Application Guide

European Public Sector Award 2019

Contents

Register for EPSA 2019

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 the box **REGISTER & LOG IN** on the EPSA 2019 homepage. Once there, click on **REGISTER** in the yellow box at the top of the page.

Please **register here** if you do not have an account

You will be lead to the following page: **https://www.epsa2019.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 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).

Applicants area / Create account

Note that fields marked with an asterisk must be completed.

Organisation*:

Email Address*:

I'm not a robot

reCAPTCHA
Privacy · Terms

Submit

Log-in for Applicants

The log-in form

On the homepage of the *European Public Sector Award 2019* website, you can access the "**Applicants' Area**" by clicking the box **REGISTER & LOG IN**. The following form will appear:

Applicants area / Login

Please **register here** if you do not have an account

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.

Applicants area

Welcome Ieva

Applications
ℹ 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.

Options
Logout	End your connection to the user area
Contact	Contact us on any issue. Direct access: Tel.: **0031 (0) 43 3296 278** or **0034 (0) 93 245 1205** Email: info@epsa2019.eu

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 in	Part A Part B Part C

Administrative and basic information

Name of Project *

EPSA 2019 Administrative Category * — Not defined

Previous EPSA participation — ☐ 2009 ☐ 2011 ☐ 2013 ☐ 2015 ☐ 2017

Previous EPSA number

Submitted by

Contact Details of Lead Applicant

Name of Organisation *

Size of the Organisation * — Not defined

Number of people directly involved in the project * — Not defined

Address *

Country origin * — Not defined

Contact Person *

Function *

Telephone Number *

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) *	⚠ Please enter the minimum amount of characters (2500)

Type something

0/5000

Type(s) of sector *

☐ Economic affairs
☐ Education
☐ Employment and labour-related affairs
☐ Environmental protection, climate change and agriculture
☐ External relations

☐ Health
☐ Housing and community amenities
☐ Information society and digitalisation
☐ Public administration, modernisation and reform
☐ Public order and safety, justice and human rights
☐ Recreation, culture and religion
☐ Science, research, innovation
☐ Social protection
☐ Transport and infrastructure
☐ Taxation, customs, finances
☐ Not defined
☐ 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 in | Part A Part B Part C | | | | | | | required fields |

Main content part

Background (e.g. grounds/reasons for the project idea, max. 5000 characters) *
What were the specific situation/barriers/constraints and challenges which the case/project aimed to overcome, change or improve? How did this project/case address real needs?

Type something

0/5000

General and Specific Objectives (max. 2500 characters) *
What was the purpose of the case/project? What did it intended to achieve to contribute to the general (overall) objective?

Type something

0/2500

Implementation (e.g. structure, processes, management, communication, max. 7500 characters) *
How were the project organisation/management, communication and main processes and actions implemented?

Type something

0/7500

Input/resources utilized/allocated to the project [HR, budget, etc] (max. 2500 characters) *
What resources were utilised/allocated to the project?

Type something

0/2500

Most important innovative features according to the applicant's point of view (max. 2000 characters) *
What is the novelty of the new solution applied by the case/project to solve complex challenges and problems? In what way is the new practice of public administration innovative?

Type something

0/2000

Stakeholder Involvement (max 2000 characters) *
What methods and practices were used for ensuring engagement with stakeholders?

Type something

0/2000

Results (e.g. concrete quantitative performance measurement) (max. 5000 characters) *
What proven and tangible evidence of benefits did the case/project achieve? What is the visible outcome of the project/case?

Type something

0/5000

Sustainability (embedding in future activities) (max. 2000 characters) *
How was or will the case/project be embedded in future activities? What is the financial sustainability of the project?

Type something

0/2000

Potential for adaptability by other
entities *
*What are the potential value and
lessons to be learnt for other
entities (different Member States
and levels of government)?*

	B	I	

Type something

0/2000

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.

	B	I	

Type something

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.

"By submitting a project application online, I agree with the EIPA general **Legal notice, which includes the Privacy and Cookie Notice.**."

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

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 2019

🖶 Print Application
✎ Edit your Application

Part A
Administrative and basic information

Name of Project	Test Project 2019
Registration Number	TEMP011
EPSA 2019 Administrative Category	
Previous EPSA participation	
Previous EPSA number	
Submitted by	2092
Date of Submission	
Date of Creation	25 February 2019
Date of Last Update	25 February 2019

Contact Details of Lead Applicant

Name of Organisation	
Size of the Organisation	
Number of people directly involved in the project	
Address	
Country origin	
Contact Person	
Function	
Telephone Number	
Fax	
Email	

Summary of the registration and submission procedure and steps for EPSA 2019 application

Application process

Registration
www.epsa2019.eu

Login data
via e-mail

Completion and
submission of the
application form

E-mail confirmation
and notification of
application process

E-mail notification +
EPSA registration No. ✔

Eligibility check

E-mail notification why the
application is not eligible. ✘

Evaluation process starts for EIPA

Contact details

European Institute of Public Administration
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P.O. Box 1229
6201 BE Maastricht
The Netherlands

EPSA Helpdesk at EIPA

Tel. +31 43 3296 278 (Claude Rongione), Maastricht
OR
Tel. +34 93 245 1205 (Julia Bosse), Barcelona

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https://www.epsa2019.eu/   **www.eipa.eu**
mailto: info@epsa2019.eu