

# Application Form

## European Public Sector Award 2009

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## Register for EPSA 2009

*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 at the bottom of the following web pages describing the four themes.

1. <http://epsa2009.eu/en/theme/one/>
2. <http://epsa2009.eu/en/theme/two/>
3. <http://epsa2009.eu/en/theme/three/>
4. <http://epsa2009.eu/en/theme/four/>

What is the difference between the four registration forms?

If, for example, the user registers from the first link, then Theme One "**Performance Improvement in Public Service Delivery**" will be pre-defined in his/her application form.

In the form below, you should fill in the Organisation name and the contact e-mail address and then click on the "Terms" box. By clicking the "**Register**" button, an e-mail will be sent to your email account with the log-in information (username – password).

**Start your application, register an account**

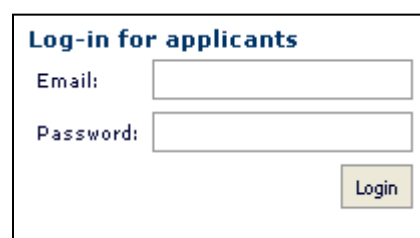
<b>Organisation</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Terms</b>	<input type="checkbox"/>

*To proceed with your registration please agree to the EPSA Terms of Condition*

## Log-in for Applicants

### *The log-in form*

**O**n the homepage of the *European Public Sector Award* website, you can find the log-in form on the top right-hand side of the screen, as shown in the following image:



The image shows a rectangular box containing the log-in form. At the top left of the box, the text "Log-in for applicants" is written in a blue font. Below this, there are two rows of text. The first row is "Email:" followed by a white rectangular input field. The second row is "Password:" followed by a white rectangular input field. To the right of the password field, there is a small, light-colored rectangular button with the word "Login" written on it in a dark font.

By filling in the fields using the log-in information received in the registration e-mail reply from EPSA, you will be transferred directly to the EPSA application form.

## 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**

Extranet / Application / Edit \* [user area](#) [log out](#)

Part A | Part B | Part C required fields ★

**Administrative and basic information**

Name of Project  ★

Theme  ▼ ★

Submitted by Apogee

**Contact Details of Lead Applicant**

Name of Organisation  ★

Size of the Organisation  ▼ ★

Address  ★

Country origin  ▼ ★

Other Country

Contact Person  ★

Function  ★

Telephone Number  ★

Fax

Email  ★

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

<b>Other Applicant(s)</b>	
If you are applying in a consortium please list the names of the other consortium members	
<b>Name(s) of Organisation(s)</b>	<input type="text"/> ★
<b>Case Description</b>	
<b>Synopsis/Abstract (max. 5000 characters)</b>	<input type="text"/> ★
	0 of 5000 characters used
<b>Level(s) of government organizations involved</b>	<input type="text" value="Not defined"/> ★
<b>Type(s) of sector</b>	<input type="text" value="Not defined"/> ★ 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 fishes 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...
<b>Other Sector</b>	<input type="text"/>
<b>Key words of project</b>	<input type="text"/> ★
<b>Main web address(es) of the project (if applicable)</b>	<input type="text"/> ★
<input type="button" value="✔ Save and proceed to the next step"/>	

## **Part B**

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

Part A	Part B	Part C
<b>Main content part</b>		
<b>Background (e.g. grounds/reasons for the project idea, max. 5000 characters)</b>	<input type="text"/>	★
	0 of 5000 characters used	
<b>Main and specific objectives (max. 2500 characters)</b>	<input type="text"/>	★
	0 of 2500 characters used	
<b>Input/resources utilized/allocated to the project (max. 2500 characters)</b>	<input type="text"/>	★
	0 of 2500 characters used	
<b>Implementation (e.g. structure, processes, management, communication, max. 6000 characters)</b>	<input type="text"/>	★
	0 of 6000 characters used	

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

<b>Innovation features (max. 2000 characters)</b>	<input type="text"/>	★
0 of 2000 characters used		
<b>Information relevant to the theme specific criteria (max. 5000 characters)</b>	<input type="text"/>	★
0 of 5000 characters used		
<b>Results (e.g. evidence of impact) (max. 5000 characters)</b>	<input type="text"/>	★
0 of 5000 characters used		

### **Part C**

Part C is the final step of the application form and is not compulsory. The user has two options here: he/she can either click on the **“Save draft application”** button or the **“Final submission”** button.

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

#### Reference Documents

**Description of references:**

**Files**

You are allowed to upload documents until 10 MGB. If you have other documents (video, brochures) that support your submission, please send it by ordinary mail to EIPA (only 1 copy of each document)

**Links**

OR





**Save draft 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 at 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  [user area](#)  [log out](#)

Logged in as **Apogee** (Applicant)



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**Options**


 <a href="#">Account</a>	Edit your account information
 <a href="#">Logout</a>	End your connection to the user area

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**Submitted Applications**

Reg.No.	Name of Project	Theme	Date of submission	Submitted	Manage
TMP27	<a href="#">test</a>	Performance Improvement in Public Service Delivery	16/12/2008 12:07:47		 <a href="#">Edit</a>  <a href="#">Delete</a>

 [Add a new application](#) You may not submit the same project in more than one theme. Click on the "Add new application" link to begin the process

2. In the 'Submitted Applications' list you can see the applications that you have submitted. Be warned that **one user may submit more than one application form**. 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 three links for **editing** the application, **logging out** and moving **to user home area**.

 [user area](#)  [log out](#)

## Extranet / Application

 [Edit your Application](#)

### Administrative and basic information

<b>Name of Project</b>	test
<b>Theme</b>	Performance Improvement in Public Service Delivery
<b>Submitted by</b>	Apogee

### Contact Details of Lead Applicant

<b>Name of Organisation</b>	Apogee
<b>Size of the Organisation</b>	1-25
<b>Address</b>	Delfon
<b>Country origin</b>	Greece
<b>Other Country</b>	
<b>Contact Person</b>	Vasso
<b>Function</b>	Development
<b>Telephone Number</b>	2310654987
<b>Fax</b>	
<b>Email</b>	vasso@apogee.gr

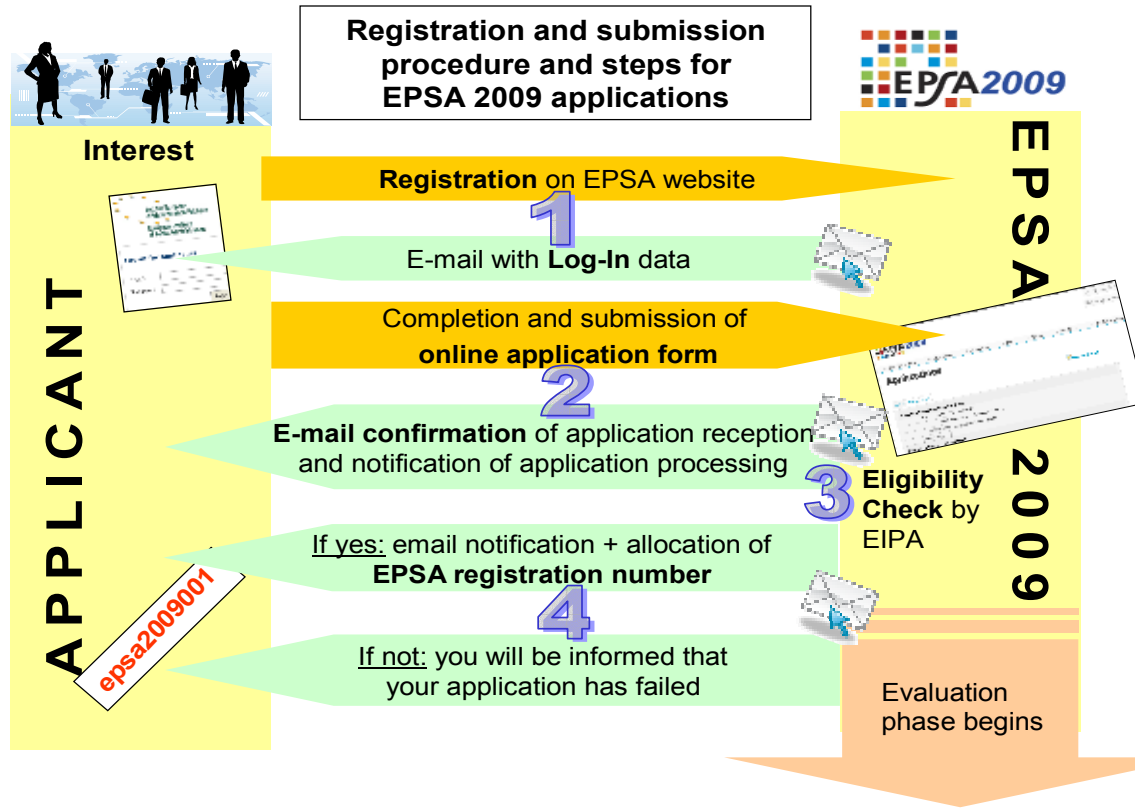
### Other Applicant(s)

<b>Name(s) of Organisation(s)</b>	Apogee
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### Case Description

<b>Synopsis/ Abstract (max. 5000 characters)</b>	Test
<b>Level(s) of government organizations involved</b>	Local
<b>Type(s) of sector</b>	- External relations and aid, development and enlargement
<b>Other Sector</b>	
<b>Key words of project</b>	management
<b>Main web address(es) of the project (if applicable)</b>	apogee.gr

# Summary of the registration and submission procedure and steps for EPSA 2009 application



## Contact details

### European Institute of Public Administration

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[eipa@eipa.eu](mailto:eipa@eipa.eu)