**Technical Report Template and Submission Checklist**

Update: Oct 2023

**Template**

<https://ieee-pes.org/wp-content/uploads/2023/01/PES-Technical-Report-Template_Jan_2019.docx>

1. Page i (Cover): (Only the following things can be changed on the cover page)

[ ]  Replace “Month Year” with the correct date (ex. January 2019)

[ ]  Replace PES-TR?? with the correct technical report number. (The TR number will be assigned by the PES Office after Technical Committee approvals are obtained.)

[ ]  Insert the title of the report.

[ ]  Insert the names of the Technical Committee, Subcommittee, and Task Force or Working Group, as applicable.

[ ]  Change “YEAR” in the copyright line (footer) to the correct year.

1. Page iii:

[ ]  Insert the name of the Technical Committee/Subcommittee/Working Group that wrote the report.

[ ]  Insert the Chair's name.

[ ]  Insert the names of the members and contributors.

1. Page iv (Acknowledgments & Keywords):

[ ]  Replace the text with your own acknowledgment. If there is no acknowledgment, leave the page blank.

[ ]  Provide up to 10 keywords to be used for searching

1. Page v (Table of Contents):

[ ]  When your report has been completed, update the table of contents by doing the following (page vi may be used for the second page of the table of contents if needed):

* Click at the end of the word “Contents”
* Click “Update Table”
* Select “Update entire table”
* Click “OK”

**Submission of the Technical Report:**

1. After the draft is completed

[ ]  Obtain the appropriate Technical Committee approvals per process defined by the Technical Committee (this committee is the official sponsor of the Technical Report.)

1. After Technical Committee approval

[ ]  Obtain a Technical Report number (e.g., TR001) from PES Program Manager (pes-tc-chair@ieee.org) at the PES Office.

[ ]  Technical Committee Chair submits approved draft and a one paragraph overview/description summarizing the Technical Report (for use as the PES Resource Center description) to the Technical Council Chair (pes-tc-chair@ieee.org) , or their designated representative, for final approval for publication and has included PES Program Manager (included via the pes-tc-chair@ieee.org alias) on this approval.

1. After final approval

[ ]  The Technical Report, along with [a signed and completed IEEE copyright/consent & release form](https://ieee-pes.org/wp-content/uploads/2023/01/ieee-copyright-form.doc), is forwarded by the Technical Council to Abira Altvater ([abira.altvater@ieee.org](file:///C%3A%5CUsers%5Cdfiorino%5CDownloads%5Cabira.altvater%40ieee.org)) for electronic publication in the PES Resource Center.