methods may be considered, but will require vetting by EXCOM.

## Attachment 6: Sample Award Letter

 Institute of Electrical and Electronics Engineers, Inc. (IEEE)

 Cincinnati Section

 September xx, 2019

University of Cincinnati

Bursar Operations
PO Box 210140
Cincinnati, OH  45221-0140

Dear Sirs,

The members of IEEE, Cincinnati Section, are pleased to award three University of Cincinnati students a tuition assistance scholarship of one thousand dollars each for the fall semester 2019. Please apply these scholarship funds to their individual fall semester tuitions. The three student awardees are as follows:

1. David Harrison, student number: 02502581,

2. Vincent A. Forchione, student number: 08486084, and

3. Joshua Moretto, student number: 08675694.

If you have any questions regarding these awards, please contact Mr. Jay Perin (Chair) , at 513-xxx-xxxx or Mr. Bob Schindler (Treasurer) at xxx-xxx-xxxx.

Sincerely, Enclosed: three IEEE checks

Bob Schindler

IEEE Cincinnati Section

### Attachment 7: Outline of the procedure to transfer funds to each award recipient

### Scholarship Committee Chair provides notice of award (student name, university, student ID, student’s university email alias, optional additional email alias, award amount) to Treasurer.

### Treasurer contacts university’s bursar’s office to establish contact and obtains delegate name, email alias, phone number, and mailing address.

### Treasurer sends email to bursar’s office delegate with notice of issuance of award, describes any restriction on use of funds (i.e., tuition, fees, books), and requests confirmation of receipt and proper disposition.  Treasurer drafts award check and mails to bursar’s office delegate along with hardcopy of the advisory email.

### Treasurer follows up as necessary to confirm student account is properly credited.

### Treasurer provides confirmation of award payout to both student and Scholarship Committee Chair by way of email.

At present, bursar’s office contacts are:

1. University of Cincinnati
	1. Delegate: Cindy Lash (E: bursar@ucmail.uc.edu, T:513.556.3966)
	2. Mailing Address: University of Cincinnati, Office of the Bursar, PO Box 210140, Cincinnati, OH 45221-0140
2. Miami University
	1. Delegate: Cindy Back (E: backcl@miamioh.edu, T:513.529.9750)
	2. Mailing Address: Miami University, Office of the Bursar, 301 South Campus Ave., Room 123, Oxford, OH 45056

### Attachment 8: Announcement for website and university publications

The Cincinnati Section of the IEEE has awarded three scholarships ($1000) for the Fall Semester 2019 to the following University of Cincinnati students:

Individual A

Individual B

Individual C

The scholarships are open to IEEE student members from the University of Cincinnati, Northern Kentucky University, Miami University and Shawnee State University.