



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

Application Guide

European Public Sector Award 2017

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Register for EPSA 2017

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 and LOGIN** on the EPSA 2017 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: <http://www.epsa2017.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).

Extranet / 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 2017* website, you can access the “**Applicants’ Area**” by clicking the box **REGISTER and LOGIN**. The following form will appear:

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 Apogee

Options

[Logout](#)

End your connection to the user area
Contact us on any issue. Direct access:
Tel.: **0034 93 245 12 05**
Email: info@epsa2017.eu

[Contact](#)

Applications

Reg.No.	Name of Project	Category	Date of Submission	Submitted	Manage
TEMP983	Test Project 2017	EU/ national/ regional		No	Edit Delete
				No	Edit Delete

[Application Guide](#)

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

[Add a new application](#)

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 *	<input type="text"/>
EPSA 2017 Administrative Category *	<input type="text" value="Not defined"/>
Previous EPSA participation	<input type="checkbox"/> 2009 <input type="checkbox"/> 2011 <input type="checkbox"/> 2013 <input type="checkbox"/> 2015
Previous EPSA number	<input type="text"/>
Submitted by	<input type="text"/>
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	<input type="text"/>
Email *	<input type="text"/>
Website	<input type="text"/>

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
- 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

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) *		<input type="text"/>		
General and Specific Objectives (max. 2500 characters) *		<input type="text"/>		
Input/resources utilized/allocated to the project [HR, budget, etc] (max. 2500 characters) *		<input type="text"/>		
Implementation (e.g. structure, processes, management, communication, max. 7500 characters) *		<input type="text"/>		
Most important innovative features according to the applicant's point of view (max. 2000 characters) *		<input type="text"/>		
Stakeholder Involvement (max 2000 characters) *		<input type="text"/>		

Results (e.g. concrete quantitative performance measurement) (max. 5000 characters) *

①

Social inclusion of the project (max. 2000 characters) *

①

Sustainability (embedding in future activities) (max. 2000 characters) *

①

Transferability *

①

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.

Information in **Part A** **Part B** **Part C** required fields

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

If your project is awarded a Best Practice Certificate, do you agree to its evaluation notes being published on the EPSA website?

Evaluation Notes No Yes

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

Attention! Applications cannot be submitted until the Data Protection Policy and Copyright Statement terms are met. Please fill in the checkbox above to proceed.

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 Apogee

Options

Logout	End your connection to the user area
Contact	Contact us on any issue. Direct access: Tel.: 0034 93 245 12 05 Email: info@epsa2017.eu

Applications


Reg.No.	Name of Project	Category	Date of Submission	Submitted	Manage
TEMP983	Test Project 2017	European and national		No	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> 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 2017

 [Print Application](#)

 [Edit your Application](#)

Administrative and basic information

Name of Project	Test Project 2017
Registration Number	TEMP983
EPSA 2017 Administrative Category	
Previous EPSA participation	
Previous EPSA number	
Submitted by	
Date of Submission	
Date of Creation	31 January 2017
Date of Last Update	02 February 2017

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

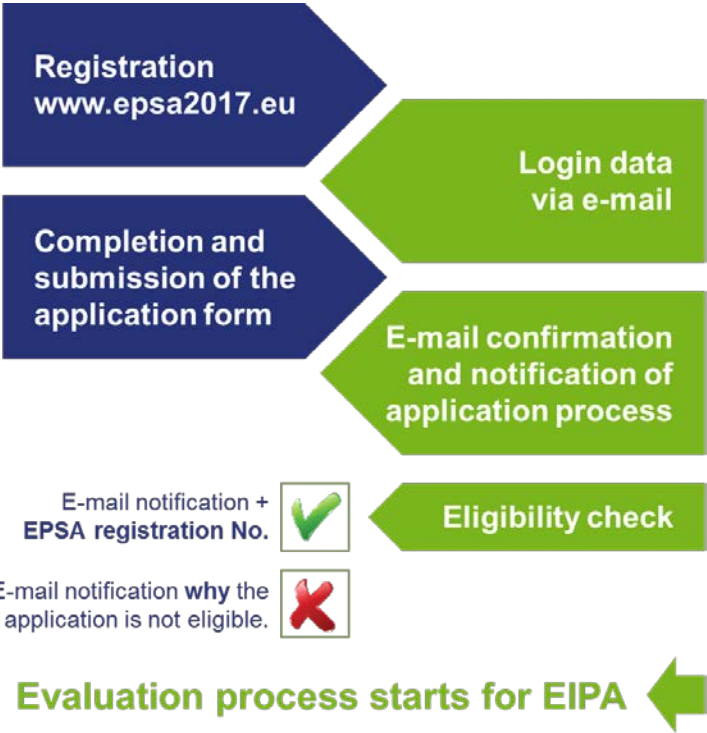
Telephone Number

Fax

Email

Website

Summary of the registration and submission procedure and steps for EPSA 2017 application



Contact details

European Institute of Public Administration

O.L. Vrouweplein 22

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6201 BE Maastricht

The Netherlands

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<http://www.epsa2017.eu/>
<mailto:info@epsa2017.eu>

www.eipa.eu