

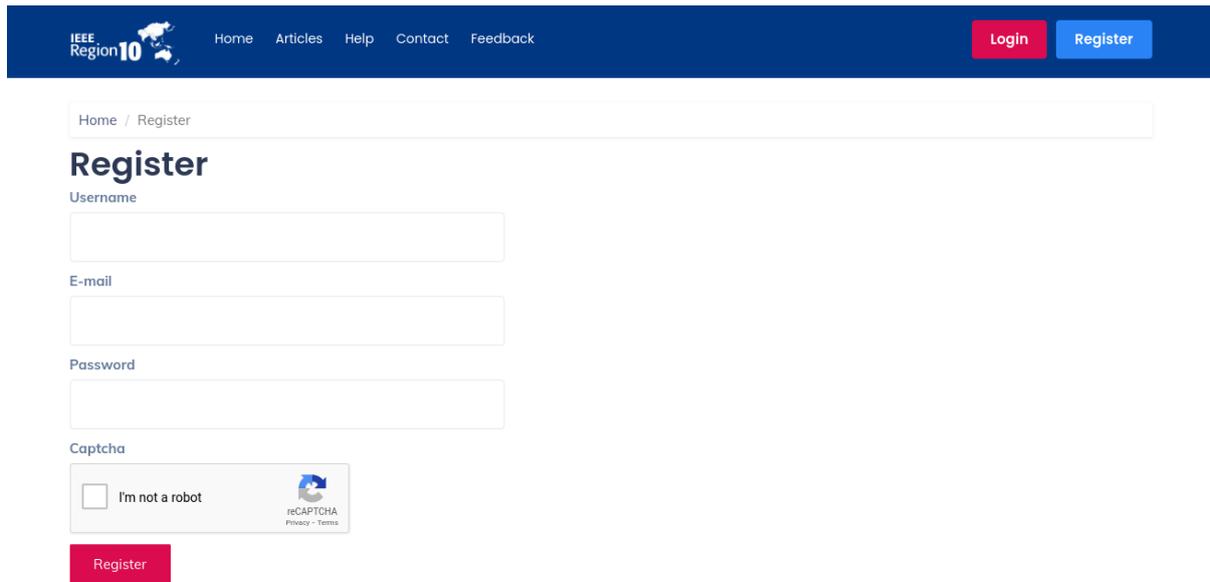
R10 Funding Portal

User Guide for R10 Young Professionals Funding

All proposals and activity reports should be submitted through the [R10 funding portal](#). Please follow steps as described below.

STEP 1: User Registration

Register as a user at: <https://events.ieeer10.org/user/sign-in/signup>

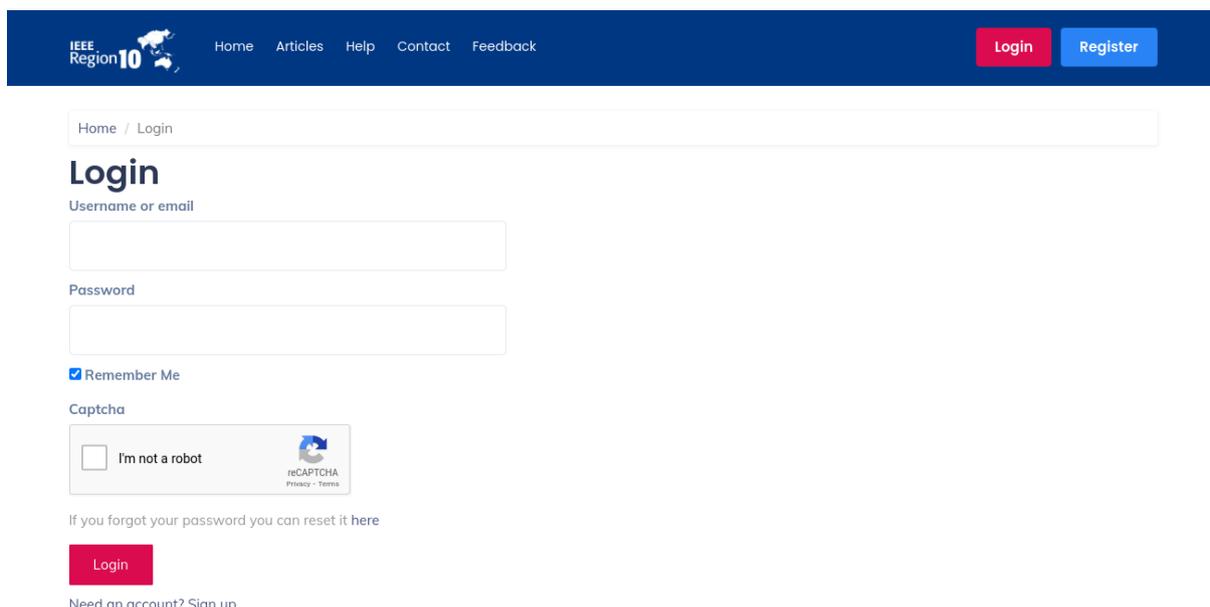


The screenshot shows the top navigation bar with the IEEE Region 10 logo, links for Home, Articles, Help, Contact, and Feedback, and buttons for Login and Register. Below the navigation bar is a breadcrumb trail: Home / Register. The main heading is "Register". The form includes fields for Username, E-mail, and Password. Below the Password field is a Captcha section with an "I'm not a robot" checkbox and a reCAPTCHA widget. A red "Register" button is located at the bottom of the form.

It takes approximately 24 hours for a user account to be verified. Only verified users are allowed to submit proposals.

STEP 2: Login

Login to the system after 24 hours from registration, using your registered username and password at: <https://events.ieeer10.org/user/sign-in/login>



The screenshot shows the top navigation bar with the IEEE Region 10 logo, links for Home, Articles, Help, Contact, and Feedback, and buttons for Login and Register. Below the navigation bar is a breadcrumb trail: Home / Login. The main heading is "Login". The form includes fields for Username or email and Password. Below the Password field is a "Remember Me" checkbox which is checked, and a Captcha section with an "I'm not a robot" checkbox and a reCAPTCHA widget. A red "Login" button is located at the bottom of the form. Below the button is a link: "If you forgot your password you can reset it here". At the very bottom, there is a link: "Need an account? Sign up."

STEP 3: Proposal Submission

- a) Access the proposal submission page: <https://events.ieeer10.org/event-type/view?id=56>
Click “Submit Proposal”.

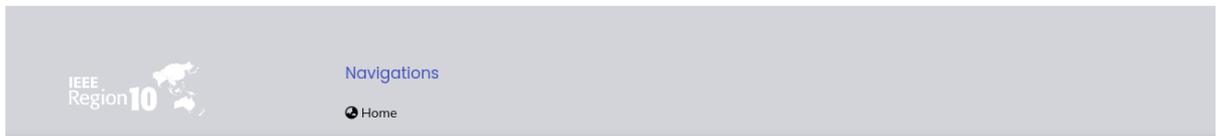


Click Submit Proposal

Home / R10 Young Professionals New/Dormant Affinity Group Fund

Submit Proposal

Created By	R10 Young Professionals
Name	R10 Young Professionals New/Dormant Affinity Group Fund
Description	This fund aims to provide financial support for inactive or newly formed YP AGs to organise activities in order to gain enough momentum to become a fully sustainable YP Affinity Group. View the complete Terms and References at: (Link to be provided)
Active	Active
Created At	Feb 21, 2021, 10:23:00 AM



Fill in all required questionnaires.
(select Organization Unit Type as “Section YP Affinity Group”). Click “Next”



Home / Events / New Professional Affinity Group Fund for Future Activities / Update

Event : R10 Young Professionals New/Dormant Affinity Group Fund Created By : R10 Young Professionals

Title *

A workshop conducted for young professionals on skill development

Description *

<> B I G H L U T A

A small Description on what the workshop is about

Start Time

2021-02-08

End Time

2021-03-02

Location Name

Walmart Hall

Location City

XYZ City

Organization Unit Type

Section YP Affinity Group

Organization Unit Name *

ABC YP AG

Section *

ABC Name

Website

ieeer10.org

Contact Name *

Jon Doe

Contact Position *

Chair Person

Contact Email *

jondoe@gmail.com

Next

select Organization Unit Type as "Section YP Affinity Group"

"Start time", "End Time" and "Location Name" and Location City" is not compulsory to provide.

Click "Next"

- b) You will be automatically directed to a page which consists of four menu items namely; (1) Detail, (2) Attachment(s), (3) Note(s) and (4) Timeline.

IEEE Region 10 Home Submissions Articles Help Contact Feedback Profile Logout

Home / Submissions / New Professional Affinity Group Fund for Future Activities

Detail Attachment(s) Note(s) Timeline

Update Submit for review

ID	66
Created By	davish
Updated By	davish
Event Type	R10 Young Professionals New/Dormant Affinity Group Fund
Title	New Professional Affinity Group Fund for Future Activities
Description	A small Description on what the proposal is about
Start Time	Feb 8, 2021, 12:00:00 AM
End Time	Mar 2, 2021, 12:00:00 AM
Location Name	Walmart Hall
Location City	Palakkad

The project information that are entered by the user and the “Event Status” will be displayed under the “Detail” menu.

(at this stage the “Event Status” will be reflected as “draft”)

The screenshot shows the IEEE Region 10 website interface. At the top, there is a navigation menu with links for Home, Submissions, Articles, Help, Contact, and Feedback. On the right, there are buttons for Profile and Logout. The main content area displays a form with the following details:

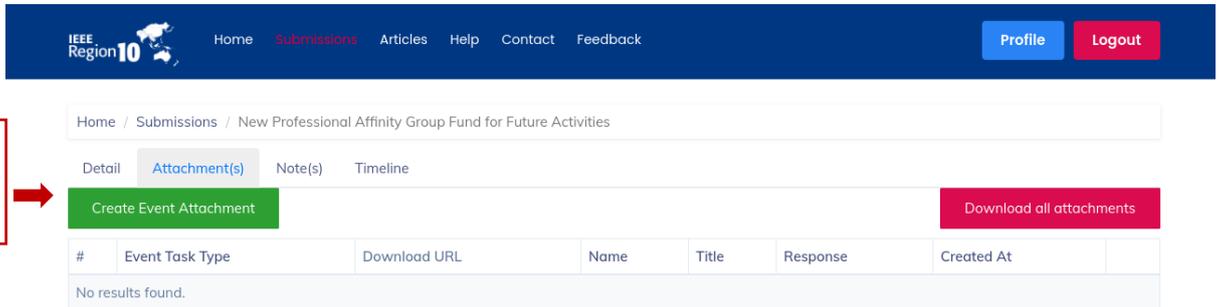
Location Name	Walmart Hall
Location City	Palakkad
Organization Unit Type	Section YP Affinity Group
Organization Unit Name	Kerala YP AG
Section	Kerala Section
Website	ieeekerala.org
Contact Name	Akarsh
Contact Position	Technical Coordination
Contact Email	akarshashok12@gmail.com
Event Status	draft
Created At	Feb 28, 2021, 8:24:44 AM
Updated At	Feb 28, 2021, 10:54:06 AM

A red arrow points from a red-bordered callout box containing the text "Event Status Updated as 'draft'" to the "draft" status in the Event Status field.

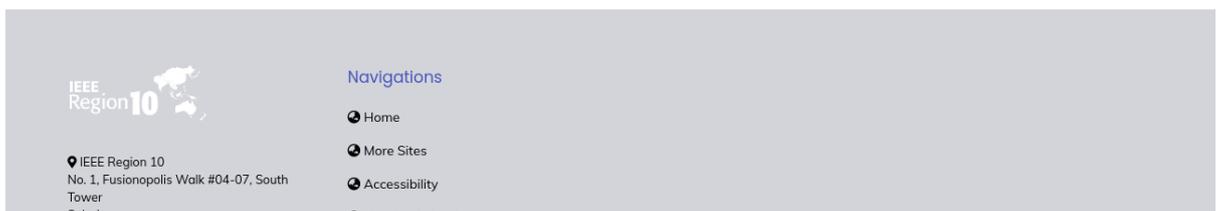
Below are the list of “Event status” and its descriptions;

Event Status	Description
Draft	The proposal is under development
Submitted	The proposal is submitted for review
Proposal Under Review	The proposal is under review
Proposal Accepted	The proposal is accepted
Rejected	Rejection could occur during the proposal review stage or reimbursement claim review stage. A rejection during the proposal review stage occurs when the submitted proposal is unsatisfactory and/or do not fall within the fund criteria/terms and references. A rejection of the reimbursement claim could occur when the receipts and activity/expense reports are unsatisfactory and therefore declined for funding.
Claim Under Review	The submitted activity/expense reports and receipts are under review
Claim Approved	The submitted activity/expense reports and receipts are accepted
Funds Transferred	The funds are transferred

- c) Next, proceed with attaching the proposal. Under the “Attachment(s)” menu, select “Create Event Attachment”.



The screenshot shows the IEEE Region 10 website header with navigation links: Home, Submissions, Articles, Help, Contact, Feedback, Profile, and Logout. The breadcrumb trail is Home / Submissions / New Professional Affinity Group Fund for Future Activities. The 'Attachment(s)' tab is selected, and the 'Create Event Attachment' button is highlighted in green. A red box on the left contains the text: "Under the 'Attachment(s)' menu, select 'Create Event Attachment'." with an arrow pointing to the button. Below the button is a table with columns: #, Event Task Type, Download URL, Name, Title, Response, and Created At. The table is currently empty, showing "No results found." and a "Download all attachments" button.



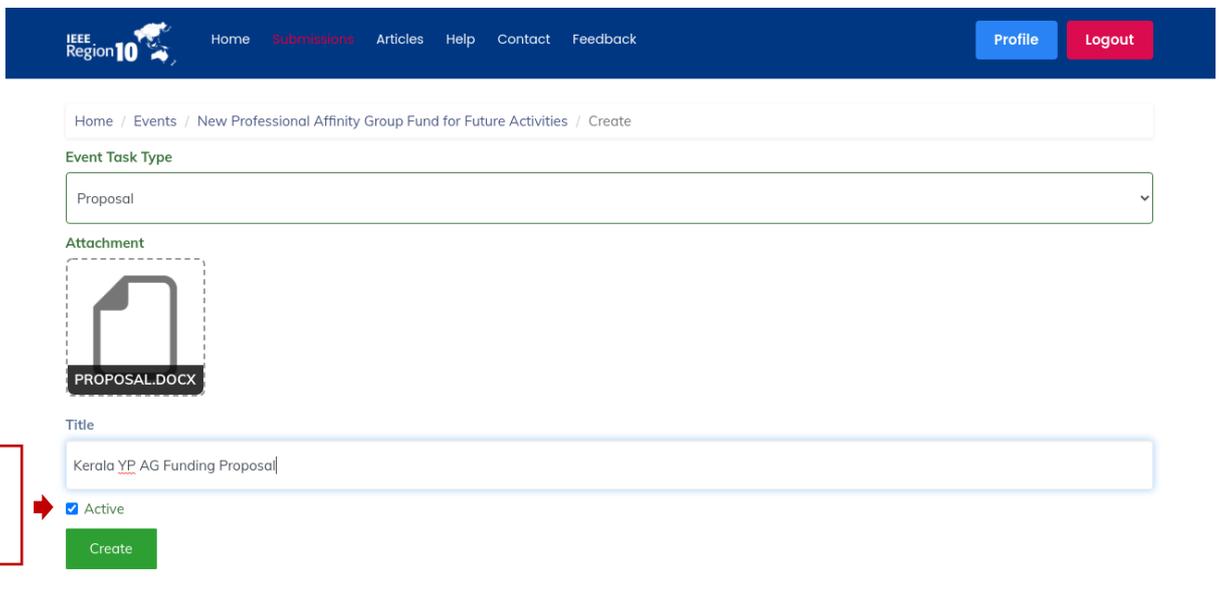
The screenshot shows the IEEE Region 10 website header with navigation links: Home, More Sites, and Accessibility. The breadcrumb trail is Home / Events / New Professional Affinity Group Fund for Future Activities / Create. The 'Event Task Type' dropdown menu is set to 'Proposal'. The 'Attachment' section shows a file named 'PROPOSAL.DOCX' with a document icon. The 'Title' field contains 'Kerala YP AG Funding Proposal'. The 'Active' checkbox is checked, and the 'Create' button is highlighted in green. A red box on the left contains the text: "Make sure to check 'active' checkbox, before selecting 'create'." with an arrow pointing to the checkbox.

Select Event task type as “Proposal”. Upload the proposal file, provide a Title, and select “Create”.

Make sure to check “active” checkbox, before selecting “create”.

The proposal file will then be successfully uploaded to the system.

Note: The proposal format should follow the template provided. Please download the proposal template at this [link](#).



The screenshot shows the IEEE Region 10 website header with navigation links: Home, Submissions, Articles, Help, Contact, Feedback, Profile, and Logout. The breadcrumb trail is Home / Events / New Professional Affinity Group Fund for Future Activities / Create. The 'Event Task Type' dropdown menu is set to 'Proposal'. The 'Attachment' section shows a file named 'PROPOSAL.DOCX' with a document icon. The 'Title' field contains 'Kerala YP AG Funding Proposal'. The 'Active' checkbox is checked, and the 'Create' button is highlighted in green. A red box on the left contains the text: "Make sure to check 'active' checkbox, before selecting 'create'." with an arrow pointing to the checkbox.

d) Once the proposal is uploaded, revisit the “Detail” menu and click “Submit for Review”.

Home / Submissions / New Professional Affinity Group Fund for Future Activities

Detail Attachment(s) Note(s) Timeline

Update Submit for review

ID	66
Created By	davish
Updated By	davish
Event Type	R10 Young Professionals New/Dormant Affinity Group Fund
Title	New Professional Affinity Group Fund for Future Activities
Description	A small Description on what the proposal is about
Start Time	Feb 8, 2021, 12:00:00 AM
End Time	Mar 2, 2021, 12:00:00 AM
Location Name	Wallmart Hall
Location City	Palakkad

e) Now the “Event status” will be reflected as “submitted”. An automated notification email will also be sent to the contact email address that was provided by the user in action item (a).

Home Submissions Articles Help Contact Feedback Profile Logout

Start Time	Feb 8, 2021, 12:00:00 AM
End Time	Mar 2, 2021, 12:00:00 AM
Location Name	Wallmart Hall
Location City	Palakkad
Organization Unit Type	Section YP Affinity Group
Organization Unit Name	Kerala YP AG
Section	Kerala Section
Website	ieeekerala.org
Contact Name	Akarsh
Contact Position	Technical Coordination
Contact Email	akarshashok12@gmail.com
Event Status	submitted
Created At	Feb 28, 2021, 8:24:44 AM
Updated At	Feb 28, 2021, 10:59:33 AM

Event Status updated as “submitted”.

* Once the “Event Status” is changed to “submit”, please do not update the proposal file.

** The R10 YP committee will review the proposals and notify the project leads with the decision.

*** Please note: Event status updates such as “Submitted”, “Proposal Accepted”, “Rejected”, “Claim Approved” and “Fund Transferred” will be notified to project leads via email. However, users should monitor for other event status updates via the funding portal.

Start Time	Feb 8, 2021, 12:00:00 AM
End Time	Mar 2, 2021, 12:00:00 AM
Location Name	Wallmart Hall
Location City	Palakkad
Organization Unit Type	Section YP Affinity Group
Organization Unit Name	Kerala YP AG
Section	Kerala Section
Website	ieeekerala.org
Contact Name	Akarsh
Contact Position	Technical Coordination
Contact Email	akarshashok12@gmail.com
Event Status	Proposal Accepted ← Event Status updated as "Proposal Accepted".
Created At	Feb 28, 2021, 8:24:44 AM
Updated At	Mar 1, 2021, 3:16:25 PM

STEP 4 - Reimbursement Claims

Reimbursement claims are only applicable for submissions that are accepted in which the “Event Status” is reflected “Proposal Accepted”.

Once all proposed activities are completed, submit the Activity Report, Expense Report, and all Receipts in “Attachment(s)” menu. Follow similar process performed when uploading the proposal file (see Step 3 (c)).

When attaching the activity report, please select “Activity Report” as the event task type. Similarly, when attaching the expense report, please select “Expense Report” as the event task type. Likewise, when attaching the receipts please select “Receipts” as the event task type. Please compile all receipts to a single pdf file and upload it to the system.

Detail Attachment(s) Note(s) Timeline

[Create Event Attachment](#) [Download all attachments](#)

Showing 1-4 of 4 items.

#	Event Task Type	Download URL	Name	Title	Response	Created At
1	Receipts	https://storage.events.ieeer10.org/source/1/r212HIC--Q7uoiTq88I4jXSjTNrc2hiX.docx	Receipt.docx	XYZ YP AG Receipts	(not set)	Mar 3, 2021, 12:51:04 AM
2	Expense Report	https://storage.events.ieeer10.org/source/1/8qj_ZNsQJd2cVkhqZ2YOHYfsN1Bdlagk.docx	Expoense Report.docx	XYZ YP AG Expense Report	(not set)	Mar 3, 2021, 12:50:29 AM
3	Activity Report	https://storage.events.ieeer10.org/source/1/H2ZZo8LgGZVYFc0MqTIsRpri1_gku5hZ.docx	Activity Report.docx	XYZ YP AG Activity Report	(not set)	Mar 3, 2021, 12:50:02 AM
4	Proposal	https://storage.events.ieeer10.org/source/1/sy--0A36mOyxp77HktxY36XrkYAG4_Vz.docx	Proposal.docx	XYZ YP AG	(not set)	Mar 3, 2021,

Reports for reimbursement claim is uploaded.

The report format should strictly follow the templates provided. The report templates will be provided to all fund recipients during the results notification stage.

Users are allowed to make any changes to the reimbursement reports until the report submission deadline is reached (31st of October 2021).

R10 Young Professionals Committee will review the reports and notify the project lead about the decision made on the reimbursement claim request. Upon approval, the R10 Young Professionals Committee will proceed with transferring the funds.

For more details and enquiries, please contact R10 Young Professionals Committee at: r10yp@ieee.org