

# PELS Ph.D. School Operational Guide



Version 1  
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## Overview:

PELS Ph.D. Schools are immersive programs designed for graduate students and young professionals to deepen their expertise in power electronics. These 2- to 5-day events are hosted by PELS Chapters and local institutions worldwide. Ph.D. Schools offer an enriching mix of keynote talks to disseminate big ideals, technical lectures to stay up to date on current technologies, hands-on workshops for participant engagement, and networking sessions to build community.

Website: <https://www.ieee-pegs.org/education/phd-schools/>

## ✓ Attending a Ph.D. School

 Visit [PELS Website](https://www.ieee-pegs.org/education/phd-schools/) for a list of upcoming Ph.D. Schools.

Details on dates, location, speakers, and registration will be provided for each event.

## ✓ Hosting a Ph.D. School

PELS Chapters or institutions interested in hosting a PELS Ph.D. School must submit a formal proposal through an online form (details below).

Key Points for Planning:

- Events are typically 2 to 5 days in length.
- Most programs include keynote talks, participant poster/technical sessions, and networking sessions. See other Ph.D. School programs as examples.
- Including a WIE Event as part of the Ph.D. School is highly encouraged. Please identify a WIE Chair for the Ph.D. School to be in charge of the WIE event. Applying for WIE Event funding is separate from the Ph.D. School funding application.  
PELS WIE Resources: <https://www.ieee-pegs.org/membership/women-in-engineering/>
- PELS Distinguished Lecturers (DL) or Regional Distinguished Lecturers (RDL) can also be invited to give a lecture at the Ph.D. School. Applying for DL/RDL funding is separate from the Ph.D. School funding application.  
PELS DL/RDL Program: <https://www.ieee-pegs.org/membership/distinguished-lecturers/>
- PELS provides a maximum of \$5,000 USD of support for a PhD School (additional support for WIE or DL/RDL must be applied for separately). Other funding should be sought through sponsorships or local institutional support.

- There are two options for receiving support for the PhD School:
  - 1) Receive funds through a local PELS Chapter in good standing: the funds are generally transferred to the PELS Chapter after the final report for the event has been submitted. If funds are needed before the event, please provide a detailed invoice for the event expenses so it can be reviewed.
  - 2) Receive funds through an institutional account after contract agreement: This requires a contract between the institution and PELS outlining the agreements for the PhD school responsibilities. Certain countries may not be eligible for this option due to IEEE financial rules.
- Proposals for Ph.D. Schools must be submitted 90 days prior to the start of the event

## Ph.D. School Approval Process:

### 1. Create a proposal:

#### Proposal Requirements for Hosting a PELS Ph.D. School

<b>Details needed for Online Form</b>	
<b>Requester Information:</b> ✓ Requestor name ✓ Email Address	
<b>Event Information:</b> ✓ Event Date (first day of PhD School) ✓ Name of PhD School: ✓ Host Institution and Location ✓ IEEE Region ✓ PELS Budget Request (up to \$5,000 USD maximum) ✓ Description of PhD School ✓ Estimated Attendance ✓ PhD School Brochure (File upload) ✓ PELS Chapter Involvement (Select chapter, if applicable) ✓ PELS TC Involvement (Select TC, if applicable) ✓ Description of Products/Services in exchange for the funding. *Explain the advantages of the PhD School for PELS members and its scientific and professional impact on the advancement of the Power Electronics Community. ✓ Name of Organizer ✓ Organizers Email Address	
<b>Requested Lecturer</b> PELS will support the Distinguished Lecturer work by covering the transportation (economy airfare) expense consistent with the PELS travel reimbursement policy, but the DL should make every effort to keep the cost low when making arrangements. The PELS PhD School is to cover the local expenses of the DL (e.g., lodging, food, local transportation) and should make every effort to keep the cost low when making arrangements. ✓ Lecturer Request (Select Distinguished Lecturer Name, if applicable)	

**Women in Engineering Event:**

All PhD Schools are encouraged to hold a Women In Engineering Event, which can focus on networking, mentorship, skill development, etc. Additional funding is available but must be applied for by a designed WIE Event Chair.

- ✓ Are you planning on having a WIE Event?
- If Yes-WIE Event will be organized:
- ✓ WIE Event Chair Name
- ✓ WIE Event Chair Email

**2. Proposal submission:**

1. Complete the following Smartsheet and upload the proposal for approval. Link:  
<https://app.smartsheet.com/b/form/e1d9cecabd3143ee8335dd4ba67ddabf>
2. This step must be done 90 days before the start of the event to ensure that the funding transfer can be made without delay.
3. The PhD School Committee will review the application and reply after its next bi-monthly meeting.

**3. Approval process:**

Once approved by the committee, PELS Staff will send out additional information including:

1. PELS Chapter
  - Confirmation of PELS Chapter
  - Account Details for Chapter
2. Institution
  - Sponsorship Agreement
  - Wire Transfer form
  - Tax Form

To avoid delays, these documents should be completed and send to PELS Staff as soon as possible. Any delay in submitting the information or forms, will delay funds disbursement.

**4. Disbursement of Funds**

- The approved funds for PhD Schools can only be disbursed once the documents have been processed and approved by IEEE Contract Management Services and a Purchase Order (PO) is issued.

**5. Post Event Report**

- At the conclusion of the event, the organizers must submit a post event report. This is a way for IEEE-PELS to determine the vitality of the program. This post event report is a requirement for future funding.
- To submit a Post Event report, please complete this Smartsheet:  
<https://app.smartsheet.com/b/form/6722d709f75246d6a8f939a18f564835>

**6. Optional Services:**

- Certificates: As needed, IEEE can issue certificates to your participants. To do this, send a complete roster of all attendees and the exact name of the Ph.D. School to include in the certificate.

**7. Contact**

If you have any questions or need to follow up about a PhD School, contact:

Marissa Jadrosich, PELS Senior Society Specialist: [m.jadrosich-forget@ieee.org](mailto:m.jadrosich-forget@ieee.org)

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