

Engineering Council's Guide to the Funding System

Version: 1.0

Date: 2/6/08

Author: Chris Reeg (creeg2@uiuc.edu)

All questions regarding the funding system can be directed toward the Director of Information (help@ec.uiuc.edu).

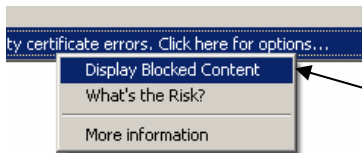
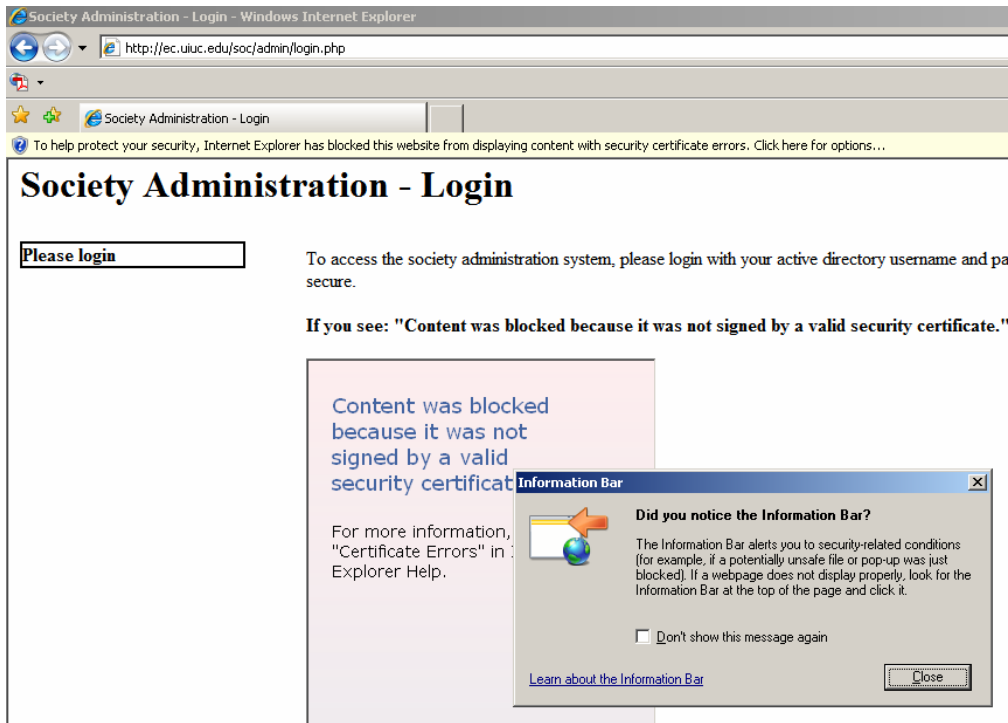
Step-by-Step Instructions to using the Engineering Council Funding System

1. Get on the Internet



2. Go to the society management home page at <http://ec.uiuc.edu/soc/admin>

3. If you are using Internet Explorer, you may have to “Allow Blocked Content”, by clicking on the top “Information Bar” which says “Click here for options”.



Please login with your active directory use

it was not signed by a valid security

4. Login with your Active Directory (EWS) Username and password



Sign into Society Admin using your
Active Directory Account

NetID: creeg2

Password: ●●●●●●●●

Remember me

Login

[I Forgot My Password](#)
[Unlock My Account](#)


5. Select your society from the drop down list:

Please select your society:



If your society is not listed here, please contact your society president to be sure you are on the society access control list

6. Select “Funding Applications” from the menu.



Society Administration

Society Administratio

- [Home](#)
- [Contact Info](#)
- [Access Control List](#)
- [Attendance Record](#)
- [Requirement Completion](#)
- [Funding Applications](#)
- [Change Society](#)
- [Logout](#)

Socie

New Fe

A new fe authorize have any

7. Read the information about the purpose of Engineering Council's Funding and the process of applying

Society Administration - Funding

- [Home](#)
- [Contact Info](#)
- [Access Control List](#)
- [Attendance Record](#)
- [Requirement Completion](#)

Engineering Council Funding Applications

(Joint) Program Fund Purpose

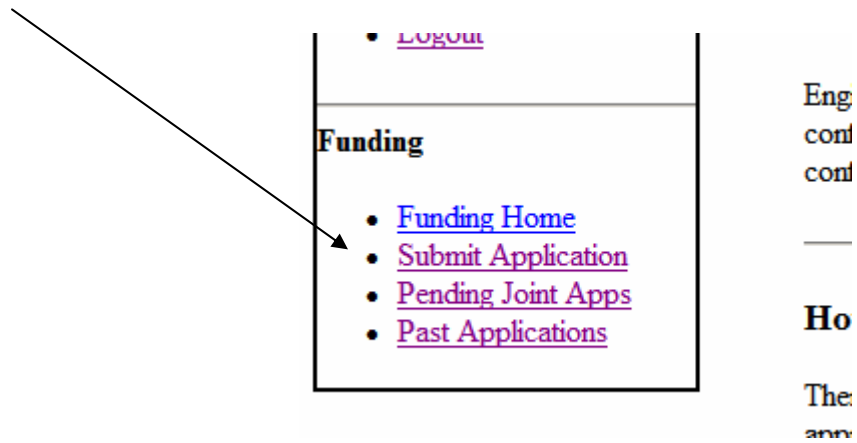
Engineering Council would like to help societies provide beneficial programs that advocates interaction between engineering students. Engineering Council encourages

From this page you can

- Submit an application
 - View pending joint funding applications
 - View past applications your society has submitted
-

Submitting an Application

1. Click “Submit Application” From the menu



2. Select the type of application you would like to submit.

Your society may only submit one of each type per funding period!!

Select application type:

The Types of Applications are:

- Program
 - Joint Program
 - Conference
-

(Joint) Program Fund Applications

1. Fill out the information your Society.
2. If this is a joint program fund, select the Joint society.

The joint society does NOT need to submit an identical application. They will however be asked to approve your application.

Engineering Council Joint Program Fund Application

Society	Engineering Council
Joint Society	<input type="text"/>
Program Title	<input type="text"/>
Event Start	January 1 2007
Event End	January 1 2007
Funding Period	2008 - winter period
Point of Contact	<input type="text"/>
Contact Email	<input type="text"/>
Contact Address	<input type="text"/>
Contact Phone	<input type="text"/>
Month of General meeting Presentation	January

3. Fill in the information for this program. 1000 characters maximum are allowed.
4. Fill in this program's budget. The list will expand as you begin typing in the last row.

Program Budget

List will expand as needed.

Description of Expense	Amount
<input type="text"/>	= \$ <input type="text"/>
<input type="text"/>	= \$ <input type="text"/>

Description of Income	Amount
<input type="text"/>	= \$ <input type="text"/>
<input type="text"/>	= \$ <input type="text"/>

Total Request:

5. Click "Submit Application".

Conference Fund Application

1. Fill in the information about your society

Engineering Council Conference Fund Application

Society	Engineering Council
Program Title	<input type="text"/>
Event Start	January <input type="text" value="1"/> 2007 <input type="text"/>
Event End	January <input type="text" value="1"/> 2007 <input type="text"/>
Funding Period	2008 - winter period
Point of Contact	<input type="text"/>
Contact Email	<input type="text"/>
Contact Address	<input type="text"/>
Contact Phone	<input type="text"/>
Month of General meeting Presentation	January <input type="text"/>

2. Fill in the list of conference attendees. The list will expand as you begin typing in the last row.

Conference Attendees

List will expand as needed.

Name	NetID	Role in Society
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Fill in the information about this conference

4. Fill in the conference budget page. The number of attendees has already been filled in for you based on the number of attendees you have put in the attendees list. If this is different from the number you would like to have the registration fee paid for, you can simply change it.

Budget

Registration			
Registration Fee:	\$	<input type="text"/>	x <input type="text"/> attendees = 0.00
Transportation			
Airline Ticket Price	\$	<input type="text"/>	x # tickets <input type="text"/> = 0.00
Rental Vehicle Price	\$	<input type="text"/>	x # vehicles <input type="text"/> = 0.00
Gas Reimbursement Cost	\$	<input type="text"/>	x # vehicles <input type="text"/> = 0.00

5. Fill in the rest of the budget. Lists will expand as needed

Other Income / Expenses

Description of Expense	Amount
<input type="text"/>	= \$ <input type="text"/>
<input type="text"/>	= \$ <input type="text"/>
Description of Income	Amount
<input type="text"/>	= \$ <input type="text"/>
<input type="text"/>	= \$ <input type="text"/>

Grand Total = 0.00

6. Attach your conference materials. Accepted formats are Microsoft Word or Adobe PDF. Please do NOT simply put the website link for a conference as this information is not permanent. Files must be under 16 MB.

Conference Materials

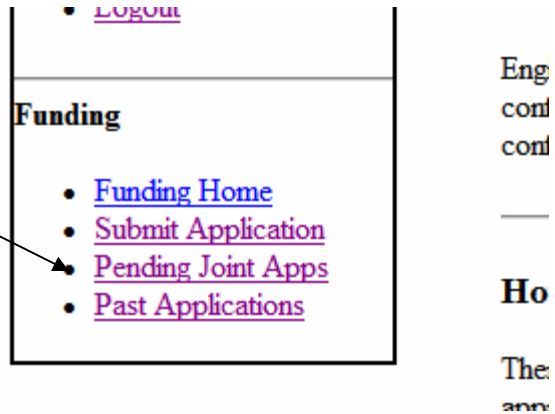
Conference materials must be uploaded in Microsoft Word
Files must be smaller than 16 MB.

File:

7. Click “Submit Application” and wait for your materials to upload.

View Pending Joint Applications

1. Select “Pending Joint Apps” from the menu



2. If no society has listed you as a joint application sponsor, the page will look like this:

No Pending Applications

Society	Title	Approve?
---------	-------	----------

3. If there are pending applications, you will see them listed like this:

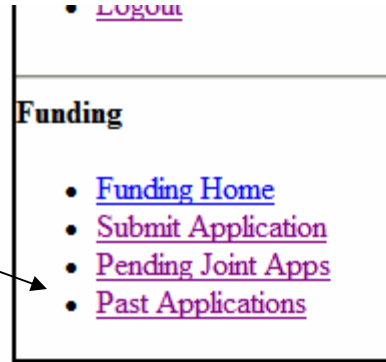
Society	Title	Approve?
Engineering Council	Elf Bowling	Yes: <input type="radio"/> No: <input type="radio"/>

4. To view an application’s content, simply click on the application’s title.

5. To approve or deny an application, click “Yes” or “No”

View Past Applications

1. Click "Past Applications" on the menu



Eng
conf
conf
—
Ho
The
ann

2. Applications will be displayed in chronological order.

3. Click on an application to view the application in detail

Uploading Conference Materials

1. If you did not submit conference materials when you submitted your application, they can be added on this page. By clicking on "Upload Materials"

	Materials	Sub
	Upload Materials	winter

2. Select and upload your file

Use the form below to select a file to upload as your "con" can be below 16MB in size.

Select File:

3. If you submit an application on accident or would like to retract an application, you may do so by clicking "retract application". This may only be done if an amount has not been allocated (ie: before funding deadline).

nding period	Requested	Actual
nter - 2008	\$0.00	<input type="button" value="Retract Application"/>
nter - 2008	\$263.25	\$236.25