

Job Aid – How to Submit a Draft Standard to RevCom

October 6, 2023

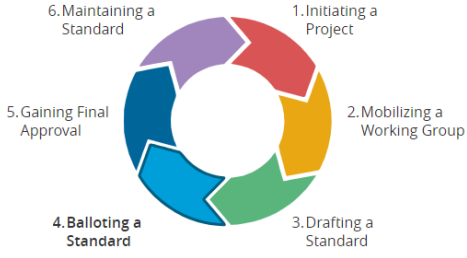
1. Log onto myProject with your login credentials.
2. Click #4 of the color wheel in the middle of the page:



myProject Quick Links
For links to commonly used features please click on a stage of the standards development lifecycle on the left.

The Standards Development Lifecycle
IEEE Standards are developed using a time-tested, effective and trusted process that is easily explained in a six stage lifecycle diagram. For more information on our process, please visit <http://standards.ieee.org/develop>

3. Click on “Manage Invitations and Ballots”:



STAGE 4
Balloting a Standard
Balloting begins when the Standards Committee decides the draft of the full standard is stable. The Standards Committee forms a balloting group containing persons interested in the standard.

- [Join a Balloting Group](#)
- [Vote and Comment on a Ballot](#)
- [Manage Invitations and Ballots](#)

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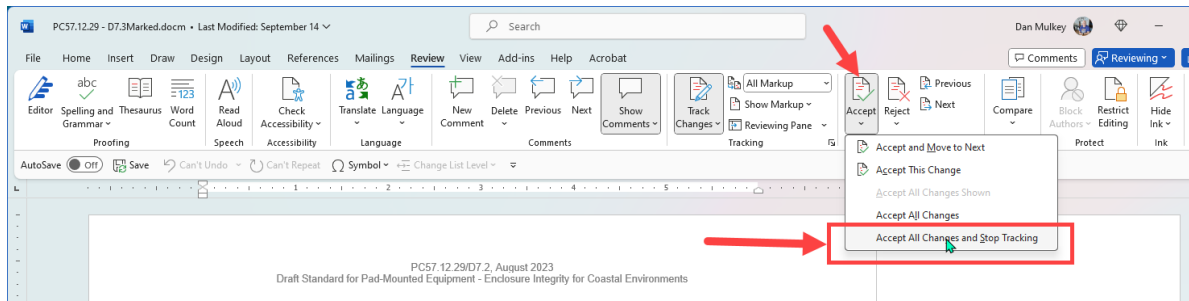
4. Verify that your standard shows:

PAR/ Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate ①	Approval Rate	Balance	Comments	Collapse All
PCS7.12.24	Standard for Submersible, Three-Phase Transformers, 3750 kVA...[+]	PE/TR/STNP WGC57.12.24 ①	Comment Resolution - 1	18 Dec 2022	07 Aug 2023	72	95%	97%	Yes	0	

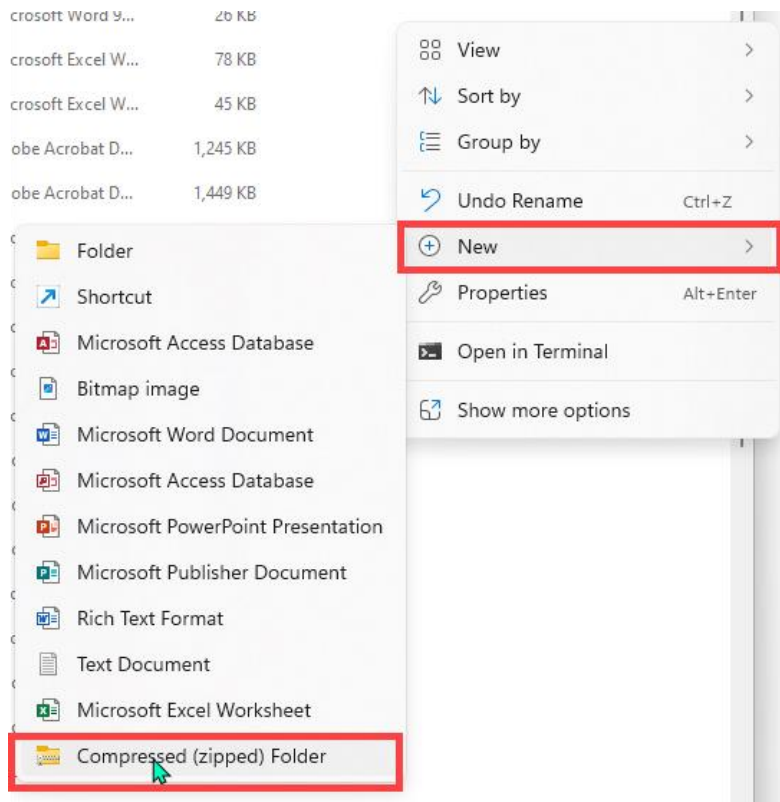
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- Take your MS Word file that was successfully balloted and save it as an appropriately named new file. Then select the **REVIEW** tab, click on the down arrow under **Accept**, then select **Accept All Changes and Stop Tracking**. Then **SAVE**.



- Create a zipped file with all of the figures used in the balloted draft. **Right click** in your file folder, select **New**, then select **Compressed (zipped) Folder**.



Give it an appropriate name and copy all of the figures into it.

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7. Find your Standard, in this case PC5.12.24 and click ***“Submit Project to RevCom”***

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
PC57.12.24	Standard for Submersible, Three-Phase Transformers, 3750 kVA...[+]	PE/TR/STNP	Comment Resolution - 1	18 Dec 2022	07 Aug 2023	72	95%	97%	Yes	0	

PAR for PC57.12.24

PAR

PC57.12.24 Draft 12

C57.12.24_Submitted_Rev D12_Redline.pdf

Other Attachments

C57.12.24_Submitted_CoverLetter.pdf

C57.12.24_Submitted_Rev D12_Clean.pdf

Initiate Ballot Recirculation

Submit Project to RevCom

View Ballot Invitation

View Ballot Details

Send Notification to Ballot Group

8. Scroll down to the bottom

Supporting Documents: System generated files and other uploaded documents in support of your RevCom Submission. e.g. Emails to outstanding negative balloters, additional comment resolution files.

Source Materials: Word format of last balloted draft along with any figures and tables must be uploaded. Source Materials are required.

Supporting Documents

Source Material

MBS Comments

Final Ballot - Comments

Public Review Comments

Ballot Summary - 1st Recirculation

1st Recirculation Package - Comments

Ballot Summary - Initial Ballot

Thomas Dauzat - Flip Vote - Initial Ballot

PAR

Draft 7.3

Current selected file(s) for uploads.
Files will be uploaded when you click "Submit to RevCom"
No file selected for upload.

Add new supporting document

select the green box **Add new supporting document**.

9. Navigate to where you stored the clean MS Word file and the zip file of the figures that you prepared in steps 4 and 5. Then, one at a time, upload them.

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10. Fill in the grey description boxes for your added files.

Current selected file(s) for uploads.
Files will be uploaded when you click "Submit to RevCom".

MS Word Clean version of balloted draft 7.3	PC57.12.29 - D7.3 Clean.docm	
Enter Description (100 characters)	C57.12.29 Figs D7.3.zip	

Add new supporting document

These files will upload when you click the Submit button in step 11.

11. Scroll back up and respond to the questions on the RevCom Submission Questionnaire by clicking the appropriate button and check the box to confirm your adherence to policies and procedures. **DO NOT** click "Submit to RevCom" yet!

myProject Welcome, Benjamin Garcia Menu

RevCom Submission Questionnaire

All balloting group members, observers and coordinating groups have been advised of substantive changes made with respect to the balloted draft standard (in response to comments, in resolving negative votes, or for other reasons) and have received copies of all unresolved negative votes with reasons from the negative voter and the rebuttal, and have been advised that they have an opportunity to change their votes.

Have unresolved comments accompanying negative votes been circulated?

☒ Yes ☐ No ☐ No Unresolved Comments from Negative Voters

Have substantive document changes been circulated?

☒ Yes ☐ No ☐ No Substantive Changes

Did the PAR indicate possible registration activity related to this project, did the IEEE Registration Authority Committee (RAC) request coordination, or is the registration of objects and/or numbers included in the proposed standard?

☐ Yes ☒ No

Is the intent to submit this standard for fast-track adoption, or was the standard jointly developed with another organization, a revision to a standard previously adopted by another organization or will this standard from the basis of, or be included in, another organization's standard?

☐ Yes ☒ No

If this is an IEEE Open Source Standards Project, do you confirm that all applicable Contributor License Agreements (CLAs) have been submitted?

☐ Yes ☐ No ☒ Not Applicable

Has the Standards Committee authorized this standard to be included in the National Standards Body Subscription that permits National Bodies to adopt the IEEE standard and include country-specific changes? (Note: IEEE can still permit National Bodies to adopt the standard unmodified, or confer with the Standards Committee/Working Group if changes are requested.)

☒ Yes ☐ No

☒ I attest draft standard has been developed in accordance with the policies and procedures of the Standards Committee and I am authorized by those policies and procedures to make this submittal.

Note: The indicated answers are the norm for IEEE Transformers Committee draft standards but may not be appropriate for your draft.

12. Check that all is complete and correct. Now click "Submit" under the questionnaire.

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13. Click “Yes”

Submit to RevCom

Are you sure want to submit this request?

No Yes

14. Once you click submit, the website takes you back to your standard in **Manage Ballots**. There should now be a green “S” listed for your standard and a note under **Review RevCom Submission** that it is **Pending Acceptance on Agenda**.

Submitted to Revcom										
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PAR for PC57.12.24 PAR PC57.12.24 Draft 12 C57.12.24_Submitted_Rev D12_Redline.pdf Other Attachments C57.12.24_Submitted_CoverLetter.pdf C57.12.24_Submitted_Rev D12_Clean.pdf Initiate Ballot Recirculation Review RevCom Submission (Pending Acceptance on Agenda) View Ballot Invitation View Ballot Details Send Notification to Ballot Group										