**Payment of Grants/Seed-Money/Sponsorship Rules for the events as approved by the IEEE UP Section**[[1]](#footnote-1)

1. **Grant & Sponsorship:**

The amount sanctioned by IEEE UP Section under this head will be disbursed only after receiving a detailed report (including executive summary, report of the event, and financial statements) within the stipulated time frame (within one month from the date of the event completion). This report must be sent to the (1) Convener, Publication and Promotion Committee (2) Web and Newsletter Committee. With the endorsement from both the conveners, the report will be forwarded to Chairman, IEEE UP Section by the conveners for the final disbursement of the funds. Chairman will endorse and forward the report to the secretary for the maintenance of records for further reporting by the section and the clearance to the treasurer for processing the payments. In case of the income from the events, 20 to 50% share of the income (as decided by IEEE UP Section) must be transferred to IEEE UP Section. Organisers must ensure to submit the reports in India council and R10 newsletters in the prescribed format.

1. **Seed-money:**

The amount sanctioned by IEEE UP Section under this head will be disbursed just after the approval by IEEE UP Section. The Chairman will send the authorization to the treasurer for the payments. An income expenditure report will be submitted by the event organizers to the chairman and secretary after the event frame (may be one month from the date of the event completion). The report with remarks by the chairman and secretary must be kept in records for future events related to that particular organization/IEEE Unit/Others. In case of the income the seed-money must be returned by the organizers to the IEEE UP Section. Organisers must ensure to submit the reports in India council and R10 newsletters in the prescribed format.

1. Please note that no Institute/University/Organization will receive more than Rs 50,000/-, in a year, irrespective of the number of events. [↑](#footnote-ref-1)