

Job Aid – How to Request a PAR Extension

Step 1: Research answers to the following questions before you begin submitting the PAR Extension

- Number of Years that the Extension is being requested?
- Why is an Extension required (include actions to complete)?
- What date did/will you begin writing the first draft?
- How many people are actively working on the project?
- How many times a year does the Working Group meeting?
 - In-Person
 - Via Teleconference
- How many times a year is a Draft circulated to the Working Group?
- What percentage of the Draft is stable?
- How many significant work revisions has the Draft been through?
- When will/did initial Standards Association Ballot Begin?
- When do you expect to submit the proposed Standard to RevCom?
- Has this document already been adopted by another source, if so, please identify?

Step 2: Login to the myProject website using your credentials

Step 3: Click the “1. Initiating a Project” on the circle on the home site, then click “Manage my PARs”:

The screenshot shows the myProject home page. On the left, a circular diagram illustrates the six stages of a project: 1. Initiating a Project (highlighted with a green box and a green arrow pointing to it), 2. Mobilizing a Working Group, 3. Drafting a Standard, 4. Balloting a Standard, 5. Gaining Final Approval, and 6. Maintaining a Standard. On the right, a red banner for 'STAGE 1 Initiating a Project' contains the text: 'A Project Authorization Request (PAR) has to be submitted and approved to initiate a Standards project.' Below this text are two buttons: 'Create New PAR' and 'Manage My PARs' (highlighted with a green box and a green arrow pointing to it).

Step 4: Click the “Submit PAR” button on the upper right:

The screenshot shows the 'myProject' 'View/Manage PARs' page. The header includes the user name 'Welcome, Benjamin Garcia' and a 'Menu' button. The page title is 'View/Manage PARs' and the system date/time is '31-MAR-2023 05:54 UTC-12'. A warning message states: 'Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menu.' Below the warning are three tabs: 'Draft/Rejected PARs', 'PARs Submitted to NesCom', and 'Approved/Active PARs'. A search bar is present with the text 'Search By Project Title Or Project Number' and a magnifying glass icon. To the right of the search bar is a dropdown menu for 'Standards Development Method:' set to 'All PARs'. In the top right corner, a red arrow points to a green 'Submit PAR' button. Below these elements is a table with columns: 'Project Number', 'Project Title', 'Project Request Type', 'Committee', 'Date Created', 'PAR Status', and 'Share/Unshare/Delete PAR'. The table currently displays the message: 'Results matching your search/filtering criteria have not been found.'

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Step 5: Click “Extend an Approved PAR” under PAR actions and click **Next**.

myProject

Welcome, Benjamin Garcia

Menu

View/Manage PARs

System Date/Time: 31-MAR-2023 05:07 UTC-12

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

Draft/Rejected PARs

PARs Submitted to NesCom

Approved/Active PARs

Submit PAR

1. Select PAR Type

2. Select / Request Working Group

3. Create PAR

4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE SA Standards Department via myProject on or before the established deadline, which is typically 40 calendar days before the IEEE SA Standards Board meeting <https://standards.ieee.org/about/sasb/meetings.html>. For more information about this process, please consult the FAQ <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Standards Committee or a designee of the Standards Committee.

Project Authorization Request (PAR) Types:

- ☐ PAR for a New IEEE Standard
- ☐ PAR for a Revision to an existing IEEE Standard
- ☐ PAR for a Corrigendum to an existing IEEE Standard
- ☐ PAR for an Amendment to an existing IEEE Standard
- ☐ PAR for the Adoption of a Non-IEEE Standard or Specification

PAR Actions:

- ☐ Modify an Approved PAR
- ☒ Extend an Approved PAR
- ☐ Withdraw an Approved PAR

Cancel

Next

Step 6: Select the WG you want to extend:

myProject

Welcome, Benjamin Garcia

Menu

View/Manage PARs

System Date/Time: 31-MAR-2023 05:08 UTC-12

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

Draft/Rejected PARs

PARs Submitted to NesCom

Approved/Active PARs

Submit PAR

1. Select PAR Type

2. Select PAR

3. Create PAR

4. Preview / Submit PAR

Search By Project Title Or Project Number

Standards Development Method: All PARs

Showing 1-2 of 2

F < 1 > L

Project Number	Project Title	Project Type	Committee	Approval Date	Expiration Date	PAR Actions
PC57.105-2019/Cor 1	Guide for Application of Trans... [+]	Corrigendum	PE/TR/PerfCharac-WGC57.105	03 Dec 2020	31 Dec 2024	Select
PC57.12.24	Standard for Submersible, Thre... [+]	Revision	PE/TR/STNP WGC57.12.24	08 Feb 2019	31 Dec 2023	Select

Back

Cancel

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Step 7: Answer the questions and click “Preview & Submit”

PAR Extension Request

[Extend PAR](#) > [Review and Submit Request](#)

* Required field

Sections: 1 [Show form with all instructions](#)

Section 1

* 1. Number of Years that the Extension is being requested:
2

* 2. Why an Extension is required (include actions to complete):
Currently in ballot review and need more time to finish resolving comments.

* 3.1. What date did/will you begin writing the first draft:
01 Jun 2016

* 3.2. How many people are actively working on the Project:
35

3.3. How many times a year does the Working Group meet:

* In Person:
2

* Via Teleconference:
2

* 3.4. How many times a year is a Draft circulated to the Working Group:
2

* 3.5. What percentage of the Draft is stable:
99 %

* 3.6. How many significant work revisions has the Draft been through:
11

* 4. When will/did initial Standards Association Ballot begin:
Jan 2023

* When do you expect to submit the proposed Standard to RevCom:
Oct 2024

Note: Usual minimum time between initial Standards Association Ballot and submission to RevCom is 6 months.

* Has this document already been adopted by another source? (if so, please identify):
☐ Yes ☒ No

[Delete Draft](#) [Save & Exit](#) [Preview & Submit](#)

Step 8: Review data submitted and click “Submit.” Here is a screenshot of when the request is complete:

myProject Welcome, Benjamin Garcia [?](#) [19](#) [Menu](#)

[View/Manage PARs](#) System Date/Time: 31-MAR-2023 05:15 UTC-12

[Draft/Rejected PARs](#) [PARs Submitted to NesCom](#) [Approved/Active PARs](#) [Submit PAR](#)

Search By Project Title Or Project Number [Q](#) Standards Development Method: All PARs

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Project Number	Project Title	Project Request Type	Committee	Submitted By	Standards Committee Approval Date	Date Submitted to NesCom	NesCom Agenda Date	Comments	Preliminary Votes	Submission Details
PC57.12.24	Standard for Submersible, Thre... [+]	Extension Request / Revision	PE/TR/STNP WGC57.12.24 i	Benjamin Garcia		31 Mar 2023	15 May 2023	0	Y 0 0 N 0 0 A 0 0 U 0 0	Details