**Northeastern Section, American Nuclear Society**

**Policy 2 – ANS-NE Student Conference Attendance Funding Program**

1. **Introduction**

The purpose of this program is to provide partial funding support for several students each year to attend the Annual Student Conference or one of the Annual ANS Conferences. While students may be eligible for some funding through their school or ANS national, conferences and associated expenses exceed the available funding. ANS-NE funding would supplement those sources to help defray additional expenses, if needed.

Students wishing to attend the April Student Conference can apply for travel assistance through their school and ANS National. However, that only covers travel expenses such as airline tickets, gas, or bus tickets. It does not cover food, lodging, or attendance fees.[[1]](#footnote-1)

However, the National Conferences do not have that option. Students can apply for the Student Program registration which reimburses students for the registration fee and a portion of the travel fees if they earn enough points at the conference. Ways to earn these points include working as a section assistant and attending various meetings, as well as presenting a paper or poster. This process works for both the June National Meeting and the December Winter Meeting & Expo.[[2]](#footnote-2)

ANS-NE will cover only fees that students cannot get covered by other sources, namely student conference registration fees, lodging, and food. For the first year, ANS-NE should set aside a maximum of $1500 total with a maximum of 3 full assistances ($500 per student) as a trial year for the program.

The Chair of ANS-NE shall appoint a Student Conference Award Committee consisting of at least three (3) ANS-NE members. This committee shall solicit student applications, evaluate submittals received, provide recommended awards to the ANS-NE Executive Committee for approval, assure submittal of post conference materials and advise the Treasurer of required payments.

1. **Applications**

An application form has been created that can be submitted via the ANS-NE website. The application requires:

* The date and the student’s name & contact information
* School, program, level in the program (year), and GPA
* Identification of the ANS conference they wish to attend and papers/posters to be presented if any
* Other sources of funds requested
* Number of ANS-NE meetings attended in the last 12 months
* ANS National membership status.
* Student registration to work in the ANS Student conference program for either national meeting,
* A short statement indicating why ANS-NE should award them a stipend for attending the meeting, requested stipend amount indicating how the funds will be used (not to exceed $500)
* An agreement to provide a short description of their meeting activities within a month of returning from the meeting, to be posted on the ANS-NE website. (Inclusion of electronic photo is encouraged)

The student advisor or department head should be requested to provide a recommendation by either the student or Student Conference Award Committee chair.

The proposed application windows for the meetings are:

* Student Meeting Applications: Dec 1st – Jan 15th
* ANS June Meeting Applications: March 1st – April 15th
* ANS Winter Meeting & Expo Applications: Aug 1st – Sept 15th

A request for applications should be sent to Student Section Advisors and Student Members that have attended ANS-NE meetings during the past 12 months. These shall be distributed at least 2 weeks prior to the opening of the application period.

1. **Eligibility – Requirements**
	1. ANS national student member.
	2. College student enrolled in nuclear or nuclear option program at any level (full-time working PhD students excluded.)
	3. Member of Student ANS Section, if applicable.
	4. Attendance at 2 or more ANS-NE or Student Section meetings within 12 months
	5. GPA minimum of 2.5 on 4.0 scale, or equivalent.
	6. Recommendations from students’ advisor(s) and/or department head.
	7. Students attending schools outside the ANS-NE region will be considered if:
		1. They maintain a home address in the ANS-NE region, or
		2. They/their other-region school regularly attend ANS-NE meetings.
2. **Award Selection Criteria:**
	1. Students’ advisor(s) should be asked what, if any, conference funding the school provides.
	2. Award limited to three awards at maximum of $500 each.
	3. It is preferable that awards be made to students from multiple schools.
	4. Priority should be given to students who will present at the conference.
	5. Conference priorities will be Student > National > Winter.
3. **Required Student Submissions**
	1. If the student presented at the conference, a copy of the presentation should be provided to the Secretary for uploading to the ANS-NE website.
	2. A short description about their experience attending the conference, no more than 2 or 3 paragraphs shall also be provided to the Secretary and uploaded to the ANS-NE Website. (Picture(s) encouraged)
4. **Procedure Student Conference Funding**
	1. The Student Conference Award Committee notifies students and advisors three weeks prior to the opening of submissions.
	2. The student applies on the ANS-NE web site using the online form.
	3. The Secretary sends submitted applications to the Student Conference Award Committee.
	4. The Student Conference Award Committee evaluates each request using the criteria in section IV and sends its recommendations to the section Chair for concurrence and distribution to the Executive Committee for approval.
	5. ANS-NE Student Conference Award Committee Chair will notify students that submitted application of the results and provide the requirements for reimbursement to those approved applicants.
	6. The student attends the conference.
	7. The student returns from the conference and submits the required submittals (see Section V) :
	8. Verification: conference receipt and air/hotel receipts as applicable.
	9. After all requirements have been met, the Conference Award Committee Chair shall notify the Treasurer to issue the student reimbursement checks.

Student submittals, payments and document postings will be coordinated by the Student Conference Award Committee.

1. <http://studentconf.ans.org/travel-info/travel-assistance-2/> [↑](#footnote-ref-1)
2. See attached Student Program document [↑](#footnote-ref-2)