

# Working Group Awards in myProject

This feature will allow a Working Group Chair or Vice-Chair to populate a list of award recipients based on involvement levels set in the Working Group roster. The system will automatically pull the recipient's address from their IEEE account profile if they have provided one. The Chair/Vice-Chair can then select the type of award the individual should receive and select a delivery method. The Chair/Vice-Chair can also deselect persons from receiving awards as needed. Once all selections are made, the information can be submitted to the IEEE SA Awards Administrator for processing.

## Populating the Awards Recipient List

In order to send awards to Working Group participants, you must first populate the recipient list from your Working Group roster.

### Applicable Users:

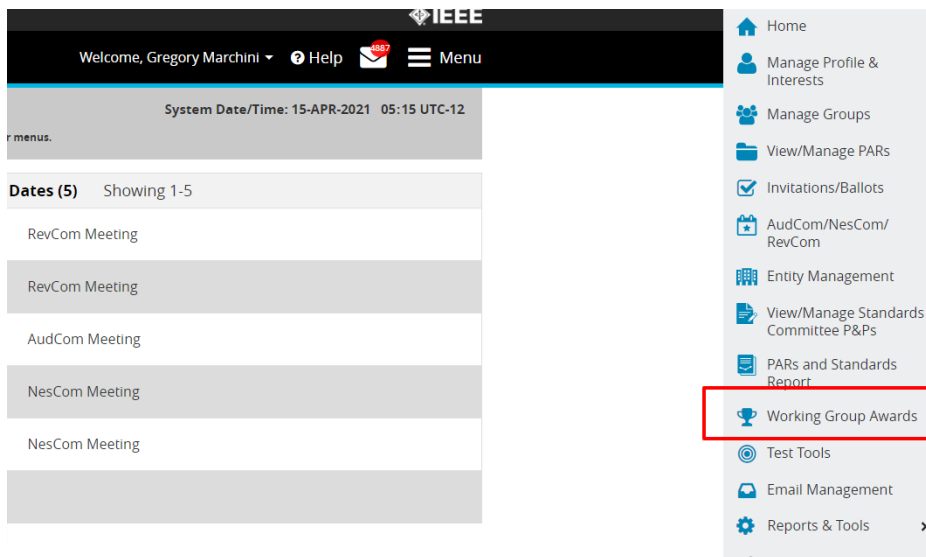
- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

### Notes:

- You will only be able to pull users who have been assigned involvement levels via the group roster area in myProject. Individuals who are “interested” may not be included as award recipients.
- Individuals in the roster with a **pending** affiliation status **will** be included in the awards recipients list.
- All participants in the Working Group roster with the assigned involvement level of **Voting Member** will be sent an email requesting that they update their IEEE Account address in preparation for sending awards.
- Individuals may not be deleted from the recipient list. If the individual should not receive an award, set the award type to “none.”

### Instructions:

1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**.



3. Use the search and filter functions to help you locate the project you would like to work on awards for. Once SASB approval of a standard is input into myProject, that project will be available in the Working Group Awards screen. New submissions will display as **Not Started**.

Working Group Awards

Filter By Status ▼

Search by Project Number or Project Title or Committee. 🔍

Show:  Active Submissions  All Submissions

Show/Hide Column(s) ⌵ Showing 1 - 20 of 40

Project Number	Project Title	Committee	Status	Date Needed By	Date Submitted	Finalized Date	Submitted By	Submission Details
2862	IEEE Draft Recommended...	DEI/SC/HVDC WG	Not Started					

- Click on the Submission Details icon next to the project you would like to send awards for.

Working Group Awards

Filter By Status ▼

Search by Project Number or Project Title or Committee. 🔍

Show:  Active Submissions  All Submissions

Show/Hide Column(s) ⌵ Showing 1 - 20 of 40

Project Number	Project Title	Committee	Status	Date Needed By	Date Submitted	Finalized Date	Submitted By	Submission Details
2862	IEEE Draft Recommended...	DEI/SC/HVDC WG	Not Started					
15026-2	IEEE Draft International...	C/S2ESC/WG_LCP	Submitted		26 Mar 2021		Teresa Member 40191703@domain.com	
29119-1	ISO/IEC/IEEE Draft...	C/S2ESC/SF	In Progress					

- From the submission details screen, click on **Click here to populate list from Working Group Roster**.

For more information on the WG Roster feature, please see Clause 4.5 in the [myProject User Guide](#).

**Awards Submission** System Date/Time: 15-APR-2021 05:26 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

Working Group Awards ▶ View Submission Details

**Project Number:** 2862

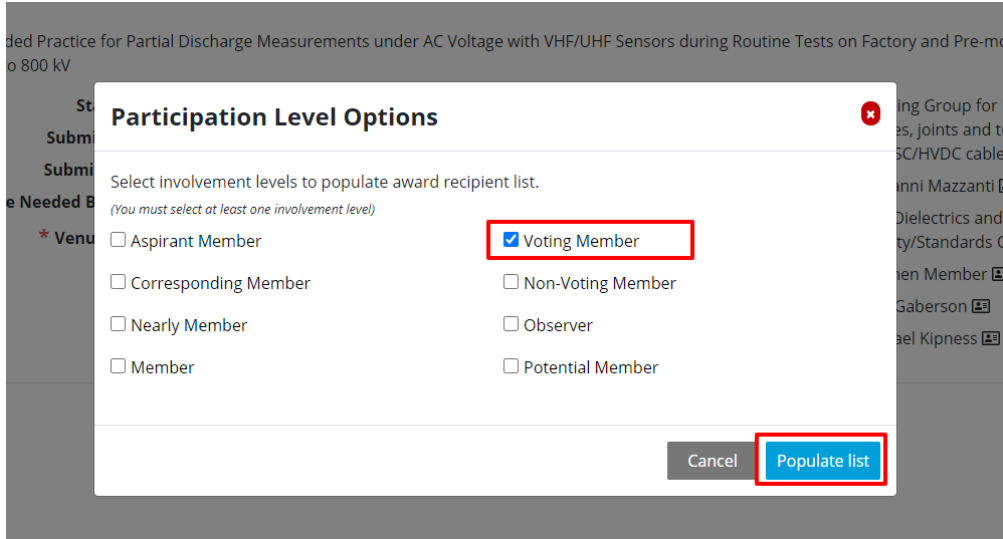
**Title:** IEEE Draft Recommended Practice for Partial Discharge Measurements under AC Voltage with VHF/UHF Sensors during Routine Tests on Factory and Pre-moulded Joints of HVDC Extruded Cable Systems up to 800 kV

<b>Status:</b> Not Started	<b>Working Group:</b> Working Group for HVDC cable systems (cables, joints and terminations) (DEI/SC/HVDC cable systems)
<b>Submitter:</b>	<b>Working Group Chair:</b> Giovanni
<b>Submitted:</b>	<b>Standards Committee:</b> IEEE Dielectrics and Electrical Insulation Society/Standards Committee
<b>Date Needed By:</b>	<b>Standards Committee Chair:</b> Stephen
<b>* Venue:</b>	<b>Standards Representative:</b> Paul
	<b>Program Manager:</b> Michael Kipness

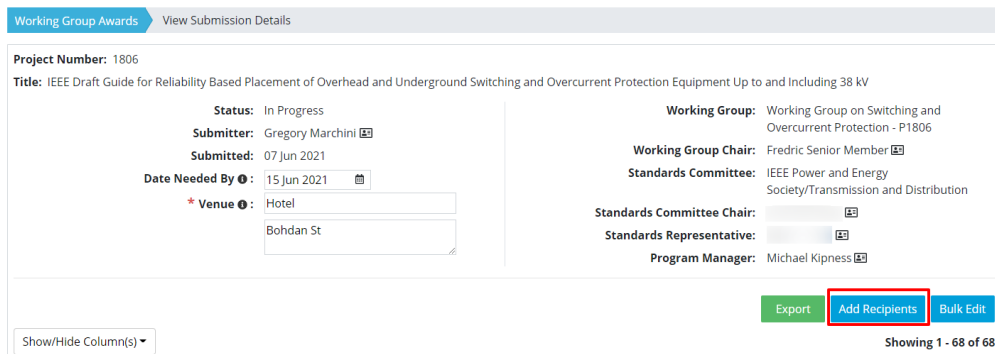
Recipients list not populated.

[Click here to populate list from Working Group Roster](#)

- Select the involvement levels of individuals you would like to add to the recipients list and click **Populate List**.



7. You may continue to select award recipients or leave this screen and resume later. Awards are typically given to the voting membership of the Working Group. By selecting an involvement level, all participants assigned to that level will be added to the recipient list. If certain individuals of a particular involvement level should not receive awards, you can set those individuals to the award type of "none."
8. If you would like to add additional recipients to the list, click on the **Add Recipients** button to add additional involvement levels. Adding an involvement level again will not result in duplicate entries or any other updates made to recipients already in the list.



## Selecting Award Recipients

Once the awards recipients list is populated, you will need to select the type of award and delivery method for each individual in the list. You can modify both of these values individually or in bulk.

### **Applicable Users:**

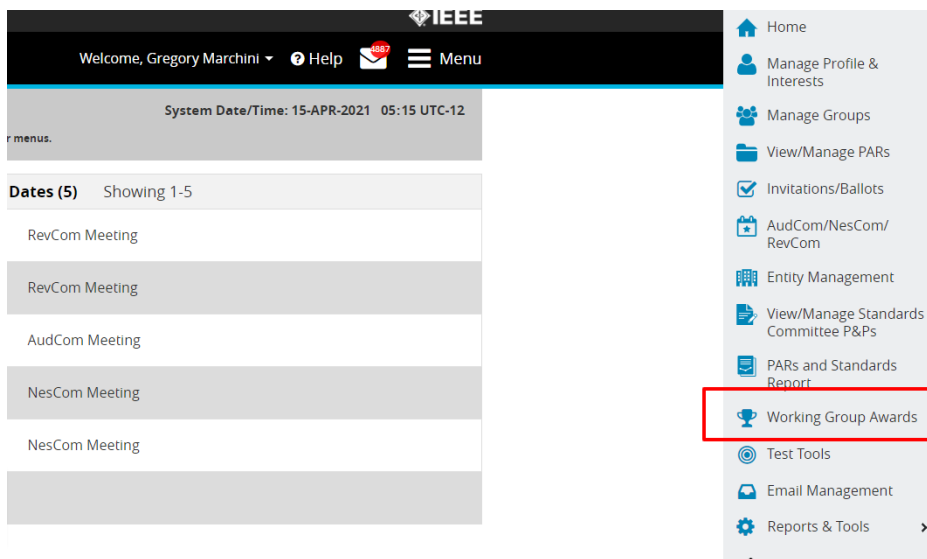
- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

### **Notes:**

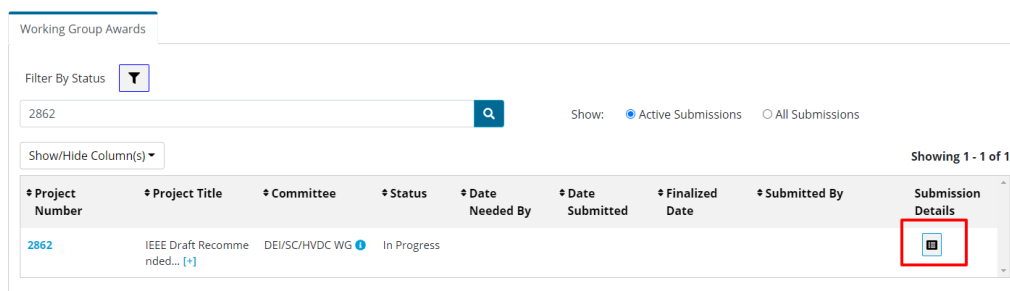
- Individuals may not be deleted from the recipient list. If the individual should not receive an award, set the award type to “none.”
- Recipient addresses are pulled from the individual’s IEEE account at the time the recipient list is populated. Any changes made on the IEEE account after the list is populated will not be reflected in the recipient list, so any modifications to the address will need to be done by the Working Group (prior to submission) or Awards Administrator (after submission).
- By default, Working Group officers will be set to receive a plaque, and all others will be set to receive a certificate.
- Venue and Date Needed By information is required if any awards are being sent to a venue.


**Instructions:**

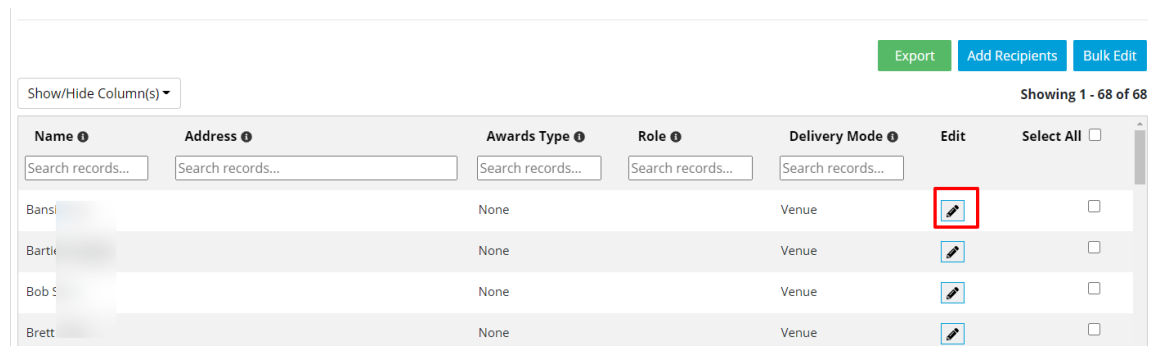
1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**







3. Use the search and filter functions to help you locate the project you would like to work on awards for. After the recipient list is populated, submissions will display as **In Progress**.
4. Click on the **Submission Details** icon for the submission you would like to work on.



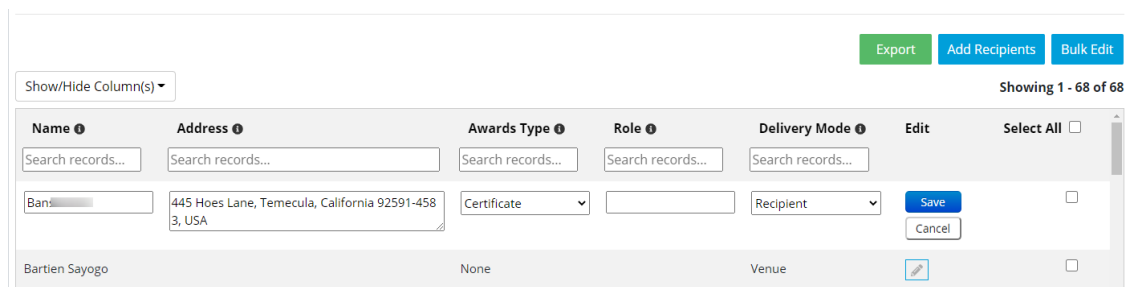
5. To modify the selection for a single recipient, click on the  icon next to the recipient




The screenshot shows a table with columns: Name, Address, Awards Type, Role, Delivery Mode, Edit, and Select All. The first row is highlighted, and the edit icon (pencil) in the Edit column is circled in red. Above the table are buttons for 'Export', 'Add Recipients', and 'Bulk Edit', and a 'Showing 1 - 68 of 68' indicator.

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Bansi		None		Venue		<input type="checkbox"/>
Bartie		None		Venue		<input type="checkbox"/>
Bob S		None		Venue		<input type="checkbox"/>
Brett		None		Venue		<input type="checkbox"/>

6. You may update the name and address of each recipient.
7. Select the award type they should receive. Plaques should be awarded to Working Group officers and certificates should be awarded to Working Group members and other participants. For individuals who should not receive an award, select the **None** option under **Awards Type**. If you select **Plaque**, you may add a **Role** to be displayed on the award.
8. Select a delivery mode. All awards with **Venue** selected will be sent in a single shipment to the venue specified above. All awards with **Recipient** selected will ship directly to the recipient address listed.



The screenshot shows the same table as above, but with an edit modal open for the first row. The modal contains fields for Name, Address, Awards Type (set to Certificate), Role, and Delivery Mode (set to Recipient). There are 'Save' and 'Cancel' buttons. The table below the modal shows the first row with the name 'Bartien Sayogo' and 'Venue' delivery mode.

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Bansi	445 Hoes Lane, Temecula, California 92591-4583, USA	Certificate		Recipient	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input type="checkbox"/>
Bartien Sayogo		None		Venue		<input type="checkbox"/>

9. Click **Save** to save any changes to the recipient.
10. To make changes in bulk, click the checkbox next to each recipient you would like to modify or click **Select All** to select all recipients.

Show/Hide Column(s) Showing 1 - 11 of 11

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Jerome Castellon	445 Hoes Lane Suite 1, Montpellier Cedex5, 3409 5, France	Certificate		Recipient		<input checked="" type="checkbox"/>
George Chen	445 Hoes Lane Suite 1 Room 1, Southampton, SO1 7 2BJ, United Kingdom	Certificate				<input checked="" type="checkbox"/>
John Fothergill	445 Hoes Lane Suite 1, Leicester, Leicestershire LE2 4JP, United Kingdom	Certificate				<input checked="" type="checkbox"/>
Wu Kai	445 Hoes Lane Suite 1, Xian, 710049, China	Certificate				<input checked="" type="checkbox"/>
Frank Mauseth	445 Hoes Lane, Trondheim, 7491, Norway	Certificate				<input checked="" type="checkbox"/>
Peter Morshuis	445 Hoes Lane, Leiden, 2311 SG, Netherlands	Certificate				<input checked="" type="checkbox"/>
Clive Reed	445 Hoes Lane, Scotia, New York 12302-4808, USA	Certificate				<input checked="" type="checkbox"/>

11. Select from the dropdown to update **Awards Type** or **Delivery Mode**.

**Edit Award Selections**

Updating 11 user award selections.

Awards Type

Delivery Mode

12. Click **Save** to apply the changes to the selected recipients.

13. You may download a copy of the recipients list in XLS format at any time by clicking on **Export**.

Show/Hide Column(s) Showing 1 - 68 of 68

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Ban...		None		Venue		<input type="checkbox"/>
Bari...		None		Venue		<input type="checkbox"/>
Bob		None		Venue		<input type="checkbox"/>
Bre...		None		Venue		<input type="checkbox"/>

## Submitting to Awards Administrator

Once all award selections are complete, you must submit the recipient list to the Awards Administrator for review and processing.

### Applicable Users:

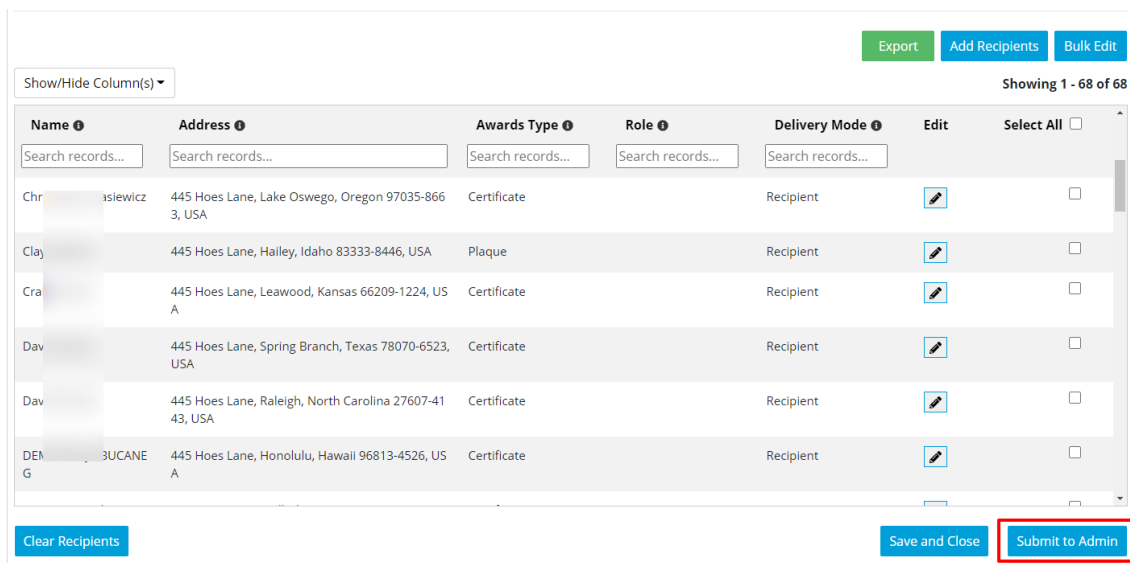
- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

## Notes:

- You will not be able to modify the recipients list in any way after it is submitted to the Awards Administrator. Contact [wg-awards@ieee.org](mailto:wg-awards@ieee.org) if any updates need to be made.
- If a large amount of updates needs to be made, the Awards Administrator may reject your submission and revert it to the **In Progress** status for you to update within the myProject system.

## Instructions:

1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**.
3. Use the search and filter functions to help you locate the project you would like to work on awards for. Submissions will display as **In Progress** until they are submitted to the Awards Administrator, at which time they will show as **Submitted**.
4. Click on the **Submission Details** icon for the submission you would like to work on.
5. Click **Submit to Admin**.



The screenshot shows a web interface for managing awards recipients. At the top right, there are buttons for 'Export', 'Add Recipients', and 'Bulk Edit'. Below these is a 'Show/Hide Column(s)' dropdown and a status indicator 'Showing 1 - 68 of 68'. The main area is a table with columns: Name, Address, Awards Type, Role, Delivery Mode, Edit, and Select All. Each row represents a recipient with their details and an edit icon. At the bottom, there are buttons for 'Clear Recipients', 'Save and Close', and 'Submit to Admin' (which is highlighted with a red box).

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Chr... asiewicz	445 Hoes Lane, Lake Oswego, Oregon 97035-8663, USA	Certificate		Recipient		<input type="checkbox"/>
Clay...	445 Hoes Lane, Halley, Idaho 83333-8446, USA	Plaque		Recipient		<input type="checkbox"/>
Cra...	445 Hoes Lane, Leawood, Kansas 66209-1224, USA	Certificate		Recipient		<input type="checkbox"/>
Dav...	445 Hoes Lane, Spring Branch, Texas 78070-6523, USA	Certificate		Recipient		<input type="checkbox"/>
Dav...	445 Hoes Lane, Raleigh, North Carolina 27607-4143, USA	Certificate		Recipient		<input type="checkbox"/>
DEM... 3UCANE G	445 Hoes Lane, Honolulu, Hawaii 96813-4526, USA	Certificate		Recipient		<input type="checkbox"/>

## Clear/Reset the Recipients List

Although it is not possible to individually remove recipients from the list, if you have mistakenly added the wrong involvement levels or wish to clear the recipients list for any reason, you may do so.

## Applicable Users:

- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

## Notes:

- You may only clear the list prior to submitting to the Awards Administrator.



- Clearing the recipient list will set the submission status to “not started.”

### **Instructions:**

1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**.
3. Use the search and filter functions to help you locate the project you would like to work on awards for.
4. Click on the **Submission Details** icon for the submission you would like to work on.
5. Click **Clear Recipients**.

The screenshot shows a table with columns: Name, Address, Awards Type, Role, Delivery Mode, Edit, and Select All. The table contains six rows of recipient information. Below the table, a 'Clear Recipients' button is highlighted with a red box. Other buttons include 'Export', 'Add Recipients', 'Bulk Edit', 'Save and Close', and 'Submit to Admin'.

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Chr siewicz	445 Hoes Lane, Lake Oswego, Oregon 97035-8663, USA	Certificate		Recipient		<input type="checkbox"/>
Clay	445 Hoes Lane, Halley, Idaho 83333-8446, USA	Plaque		Recipient		<input type="checkbox"/>
Cra	445 Hoes Lane, Leawood, Kansas 66209-1224, USA	Certificate		Recipient		<input type="checkbox"/>
Dav	445 Hoes Lane, Spring Branch, Texas 78070-6523, USA	Certificate		Recipient		<input type="checkbox"/>
Dav	445 Hoes Lane, Raleigh, North Carolina 27607-4143, USA	Certificate		Recipient		<input type="checkbox"/>
DEM G	3UCANE A 445 Hoes Lane, Honolulu, Hawaii 96813-4526, US	Certificate		Recipient		<input type="checkbox"/>

6. Click **Yes** to confirm clearing the list.

The dialog box has the title 'Confirm Clear Recipients' and a close button in the top right corner. The text inside reads: 'Are you sure you want to reset the awards submission? This will remove all awards recipient and venue information you have entered.' At the bottom, there are two buttons: 'Cancel' and 'Yes', with the 'Yes' button highlighted.