



2009 EMBS Student Branch Chapter and Club Awards

Outstanding Performance Award and Best New Student Branch Chapter or Club Award

Completed applications must be received no later than **March 1** at:

EMBS Executive Office
IEEE
445 Hoes Lane
Piscataway NJ 08854
USA

For further information, please contact:

EMBS Executive Office
Email: emb-exec@ieee.org
Telephone: +1 732 465 6460
Fax: +1 732 465 6435
Web: www.embs.org
StudentWeb: www.embstudents.org



The IEEE Engineering in Medicine and Biology Society offers **awards for EMBS Student Branch Chapters and Clubs** demonstrating outstanding performance in promoting interest and involvement in biomedical engineering.

Application forms can also be found at: www.embstudents.org



Awards:

There are two awards for EMBS Student Branch Chapters and Clubs. One student branch chapter/club will be recognized annually with an Outstanding Performance Award and a monetary award of \$500 USD. One new student branch chapter/club will be recognized annually with a Best New Student Branch Chapter or Club Award and a monetary award of \$300 USD for activities performed within the first 12 months of chapter/club formation. In addition, for both awards, financial support will be provided for one representative of the winning chapter/club to attend the EMBS annual conference. Awardees will be acknowledged in *EMB Magazine* and may be featured on the *EMB Magazine* website.

Eligibility:

All officially recognized EMBS Student Branch Chapters and Clubs are eligible to apply for these awards, but only chapters or clubs formed a maximum of 12 months previous to the application deadline can be considered for the Best New Student Branch Chapter or Club Award.

How to Apply:

To apply for these awards, EMBS Student Chapters/Clubs should mail a completed application packet to the EMBS Executive office, to be received no later than **March 1**.

In completing the application packet, chapters/clubs should highlight:

- Activities demonstrating initiative, innovation and creativity;
- Areas of progress and improvement;
- Significant impact in biomedical engineering education; and
- Contributions to the profession.

Submission Information:

Only activities during the preceding year will be considered. Where significant effort has been put into planning an event that will be held after the application deadline, details of the plans in progress should be included.

Applications must be typed and in English, and translations of supporting materials must be included. Please include the name of your student chapter/club at the top of each page of the application, and a page number

at the bottom. Submit the maximum of **FOUR** sheets – *including* the Application Form. Any additional attachments will be discarded. See the following page for further instructions.

Applications will be reviewed and decisions will be made by the EMBS Student Activities Committee. If no suitable applications are received, no awards will be given. You may wish to keep an additional copy of your completed application packet for your chapter's/club's future reference.

Judging Information:

Focus is on the requisite letter of justification and the activities web page development activity (respectively worth approximately 40% and 60% of the evaluation). Letters will be compared subjectively. Web pages will be assessed by IEEE Student Branch Web Site Contest Rules: http://www.ieee.org/web/membership/students/scholarshipsawardscontests/IEEE_Student_Branch_Web_Site_Contest.html. The judging criteria include points for website content (i.e., activities described), navigability, originality, overall presentation, portability, and load time.

Instructions:

The application packet for both awards consists of six parts – described below. **Parts 1, 3 and 6** have been placed together on the Application Form for your convenience.

Part 1 – General Information (Application Form)

In block capitals, please provide the name of the EMBS Student Branch Chapter or Club, date of formation and academic institution. Provide the current faculty advisor contact information.

Part 2 – Chapter/Club Administration (Attachment, ONE Page)

Please detail the statistics that best represent the overall dynamic of your chapter/club. Include specifics of your executive committee and overall membership. For example, detail member names, course of study, year of study, email address, IEEE status (member/non-member). If possible, include all event statistics; i.e., the number of students in attendance at meetings, activities, and so on. Charts, figures, pie graphs are welcome – as long as they convey the requisite information as clearly as possible.

Part 3 – Activities (Application Form/Website)

In an effort to promote Student EMBS Chapters/Clubs, advertise IEEE EMBS and encourage student-to-student communication, the award application includes a web page development activity (details below).

For those chapters/clubs with an active website, please add an additional link to the website titled “Activities.” Only the “Activities” page will be judged, to make evaluation fair across applications.

For those chapters/clubs without an active website, please visit the IEEE Entity Web Hosting (EWH) website and apply for one (www.ewh.ieee.org). The service is intended to meet the needs of IEEE entities that want to develop, create, and maintain their own website on an IEEE host server.

Your chapter/club URL should be provided in Part 3 of the application form.

Part 4 – Letter of Justification (Attachment, ONE Page)

Please include one letter of justification from your club/chapter – written together or by an appointed individual (e.g., the student completing this application). The letter – in 1,500 words or less – must explain why your chapter/club is unique, the most distinct and deserving of receiving the award.

Part 5 – Letter of Support (Attachment, ONE Page)

Please include one letter of support from either your faculty advisor or another professional who is familiar with your chapter/club activities.

Part 6 – Signatures (Application Form)

In block capitals, please complete the application with the appropriate signatures, both by the student applicant and faculty advisor.

Part 3. Activities

Utilizing an “Activities” page on your chapter’s/club’s website, please describe your chapter’s/club’s activities in each of the following areas. Although the EMBS would like to encourage student chapters/clubs to be active in all areas, it is recognized that in a given year, not all chapters/clubs will have activities to fit under all headings. In these cases, the heading should still be included in the application, and followed by a statement that reads “No applicable activities.”

A. Membership Promotion

Describe activities that have promoted both chapter/club membership and EMBS membership. Explain how your membership has grown and/or changed throughout the year (e.g., includes a more balanced mix of undergraduate and postgraduate members, includes members from more diverse disciplines).

B. Education

Describe activities that have promoted biomedical engineering education (e.g., seminar series, student conferences, open house events, high school talks, industry/hospital visits, tutoring services).

C. Professional Development

Describe activities that have contributed to the professional development of your members (e.g., career fairs, professional development seminars, attendance at conferences).

D. Community Service

Describe any activities that have been of service to the community (e.g., volunteering, building an assistive device for a community member).

E. Social Activities

Describe social activities that have promoted interaction among students, as well as between professionals and students.

F. Communication

Describe ways in which you have maintained/promoted communication among your members, and/or with other groups (e.g., website, newsletters, submission of articles to *EMB Magazine*, collaboration with other groups such as the local IEEE Student Branch or a BMES Student Chapter). Please include links to supporting materials, such as sample articles and applicable URLs.

G. Future Planning

Discuss ways in which your chapter/club has planned for its future success (e.g., non-final year students in the executive, financial planning, maintaining a list of industry contacts).

H. Other

Give details of any additional activities, not already described, which have helped your student chapter/club develop and/or promote biomedical engineering (e.g., achievement awards given by your chapter/club)

**EMBS Student Branch Chapter & Club Awards
Outstanding Performance Award and
Best New Student Branch Chapter or Club Award**

Application Form

Application Form

Please detach this form and submit with your application

Part 1. General Information

| EMBS Student Branch Chapter/Club Information |
|---|
| Name of EMBS Student Branch Chapter/Club |
| Date of Formation |
| Academic Institution |

| Faculty Advisor Information |
|------------------------------------|
| Name of Faculty Advisor |
| Mailing Address |
| Telephone Number |
| Fax Number |
| Email |

Part 3. **Activities**, Student Chapter/Club website URL:

Part 6. **Signatures** (please complete in block capitals)

| To be Completed by a Student Chapter/Club Member | |
|--|------|
| I confirm that the information contained in this application is complete and true. I give permission for this information to be used in promotional activities of the IEEE EMBS. | |
| Name | |
| Signature | Date |
| Position | |
| On Behalf of [name of EMBS Student Branch Chapter/Club] | |
| To be Completed by the Faculty Advisor | |
| Comments (if any) | |
| I have read and support this application | |
| Signature | Date |