

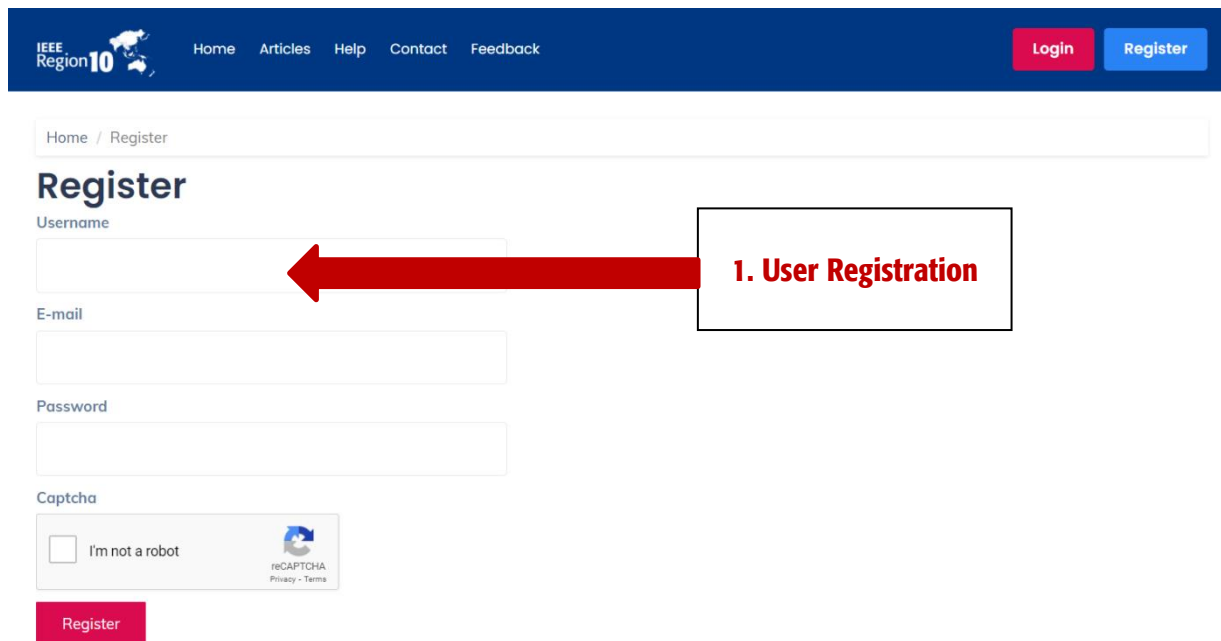
R10 Funding Portal

User Guide for R10 Student Activities Committee 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 IEEE Region 10 website header with navigation links (Home, Articles, Help, Contact, Feedback) and 'Login' and 'Register' buttons. Below the header is a breadcrumb trail 'Home / Register'. The main heading is 'Register'. The form includes fields for Username, E-mail, and Password. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. A red arrow points from a box labeled '1. User Registration' to the Username input field. A red 'Register' button is at the bottom of the form.

It takes approximately 24 hours for a user account to get 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>

Home / Login

Login


Username or email

Password

☒ Remember Me

Captcha

☐ I'm not a robot



reCAPTCHA
Privacy - Terms

If you forgot your password you can reset it here

[Login](#)

Need an account? Sign up.

2. Login

STEP 3: Proposal Submission

- Access the proposal submission page:
Link for R10 SAC Special Call for Proposals Related to COVID'19: <https://events.ieeer10.org/event-type/view?id=69>
Link for R10 SAC Membership Development & Leadership Training Fund (MDLT): <https://events.ieeer10.org/event-type/view?id=70>
- Click **"Submit Proposal"**.


Home / R10 SAC Special Call For Proposals Related To COVID'19

[Submit Proposal](#)

3. Click "Submit Proposal" button

Created By	R10 Student Activities Committee
Name	R10 SAC Special Call For Proposals Related To COVID'19
Description	The COVID19 pandemic has affected the world in an unprecedented manner. IEEE R10 SAC gives a Special Call for Proposals related to COVID19 activities so that IEEE Students, Student Branches and Sections can contribute better projects for the society.
Active	Active
Created At	Feb 27, 2021, 12:12:34 PM

STEPS 4 to 16: Fill all relevant data in the fields


[Home](#)
[Submissions](#)
[Articles](#)
[Help](#)
[Contact](#)
[Feedback](#)
[Profile](#)
[Logout](#)

[Home](#) / [Submissions](#) / [Submit Proposal](#)

Event : R10 SAC Special Call For Proposals Related To COVID'19
Created By : R10 Student Activities Committee

Title *

4. Fill title of proposed project/activity

Description *

5. Add a brief description

Start Time

6. Enter event start date

End Time

7. Enter event end date

Location Name

Location City

8. Enter event end date

Organization Unit Type

9. Select your Organization Unit Type

- Section
- Chapter
- Student Branch
- SB Affinity Group
- Student Branch Chapter
- Council
- Sub-section

Organization Unit Name *

10. Enter your OU Name

Section *

11. Enter your Section

Website

12. Enter OU website link

Contact Name *

13. Enter contact name of applicant

Contact Position *

14. Enter position of applicant (Eg: SB Chair)

Contact Email *

15. Enter email ID of applicant

Next

16. To proceed further, click "Next"

Steps 17 – 18: Confirmation of data provided

You will be directed to the following page:

Home / Submissions / Project - ABCD

Detail
Draft(s)
Note(s)
Timeline

Update

17. Confirm details of your project in the "Detail" tab

Submit for review

ID	68
Created By	Nandan
Updated By	Nandan
Event Type	R10 SAC Special Call For Proposals Related To COVID'19
Title	Project - ABCD
Description	Project - ABCD
Start Time	Jun 1, 2021, 12:00:00 AM
End Time	Jun 30, 2021, 12:00:00 AM
Location Name	XXXXXX
Location City	XXXXXX
Organization Unit Type	Student Branch
Organization Unit Name	IEEE Student Branch XXXXXXXX
Section	XXXXX
Website	
Contact Name	XXXXX
Contact Position	XXXXX
Contact Email	xxxxxx@ieee.org
Event Status	draft
Created At	Mar 5, 2021, 2:24:15 PM

18. Event status is updated as "Draft"

Steps 19 – 33: Upload the documents.

You are requested to upload 2 documents.

1. Endorsement letter from Section Chair/Section SAC Chair/Sub-section Chair/Branch Counsellor
2. Detailed Project plan in the template given.

To download the template of "Detailed project plan" visit: <https://events.ieeer10.org/article/>

1. R10 SAC 2021 Special Call for Proposals Related to CoViD'19: <https://events.ieeer10.org/article/term-of-reference-ieee-r10-2021-special-call-for-proposals-related-to-covid19>

2. R10 SAC Membership Development And Leadership Training Fund 2021 (MDLT): <https://events.ieeer10.org/article/term-of-reference-r10-sac-membership-development-and-leadership-training-fund-2021>

Articles

Showing 1-6 of 6 items.

"Articles"

R10 SAC Membership Development And Leadership Training Fund 2021

Mar 7, 2021, 5:38:05 AM , B10 SAC Membership Development & Leadership Training Fund (MDLT)

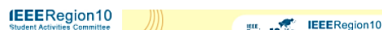


Purpose

IEEE R10 SAC Student Branch Membership Development, and Leadership Training (SBMDLT) Fund is created to persuade sections/student branches to o

IEEE R10 2021 Special Call For Proposals Related To CoViD'19

Mar 7, 2021, 5:26:23 AM , B10 SAC Special Call For Proposals Related To COVID'19



Download the detailed project report template from the "Attachments" section of the concerned project proposal article. [bottom of the page]

Please note that the reimbursement claim reports, and all receipts should be submitted by those who applied for funding during the proposal submission stage.

Submission

Please download the proposal form: <https://events.ieee10.org/article/ieee-r10-2021-special-call-for-proposals-related-to-covid19>

Submit your proposals at: <https://events.ieee10.org/>

For enquiries please contact: r10sac@ieee.org

Attachments

Template_R10 SAC Special Call for Proposals related to COVID-19.docx (52.37 kibibytes)

Navigations

- Home
- More Sites
- Accessibility
- Nondiscrimination Policy
- IEEE Privacy Policy

Home / Submissions / Project - ABCD

Detail **Attachment(s)** Note(s) Timeline

Create Event Attachment Download all attachments

#	Event Task Type	Download URL	Name	Title	Response	Created At
No results found.						

19. Select "Attachment(s)" tab (to upload the attachments)

20. Click "Create Event Attachment"

You will be directed to the following page:

Home / Events / Project - ABCD / Create

Event Task Type

Attachment

Title

☐ Active

Create

21. Click "Event Task Type"

Home / Events / Project - ABCD / Create

Event Task Type

Endorsement document
Detailed project plan

+

Title

☐ Active

Create

22. Select "Endorsement Document"

23. Click here to upload the endorsement letter

24. Enter title
Example - "Endorsement letter"

24. Select "Active" (*mandatory)

25. Click "Create"

Home / Submissions / Project - ABCD

Attachment was successfully saved

Detail Attachment(s) Note(s) Timeline

Create Event Attachment

Showing 1-1 of 1 item.

#	Event Task Type	Download URL	Name	Title	Response	Created At
1	Endorsement document	https://storage.events.ieeer10.org/source/1/kgR_2UH_uYed5eAlBow4hVHUzZtkbzMt.pdf	LOR_test.pdf		(not set)	Mar 6, 2021, 5:16:00

26. Ensure that this message is displayed

27. Confirm the details of uploaded document here

28. Again click "Create Attachment" to upload Detailed project plan

Home / Events / Project - ABCD / Create

Event Task Type

Endorsement document
Detailed project plan

+

Title

☐ Active

Create

29. Select "Detailed project plan"

30. Click here to upload the detailed project plan (duly filled in the given template)

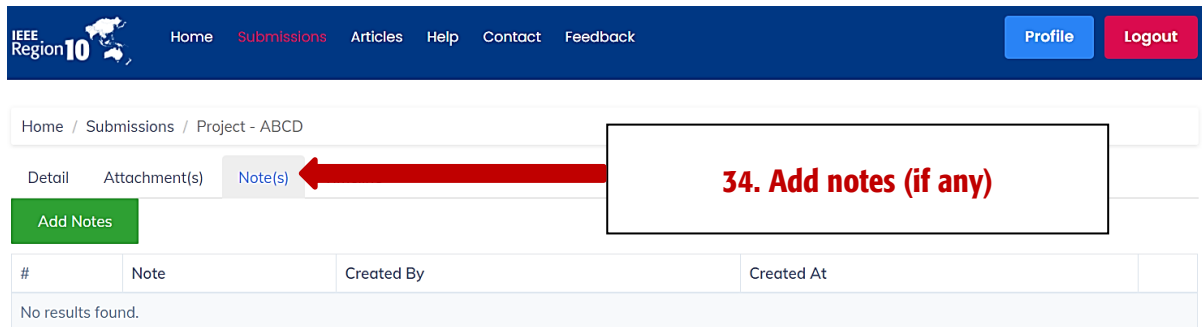
31. Enter title
Example - "Detailed project plan"

32. Select "Active" (*mandatory)

33. Click "Create"

Step 34: Add notes (if any)

If you want to add any special notes about the project/submission:



Home / Submissions / Project - ABCD

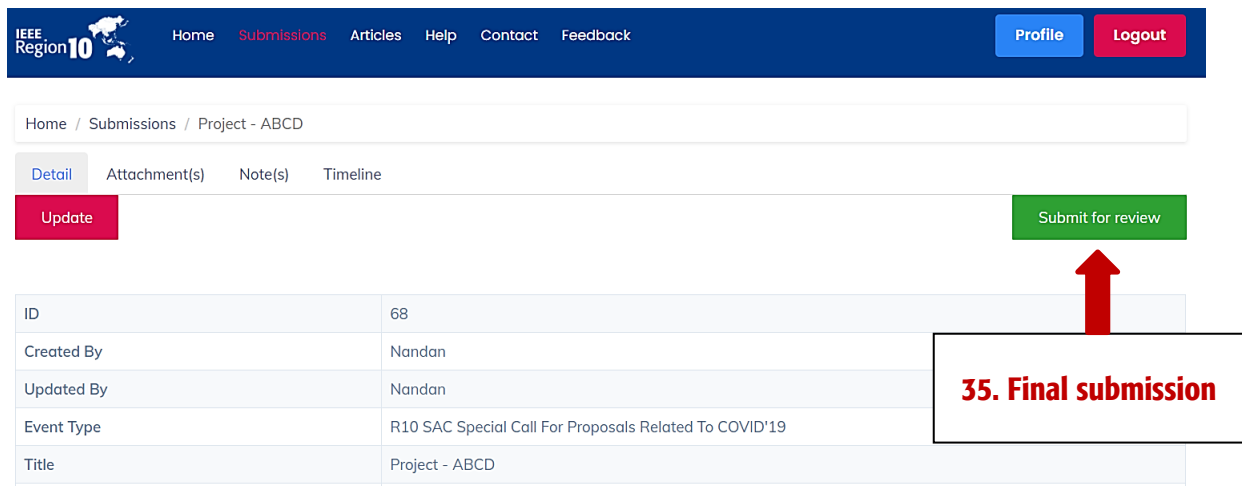
Detail Attachment(s) **Note(s)**

Add Notes

#	Note	Created By	Created At
No results found.			

Step 35: Final submission

Once all details are provided, you may proceed for final submission.



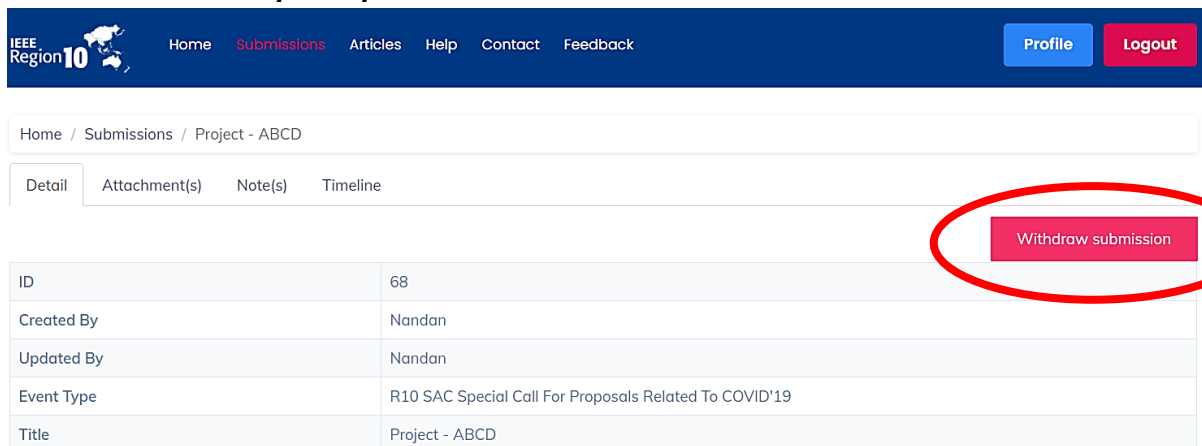
Home / Submissions / Project - ABCD

Detail Attachment(s) Note(s) Timeline

Update **Submit for review**

ID	68
Created By	Nandan
Updated By	Nandan
Event Type	R10 SAC Special Call For Proposals Related To COVID'19
Title	Project - ABCD

After final submission, you may withdraw it before the submission deadline.



Home / Submissions / Project - ABCD

Detail Attachment(s) Note(s) Timeline

Withdraw submission

ID	68
Created By	Nandan
Updated By	Nandan
Event Type	R10 SAC Special Call For Proposals Related To COVID'19
Title	Project - ABCD

Confirm the event status:

Organization Unit Name	IEEE Student Branch XXXXXXXX
Section	XXXXX
Website	
Contact Name	XXXXX
Contact Position	XXXXX
Contact Email	xxxxxx@ieee.org
Event Status	submitted
Created At	Mar 5, 2021, 2:24:15 PM
Updated At	Mar 7, 2021, 6:42:41 AM

**Event status is updated
as "Submitted"**

You cannot further update the project & submit if you withdraw the submission before deadline and the event status will be updated as **"cancelled"**.

Contact Position	XXXXX
Contact Email	xxxxxx@ieee.org
Event Status	cancelled
Created At	Mar 5, 2021, 2:24:15 PM
Updated At	Mar 7, 2021, 6:52:02 AM

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

For any queries, please write to r10sac@ieee.org
