



APOGEE Information Systems - <http://apogeeis.eu>

Application Guide

European Public Sector Award 2015

Contents

Table of Contents

| | |
|--|-----------|
| Register for EPSA 2015..... | 2 |
| Log-in for Applicants..... | 3 |
| Completing the Application Form | 5 |
| Part A..... | 5 |
| Part B..... | 7 |
| Part C..... | 9 |
| Edit Application | 10 |

Register for EPSA 2015

How to register on the European Public Sector Award website?

The application form has been uploaded in a secure area that is only accessible to users with an approved account. Therefore, you must first register with the system. The registration form can be found by clicking **REGISTER** in the “**Applicants’ Area**” on the EPSA 2015 homepage which leads you to the following page:
<http://www.epsa2015.eu/en/user/new/>.

In the form below, you should fill in the Organisation name and the contact e-mail address. You should also fill in the words for the anti-spam measure and then by clicking the “**Submit**” button, an e-mail message will be sent to your e-mail account with the log-in information (username – password).

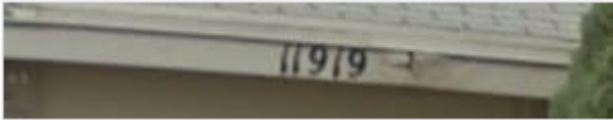

Extranet / Create account

Note that fields marked with an asterisk must be completed.

Organisation*:

Email Address*:

Anti Spam Measure*:

| | | |
|---|---|---|
|  |  |  |
| <input type="text"/> | | |

Submit

Log-in for Applicants

The log-in form

On the homepage of the *European Public Sector Award 2015* website, you can find the log-in form in the "**Applicants' Area**" under **LOGIN**, as shown in the following image:

Extranet / Login

Access to the Applicants Area

Username:

Password:

Submit

By filling in the fields using the log-in information received in the registration e-mail reply from EPSA, you will be transferred to the applicants' area where you can start your application.

Extranet

Welcome TEST

Options

 [Logout](#)

End your connection to the user area

 [Contact](#)

Contact us on any issue. Direct access: Tel.: **0031 (0) 43 3296 278**, Email: info@epsa2015.eu

Applications

 [Application Guide](#)

Click on the "Application Guide" link to download the instructions on how to submit an application(.pdf format)

 [Add a new application](#)

Click on the "Add new application" link to begin the process. You may not submit the same project in more than one administrative category. In the case of cross-administrative projects, the administrative category of the lead applicant has to be chosen.

Completing the Application Form

The application form of the European Public Sector Award Extranet

The application form is composed of three parts: Part A; Part B; and Part C, all to be duly completed.

Part A

| Information | Part A | Part B | Part C |
|---|--|--------|--------|
| Administrative and basic information | | | |
| Name of Project * | <input type="text"/> | | |
| EPSA 2015 Administrative Category * | <input type="text" value="Not defined"/> | | |
| Cross-cutting dimension | <input type="checkbox"/> Cross-administrative project: Horizontal <input type="checkbox"/> Cross-administrative project: Vertical <input type="checkbox"/> Cross-border project <input type="checkbox"/> Cross-sectoral project | | |
| Previous EPSA participation | <input type="checkbox"/> 2009 <input type="checkbox"/> 2011 <input type="checkbox"/> 2013 | | |
| Previous EPSA number | <input type="text"/> | | |
| Submitted by | | | |
| Contact Details of Lead Applicant | | | |
| Name of Organisation * | <input type="text"/> | | |
| Size of the Organisation * | <input type="text" value="Not defined"/> | | |
| Number of people directly involved in the project * | <input type="text" value="Not defined"/> | | |
| Address * | <input type="text"/> | | |
| Country origin * | <input type="text" value="Not defined"/> | | |
| Contact Person * | <input type="text"/> | | |
| Function * | <input type="text"/> | | |
| Telephone Number * | <input type="text"/> | | |

Fax

Email *

Website

Other Applicant(s)

If you are applying in partnership, please list the names of the other partner organisations (e.g. public administrations, civil society organisations, businesses)

Partner Organization(s) *

Project received EU funds (co-financing)

No Yes

If yes, please specify which fund(s)

Case Description

Executive Summary (2500 to 5000 characters) *

0 of 5000 characters used **You need at least 2500 characters.**

Type(s) of sector *

- Economic affairs, competition, SME
- Education (higher and lower), training and learning
- Employment, labour related affairs and gender equality
- Environment, climate change, agriculture (incl . food safety) and fishery
- External relations and aid, development and enlargement
- Justice, police, human rights and security
- Information society, technology, media and audiovisual
- Public health and social welfare/affairs
- Public administration, modernisation, institutional affairs, reform
- Regional policy and development, decentralisation
- Sports, youth, culture and art
- Science, research, innovation
- Taxation, customs, finances
- Transport and infrastructure
- Other...

Other Sector

Key words of project *

Main web address(es) of the project (if applicable)

Save and proceed to the next step

In order to move on to the next step, you must fill in all the required fields marked with * and click the **"Save and proceed to the next step"** button.

Part B

Part B is the second step of the application form. The following fields have to be completed:

| Information | Part A | Part B | Part C |
|--|--------|---------------------------|--------|
| Main content part | | | |
| Background (e.g. grounds/reasons for the project idea, max. 5000 characters) * | | <input type="text"/> | |
| | | 0 of 5000 characters used | |
| General and Specific Objectives (max. 2500 characters) * | | <input type="text"/> | |
| | | 0 of 2500 characters used | |
| Input/resources utilized/allocated to the project [HR, budget, etc] (max. 2500 characters) * | | <input type="text"/> | |
| | | 0 of 2500 characters used | |
| Implementation (e.g. structure, processes, management, communication, max. 7500 characters) * | | <input type="text"/> | |
| | | 0 of 7500 characters used | |
| Most important innovative features according to the applicant's point of view (max. 2000 characters) * | | <input type="text"/> | |
| | | 0 of 2000 characters used | |

| | | |
|---|----------------------|---------------------------|
| Results (e.g. concrete quantitative performance measurement) (max. 5000 characters) * | <input type="text"/> | 0 of 5000 characters used |
| Stakeholder Involvement (max 2000 characters) * | <input type="text"/> | 0 of 2000 characters used |
| Social inclusion of the project (max. 2000 characters) * | <input type="text"/> | 0 of 2000 characters used |
| Sustainability (embedding in future activities) (max. 2000 characters) * | <input type="text"/> | 0 of 2000 characters used |
| Transferability * | <input type="text"/> | 0 of 2000 characters used |

Save and proceed to the next step

In order to move on to the final step, you must fill in the required fields and click on the **“Save and proceed to the next step”** button.

Part C

Part C is the final step of the application form. The user has two options here: he/she can either click on the **“Save draft / Preview application”** button or the **“Final submission”** button. Note that the Legal Notice box is a compulsory field and that you will not be able to submit a project if you don't tick off this box.

The screenshot shows the 'Part C' tab of an application form. It includes sections for 'Reference Documents', 'Files', 'Links', and 'Finalize'. The 'Finalize' section contains a 'Legal Notice' checkbox and two buttons: 'Save draft / Preview application' and 'Final submission'.

Information | Part A | Part B | **Part C**

Reference Documents

Description of references:

Files

No file selected.

You are allowed to upload documents until 10 MB. **Please only the most relevant!** If you have other media material that supports your submission, please provide the link below

Links

Finalize

Legal Notice * By submitting a project application online, I agree with the [EIPA general Data Protection Policy and the Copyright Statement](#).

OR

“By submitting a project application online, I agree with the EIPA general **Data Protection Policy and the Copyright Statement.**”

Save draft / Preview application: The application will be saved and it is possible to re-enter the application form with your log-in information and edit your data. Thus, when you finally want to lock your application you should edit the application following the procedure that you can find in this manual under the title **“Edit application”** (see next page).

Final submission: Once the **“Final submission”** button has been clicked, the application will be saved and locked; you will no longer be able to make any changes. A notification e-mail will be sent to you and a message to the system administrator for eligibility check.

Edit Application



In order to edit your application form:

1. Log into the system from the home page and you will be transferred to the following screen





Extranet

Welcome TEST

Options

| | |
|---|---|
|  Logout | End your connection to the user area |
|  Contact | Contact us on any issue. Direct access: Tel.: 0031 (0) 43 3296 278 , Email: info@epsa2015.eu |

Applications

| Reg.No. | Name of Project | Category | Date of Submission | Submitted | Manage |
|---|-----------------------|---|--------------------|-----------|---|
| TEMP024 | Test Project | EU/ national/ regional | | No |  Edit  Delete |
|  | Application Guide | Click on the "Application Guide" link to download the instructions on how to submit an application(.pdf format) | | | |
|  | Add a new application | Click on the "Add new application" link to begin the process. You may not submit the same project in more than one administrative category. In the case of cross-administrative projects, the administrative category of the lead applicant has to be chosen. | | | |

2. In the 'Applications' list you can see your application(s), either finalised (Submitted: Yes) or still being processed by you (Submitted: No). Be warned that **one user may submit more than one project, but that the same project can only be submitted in one category (administrative level)**. In order to edit the application you should click on the Edit button

 [Edit](#)

3. If you click on the name of the application you can see the preview of it. At the top you can find links for **editing** or **printing** the application.

Test Project

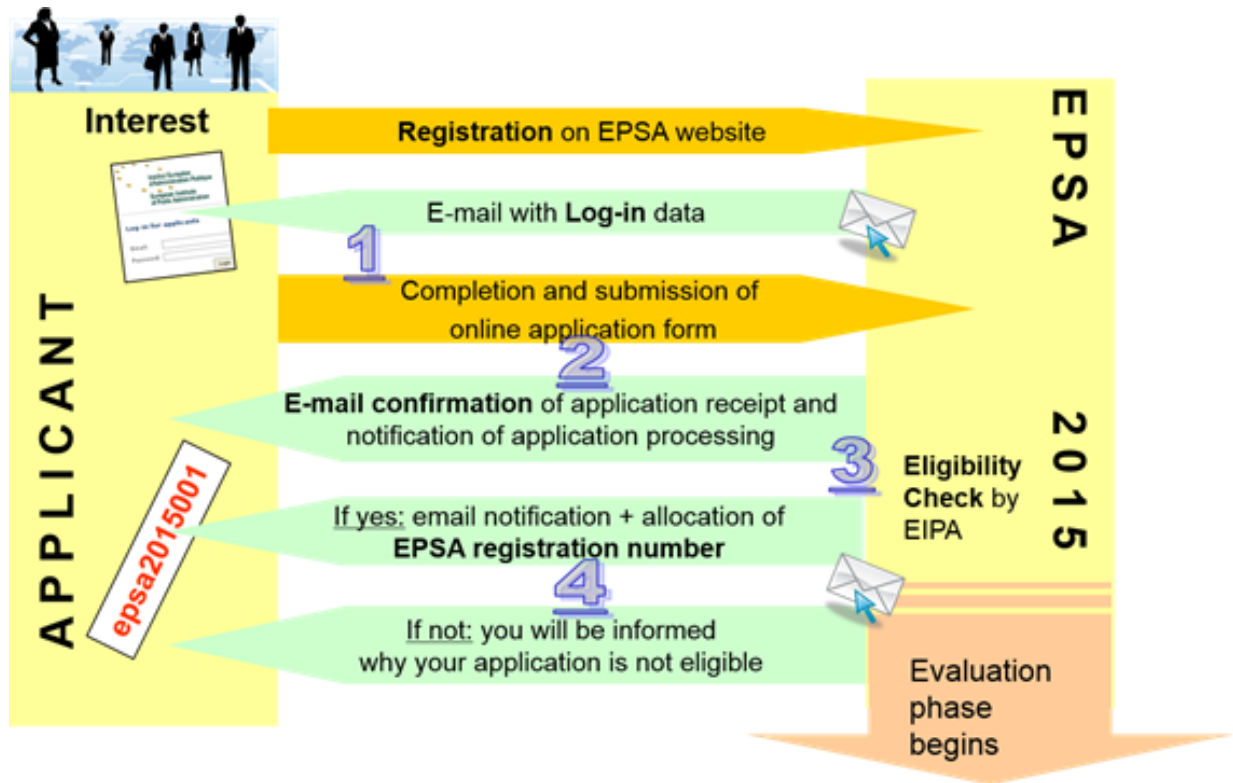
 [Print Application](#)

 [Edit your Application](#)

Administrative and basic information

| | |
|---|--|
| Name of Project | Test Project |
| Registration Number | TEMP024 |
| EPSA 2015 Administrative Category | EU/ national/ regional |
| Previous EPSA participation | - 2011 |
| Cross-cutting dimension | - Cross-administrative project: Vertical |
| Previous EPSA number | |
| Submitted by | |
| Date of Submission | |
| Date of Creation | 05 February 2015 |

Summary of the registration and submission procedure and steps for EPSA 2015 application



Contact details

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