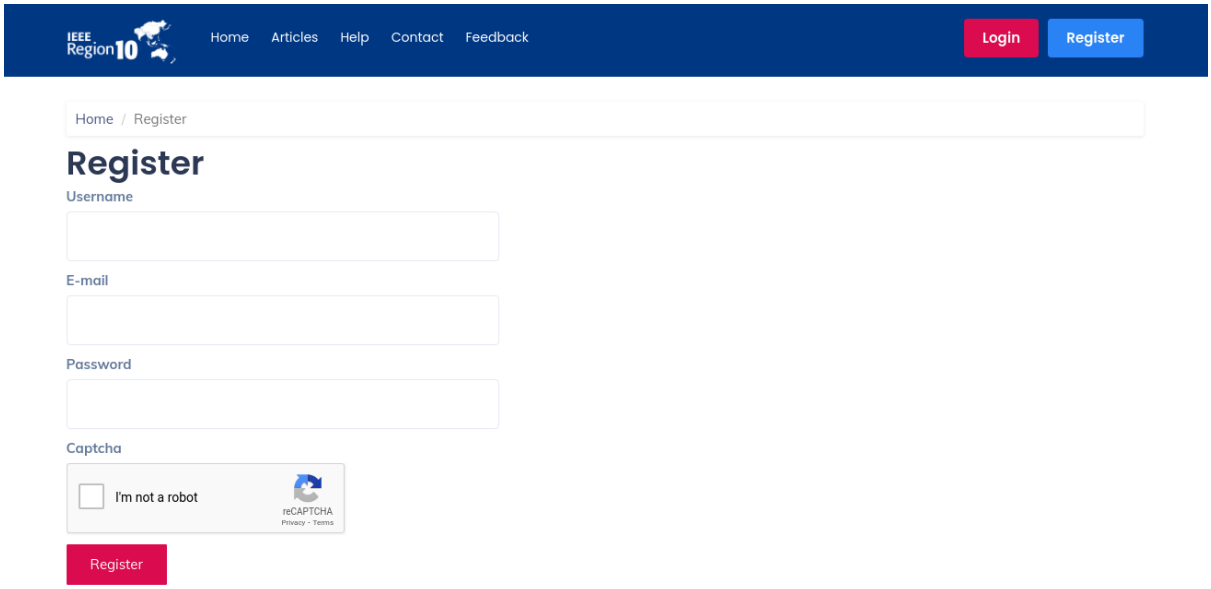
R10 Funding Portal

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

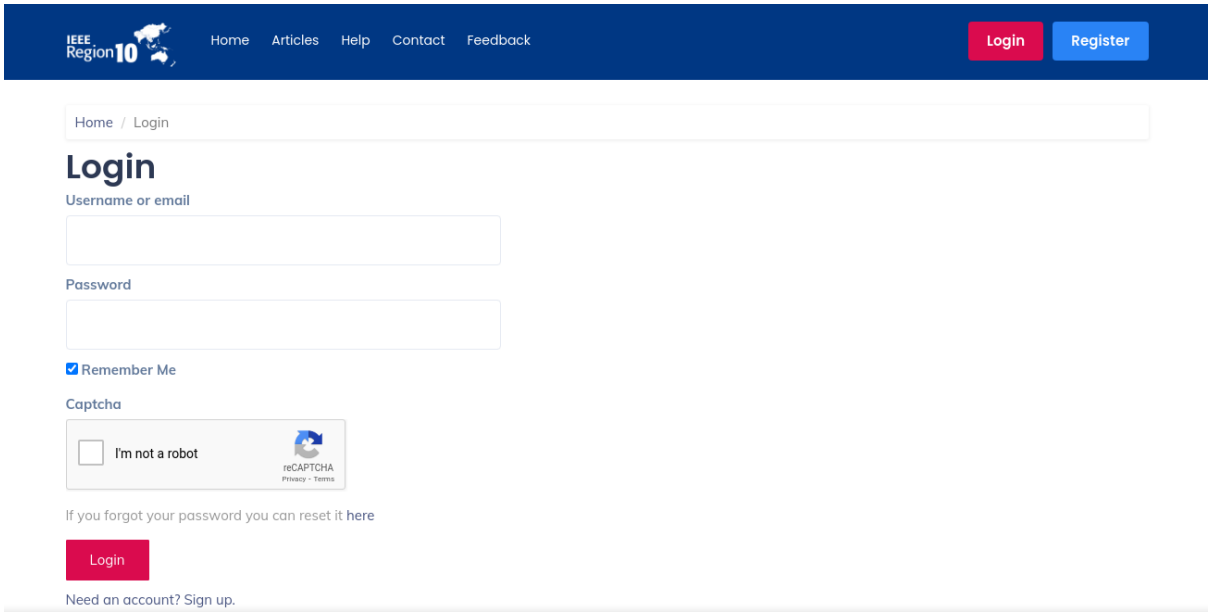
Register as a user at: https://events.ieeer10.org/user/sign-in/signup



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

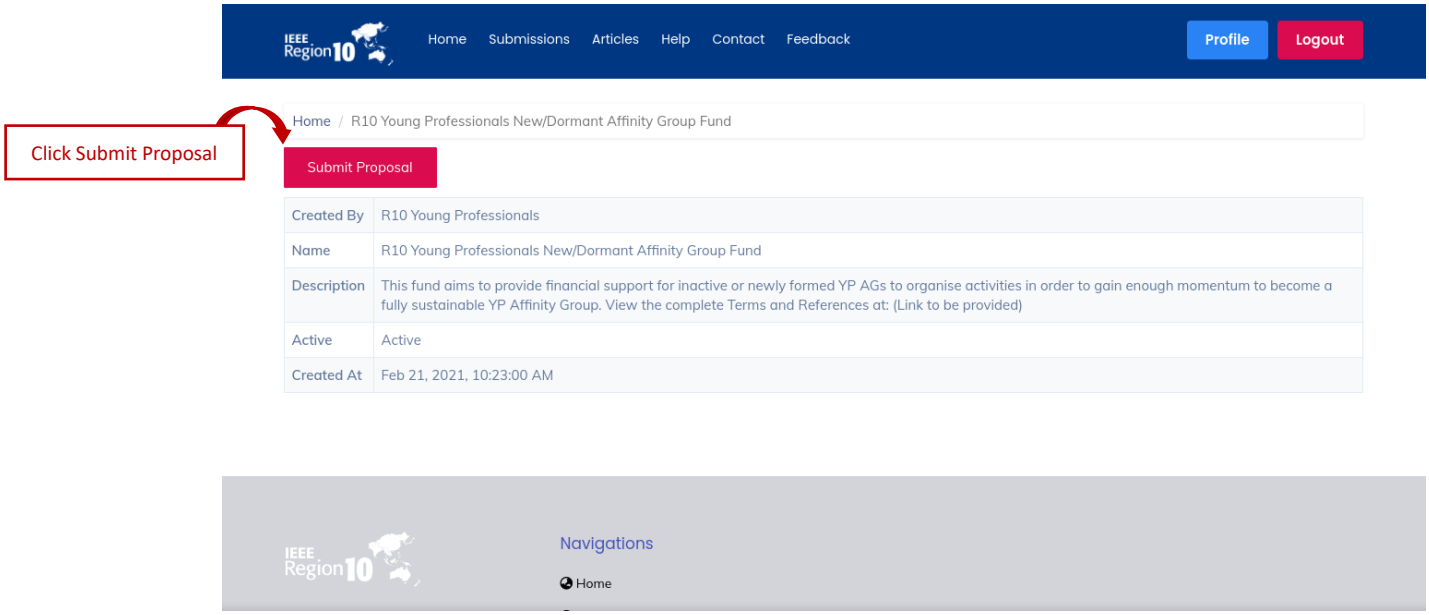
STEP 2: Login

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

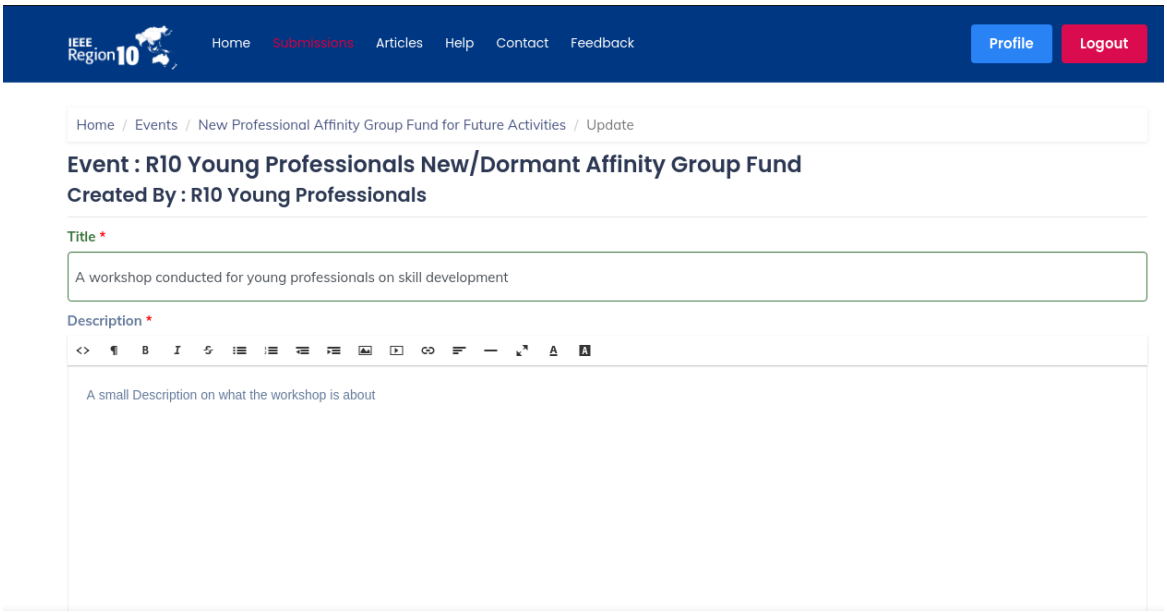


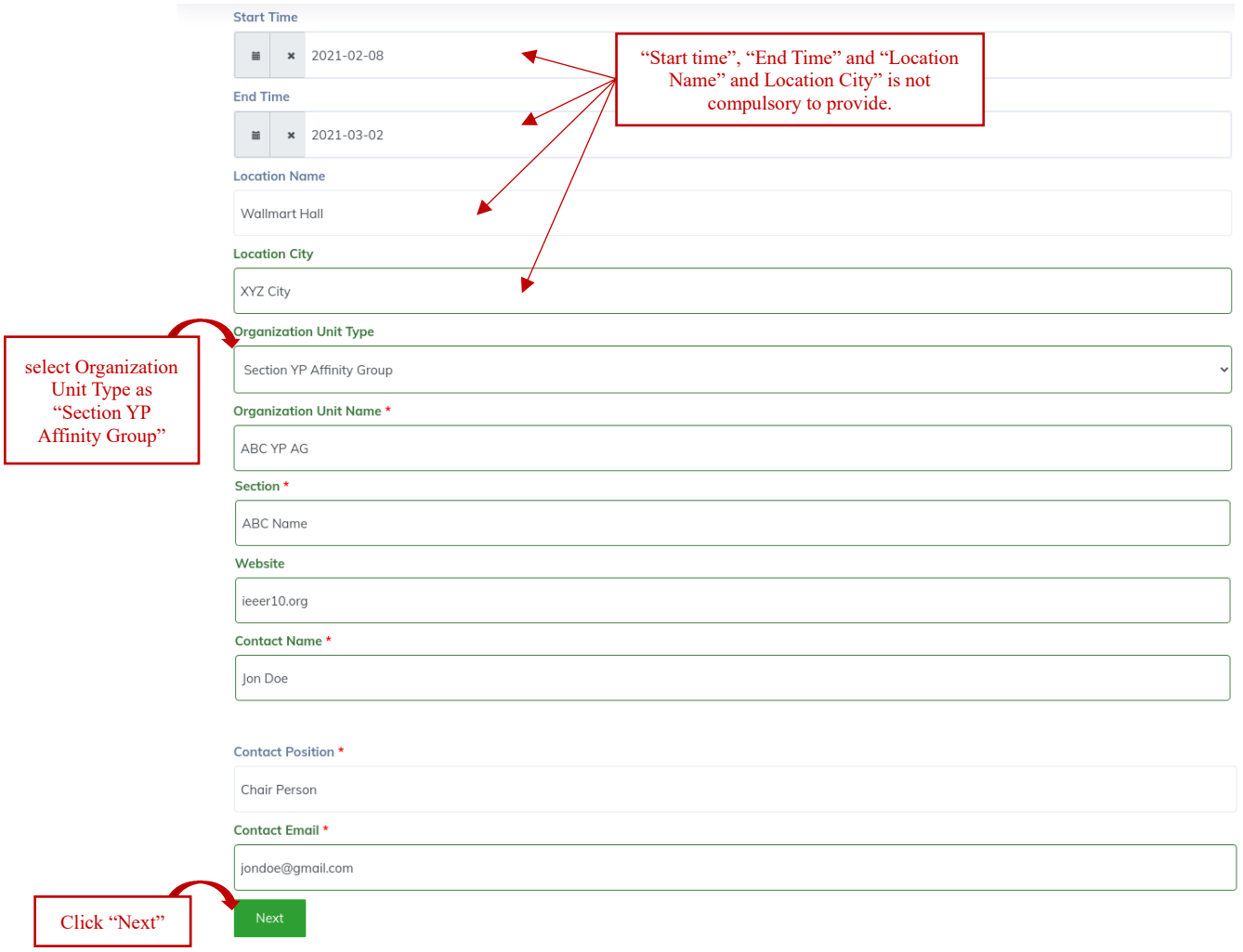
STEP 3: Proposal Submission

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

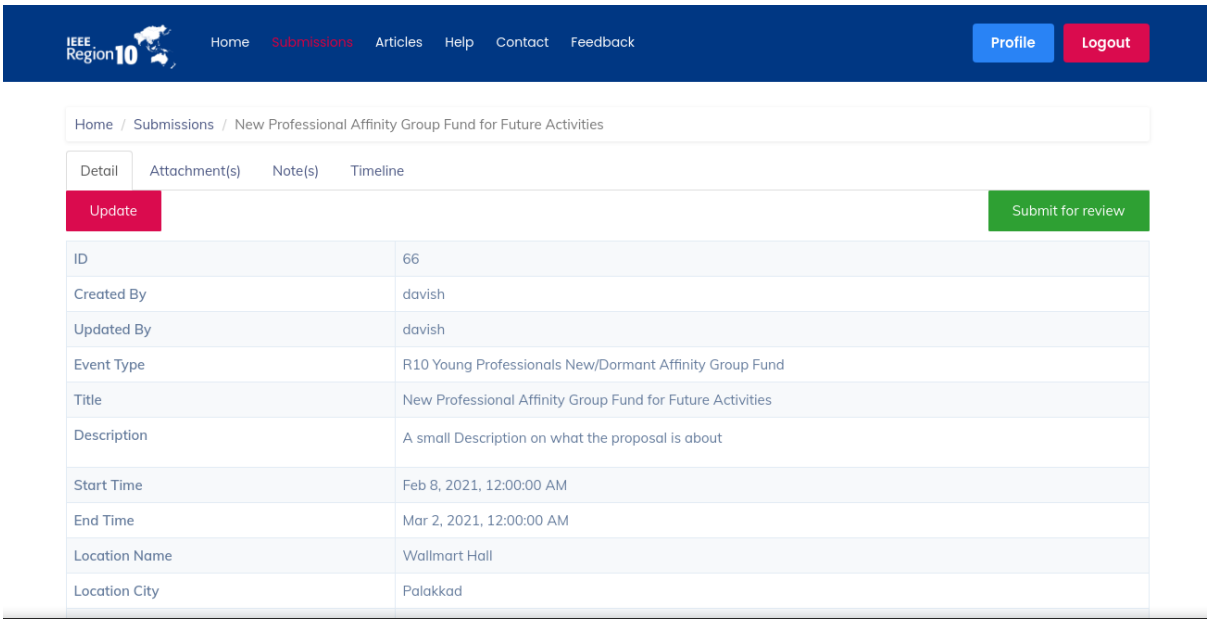


Fill in all required questionnaires.
(select Organization Unit Type as “Section YP Affinity Group”). Click “Next”

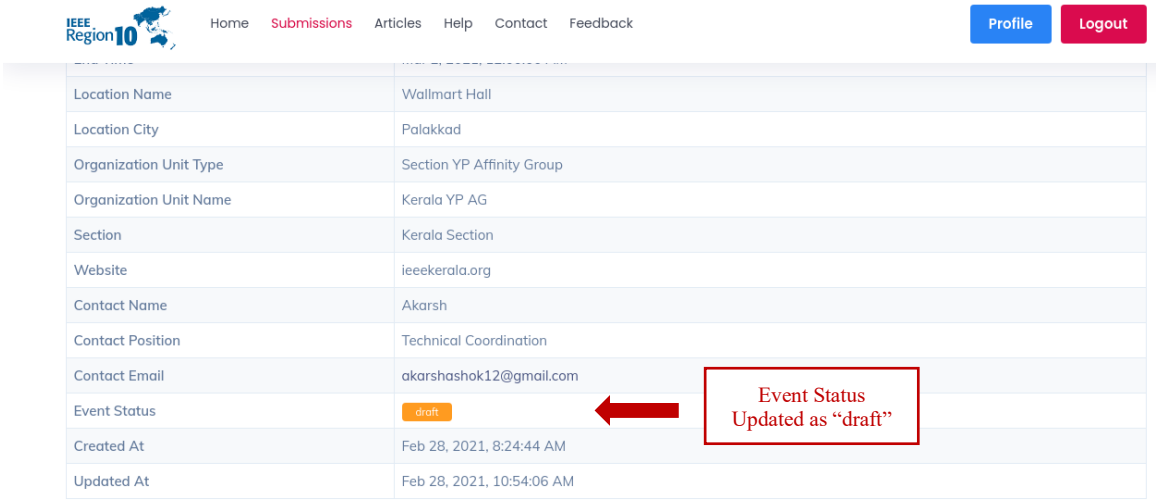




b) You will be automatically directed to a page which consists of four menu items namely; (1) Detail, (2) Attachment(s), (3) Note(s) and (4) Timeline.



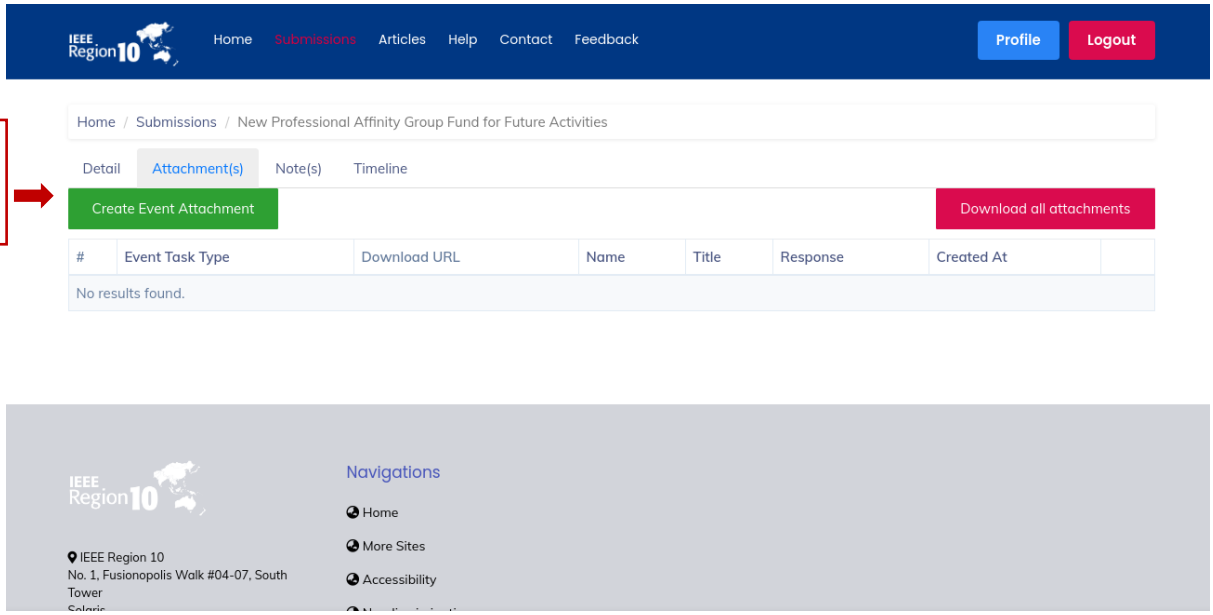
The project information that are entered by the user and the “Event Status” will be displayed under the “Detail” menu.
(at this stage the “Event Status” will be reflected as “draft”)



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”.



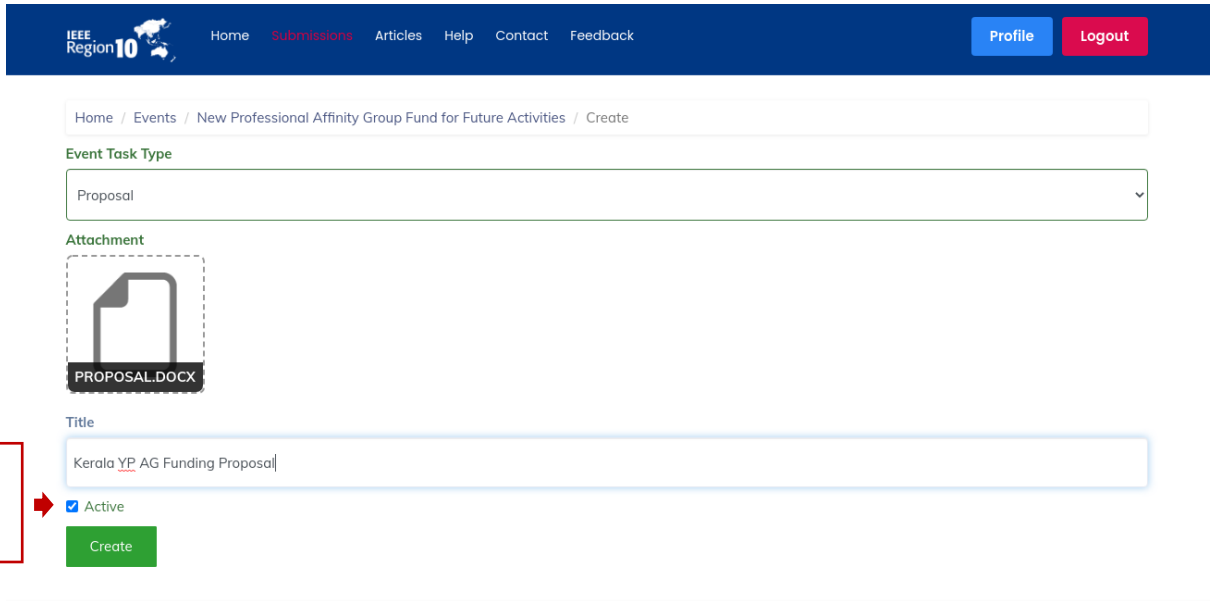
Under the “Attachment(s)” menu, select “Create Event Attachment”.

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”.

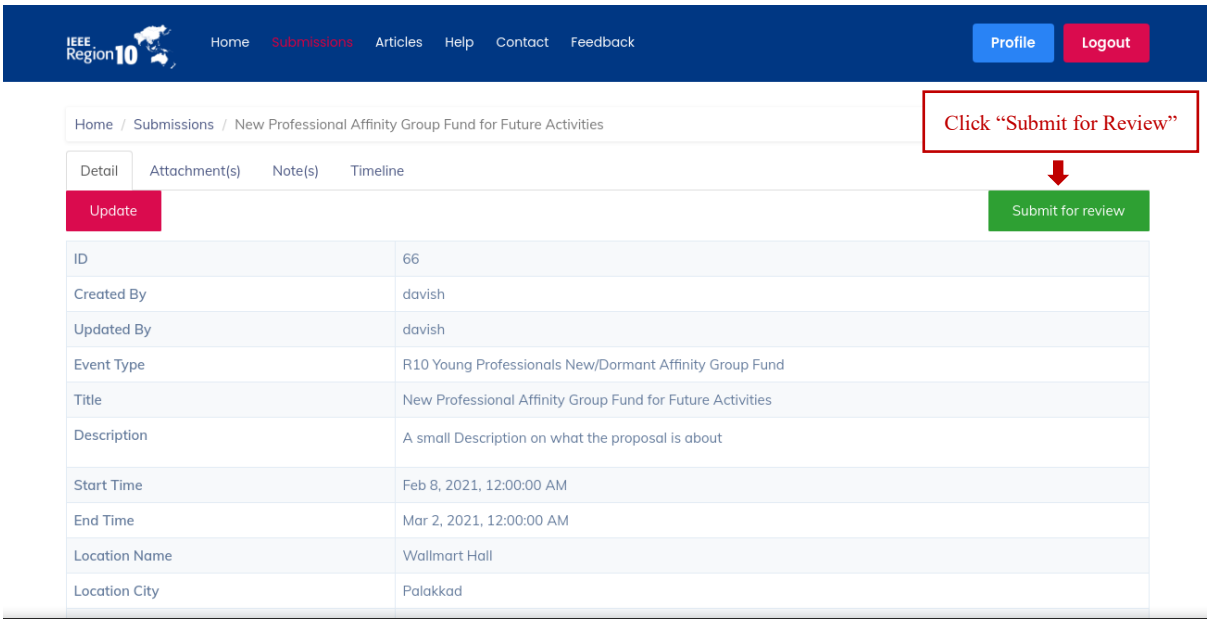
The proposal file will then be successfully uploaded to the system.

Note: The proposal format should follow the template provided. Please download the proposal template at this link.

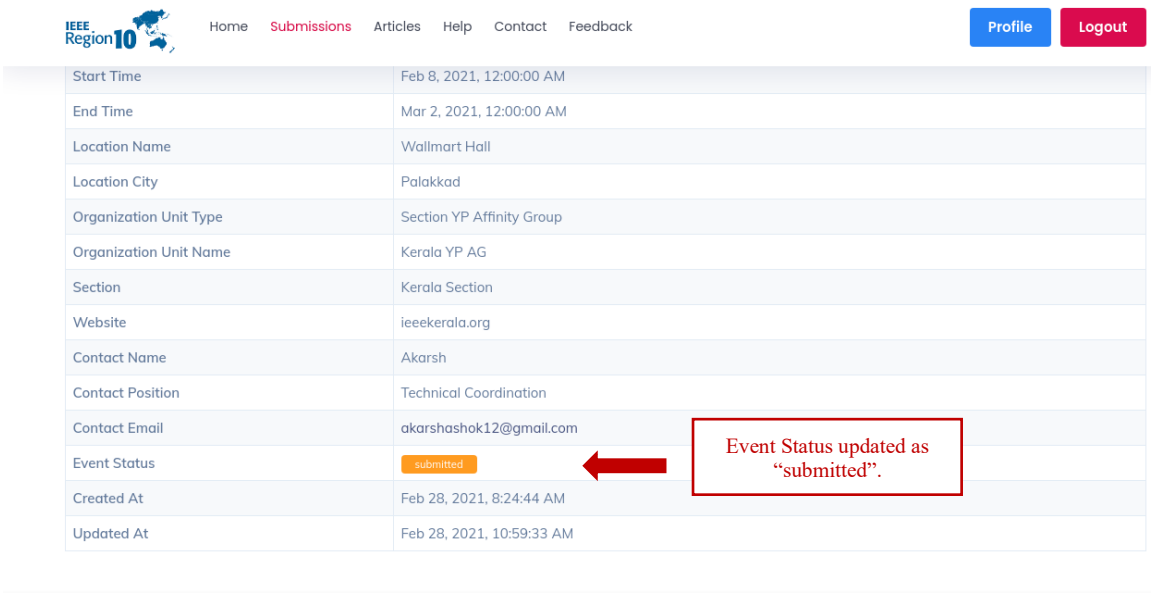


Make sure to check “active” checkbox, before selecting “create”.

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



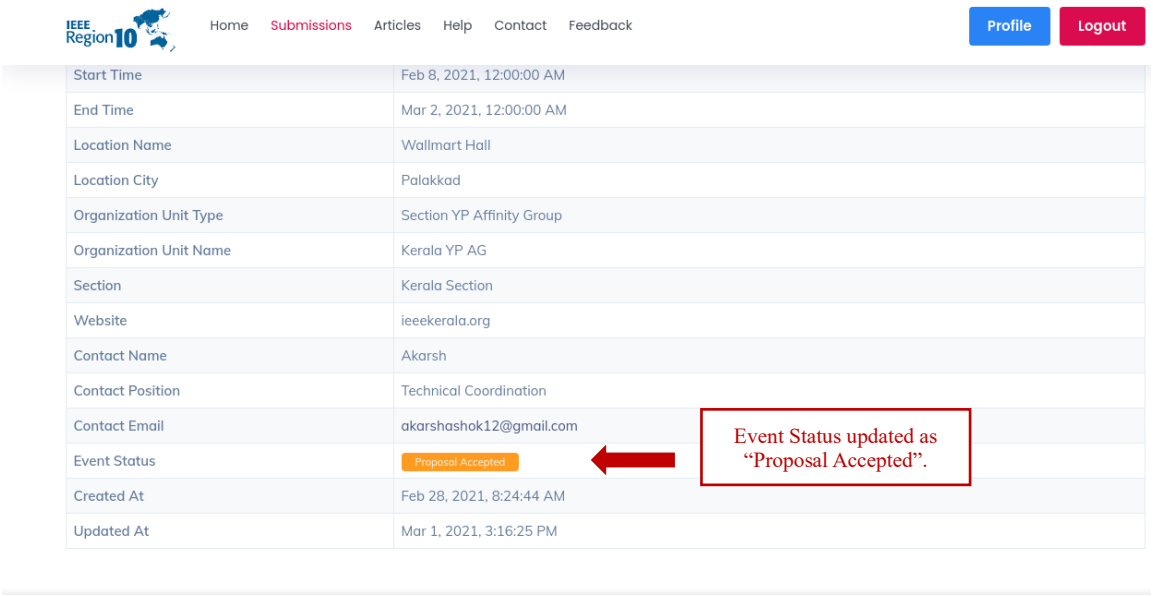
e) Now the “Event status” will be reflected as “submitted”. An automated notification email will also be sent to the contact email address that was provided by the user in action item (a).



* 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.

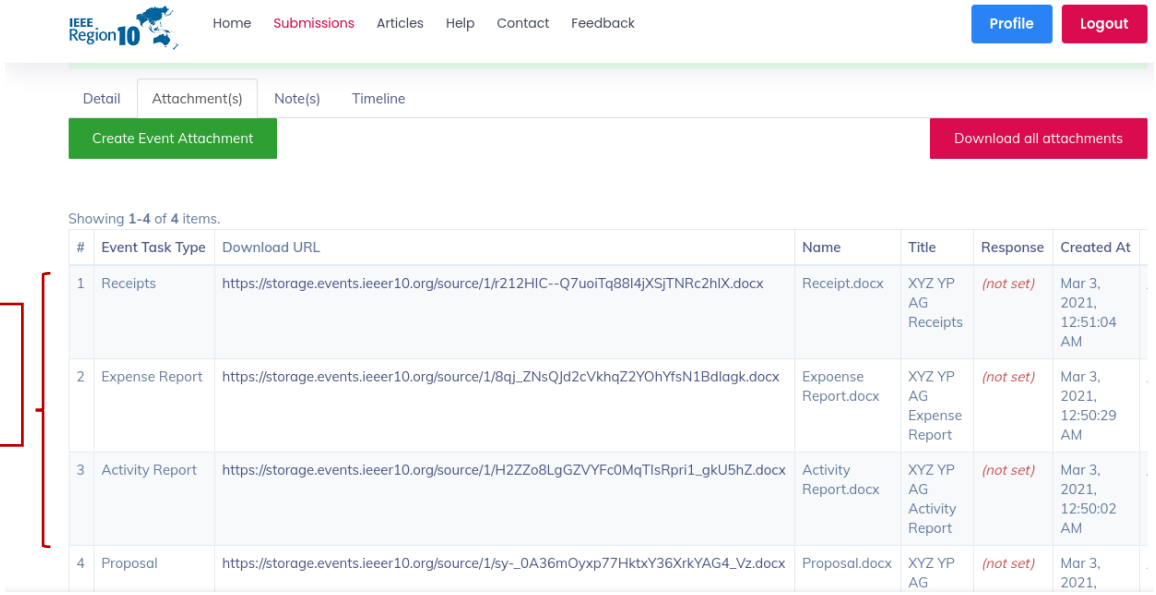


STEP 4 - Reimbursement Claims

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.



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