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

5. 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.*

6. 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.

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**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 pencil icon next to the recipient.

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.

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.
11. Select from the dropdown to update Awards Type or 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.

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 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.

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**.

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