



2026 IEEE AP-S Annual Chapter Support Request Form

Submission due date: March 31, 2026

The Antennas and Propagation Society (AP-S) provides funding to support individual Chapters for legitimate expenses that exceed the financial support available from their local IEEE Section. Eligible expenses must be directly related to AP-S activities and may include costs for food and beverages, printing and mailing, and extraordinary travel expenses for speakers. **Prior approval from the CAC (Chapter Activities Committee) Chair is required for speakers' travel and hotel accommodations.**

The maximum annual funding varies depending on Chapter affiliation:

- **AP-S-only Chapters:** Up to **USD 1,300**, based on the number of technical events organized in the previous year and AP-S membership growth.
- **Joint Chapters:** Up to **USD 650**, based on the number of technical events held and AP-S membership growth.

To be eligible for AP-S Chapter Support funding, a Chapter must have a minimum membership of **30**. For newly formed Chapters, the minimum membership requirement is **15**. All funding requests are reviewed on a **first-come, first-served** basis, subject to the availability of funds. **Additional funding may be considered on a case-by-case basis for Chapters with membership exceeding 50. Preference for additional funding is given to those chapters exceeding an AP-S membership count of 100.**

Before requesting support from AP-S, a Chapter Officer should first coordinate with their local IEEE Section Chair and Section Treasurer to explore financial support options available through IEEE MGA. If the required funds exceed what the Section can provide, the Chapter Officer may request additional funding from the AP-S CAC (Chapter Activities Committee) budget by completing and submitting the **“Annual Support /Chapter Support Application Form.”**

The form is available on the IEEE AP-S Chapters webpage (<https://ieeeps.org/chapters/chapters>) or can be obtained from the Chair of the AP-S CAC. Annual funding decisions are based on the timing of the request and the justification provided. Once approved, the CAC forwards the request to the AP-S Treasurer, who disburses the funds according to the Chapter's preference, either via **wire transfer** or through an **IEEE Section Concentration Bank account**.

Annual Support Application Instructions

1. If you intend to request 2026 Chapter annual rebate funds from the Antennas and Propagation Society's Chapter budget, **please ensure that you file the Chapter's Annual Report for the previous year, 2025.**
2. There is no requirement to submit a lengthy proposal or detailed justification. A one-page application is preferred, though you may include additional pages if necessary.

Please note: IEEE has ceased transferring funds to private bank accounts held in the names of Chapter officers. E-mail this form to the Chair of the CAC (Chapter Activity Committee), Email: akpoddar@ieee.org



2026 IEEE AP-S Annual Chapter Support Request Form

Submission due date: March 30, 2024

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

2. IEEE Section Name:

3. Chapter Name, Chapter Classification (“AP-S Only” or “Joint”):
 - a. Chapter Name:
 - b. If “Joint” list partnering societies:

3. Requested Amount:
 4. Other Sources of Support (list amount and organization):-
 - a. IEEE Section Support:
 - b. IEEE Chapter Support (if Joint Chapter)
 - c. Industrial:
 - c. Other:

3. Briefly describe the intended use of the funds:
 4. Briefly describe how these funds will benefit the AP-S members:
 - a. Membership Drive Initiatives
 - b. Technical Meetings and Workshops
 - c. Student Design Contest
 - d. STEAM Activities
 - e. Humanitarian Project and engagement with the local community for the benefit of society

6. Fund Transfer Information and Instructions for Chapter Support Requests:

To request funding from the Antennas and Propagation Society (AP-S), please provide the required details in the table below. This will help us process your request efficiently. The information should include:

1. **Chapter Name / Section**
2. **Requested Funding Amount (USD)**
3. **Purpose / Description of the Funding**
4. **Preferred Transfer Method** (Wire Transfer or IEEE Concentration Bank [CB] Transfer)



(A) Instructions for fund transfer to Non-Indian Chapters:

For IEEE CB (Concentration Bank) transfer

Cost Center:			
Section and Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Concentration Banking Transfer : Concentration Banking Account Name: Account Number (also known as HOP number):

For a Wire transfer

Cost Center:			
Section and Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Bank Name: Bank City: Bank State or Country : Bank Account name (please be exact): Bank Account No.: Bank ABA Number : Swift # (International): Bank Address: Special Instructions:

Once you have completed the table, please send it back to me (akpoddar@ieee.org) for approval and processing.



(B) **Instructions for fund transfer to Indian Chapters:** The IEEE office in Piscataway, New Jersey, electronically transfers the approved Chapter funds to the IEEE Bangalore Office in India, Bangalore, and thereafter, funds are electronically transferred to the local Indian IEEE Section and the Indian Chapters Bank Account.

Cost Center:			
IEEE R10 Indian Chapters Section/Chapter Name	Funding Amount	Descriptions	Bank Details
		(1) What is the PURPOSE of funding? (2) What are the SPENDING GUIDELINES for the money? (3) What is the TIMELINE to spend the money? (4) What are the projects and what is the IMPACT on the community?	Bank Name: Bank branch: Bank Account name (please be exact): Bank Account No.: IFSC Code: MICR Code: SWIFT Code: Bank Address: Special Instructions:

****Please note - Chapter funding requests are submitted on a monthly basis, and can take up to 8 weeks to be deposited.**

Once you have completed the table, please send it back to me (akpoddar@ieee.org) for approval and processing.