



# **European Prize for Innovation in Public Administration**

## **Application Guide**

Version September 2012

**Please read the contest rules to see whether you meet all the eligibility criteria to compete in the contest.**

**This guide will navigate you through all the necessary steps for submitting your application.**

## **1. Getting started**

### **1.1 About the Electronic Submission Services of the Commission**

Your application must be submitted electronically, using the link to the Commission's Electronic Submission Services provided at the [www.ec.europa.eu/admin-innovators](http://www.ec.europa.eu/admin-innovators) website and which can also be found on the Participant Portal. Any applications arriving at the Commission by any other means are regarded as 'not submitted', and will not be evaluated. All the data that is submitted by the contestants is securely stored on a server.

As this is a web application, an Internet connection is required. An Internet browser and version 9 (or above) of the Adobe reader are needed. To check the requirements, click on <https://ec.europa.eu/research/participants/submission/manage/diagnostics>.

### **1.2 Parts of your application**

An application has two parts:

**Part A** records administrative information about the public administration and its initiative. The information in Part A is entered through a set of on-line forms. This information will be encoded in a structured database for further computer processing to produce, for example, statistics, and evaluation reports.

**Part B** allows you to upload documents in PDF format in support of your application, for example: budget tables, external audits, economic impact evaluations, press releases, user feed-back, ex-ante impact assessments for younger projects, honours and recognition.

### **1.3 Application language**

Applications may be prepared in any official language of the European Union. If your application is not in English, a translation of the full application will speed up and facilitate the evaluation process.

## 2. How to apply

### **Step 1: Identify yourself!**

#### **Getting a European Commission Authentication Service (ECAS) user ID.**

Getting a personal user ID with the **European Commission Authentication Service (ECAS)** is mandatory in order to login to the Participant Portal and to be able to use the different functions of the Portal, including access to application.

You can create your ECAS account following this link:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Further help on how to create the ID are available under:

<https://webgate.ec.europa.eu/cas/eim/external/help.cgi>

With your PIC and ECAS passwords you can start creating your application file by accessing the system from the link on the [www.ec.europa.eu/admin-innovators](http://www.ec.europa.eu/admin-innovators) website. The access to the Electronic Submission Service is only granted after logging in to the Participant Portal.

#### **Getting a Participant Identification Code (PIC):**

Prior to filling in the application forms you have to register your public administration to obtain a PIC following this link

<http://ec.europa.eu/research/participants/portal/page/myorganisations>

The Participant Identification Code (PIC) is a unique 9 digit number that helps the Commission identify you as a public administration. Before starting the application process, **your public administration must be identified with a Participant Identification Code (PIC). Failure to do so will block the submission of your application!**

After filling in the data for the entity, a PIC number is given, which can then be used in the Electronic Submission Services. **You are encouraged to proceed well before the deadline to avoid potential last minute troubles.**

After entering the PIC, sections of their A forms are filled in automatically.

**NOTE:** If the public administration you are representing has already participated in the 7<sup>th</sup> Framework Programme, it is likely that you can register with an already existing PIC number. You can check this on the Participant Portal: <http://ec.europa.eu/research/participants/portal/page/myorganisations> or in the search provided in the application submission system.

*If your public administration already has a PIC, it is likely that it has also appointed a Legal Entity Authorised Representative (LEAR) The names of LEARs are however not available online; you have to enquire within your administration.*

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate

updates and corrections to these data. After the validation of the entity has been finalised, the contact person/authorized representative named in the Participant Portal receives the PIC number. Once the LEAR is validated, he/she manages the modifications of the entity-related information in the Participant Portal and distributes the PIC number within his/her organisation. Further details can be found in section 3.2., on the Participant Portal:

<http://ec.europa.eu/research/participants/portal/home>.

## **Step 2: Info**

After you have registered with your ECAS account under Step 1 of the application process, you will be transferred to a generic **Step 2**: here you only have to select **>Next<** to continue.

## **Step 3: Creating your draft application**

Please fill in your PIC Number and provide us with a small abstract of your initiative.

If, after entering your PIC, the data which appears for your organisation is incorrect, you should contact the LEAR of your organisation to correct it through the Participant Portal.

Once your public administration is identified with its PIC number, you will be asked to:

- *Fill in the proposal acronym.* This is the short name of your application. No more than 20 characters are allowed (standard alphabet and numbers only; no symbols or special characters, except underscore, space, hyphen or dot). The same acronym should appear on each document that you upload in the Part B of your application.
- *Choose **one** of the three prize categories* you want to apply for. Please note: an initiative can only be submitted once and in only one category.
- *Describe your application in a short summary*, which presents, at a glance, your initiative and your best arguments for why it is the most worthy of a prize. Please use plain typed text, avoiding formulae and other special characters. If the application is written in a language other than English, please include an English version of the application abstract in Part B.

*After clicking **>Next<**: The terms and condition of usage disclaimer* will appear – please accept or decline. If you accept the Submission and Evaluation Assent disclaimer, your draft application will be created and you will receive an auto-generated acknowledgment by e-mail.

After accepting the "Terms of condition of usage" disclaimer, a window will pop up asking you whether you want to continue with your application at the very same time or close the application. You can re-access your draft application by logging into the system at any time before the deadline.

### **Step 4: Info**

This as a **generic step**, please click on the **>next<** to be directed to the ECAS secured application forms.

### **Step 5: Edit Proposal**

Here you will be given an overview of the administrative data of the contestant. At this step you can:

- Fill in, edit, view and print the administrative forms of **PART A**: A1, A2 and A3
- Upload documentation under **Part B** to support your claims.

### **PART A - Administrative forms**

By clicking on the edit forms button, the Part A forms will open. You can fill them in online and store them to continue at any time up to the deadline.

You may return to this proposal via the "My Proposals" tab in the Participant Portal:  
<https://ec.europa.eu/research/participants/portal/page/myproposals>.

*The administrative forms of part A1, A2, A3 are self-explanatory.*

You can validate any step of your application. When clicking on the **>validate<** button, the application service performs a limited automatic validation of the application. A list of discovered problems, such as missing data, is given on the last page of the application submission forms, under validation results. **Please note that the application submission will be blocked until the problems are corrected.** Therefore you are strongly advised, when preparing your application, to regularly click on 'validate' at the bottom of any page of the Part A to obtain updated validation messages and to review them on the last page of the application submission forms.

Completing the forms in Part A in the Electronic Submission Services and uploading documents under Part B does not yet mean that the application is submitted. Once there is a consolidated version of the application, the "SUBMIT" button must be clicked.

When the application has been successfully submitted you will see a message that indicates that the application has been received.

## Part B - Mandatory documents to be uploaded:

**Proof 1:** please upload any document in PDF that best proves that you are an established public administration at national, regional or local level in an EU Member State or an FP7 Associated Country (e.g. excerpt from your national law establishing your administration).

**Proof 2:** please upload any document in PDF that best proves that your on-going initiative or programme subject of the application has been running for at least 1 year but not longer than 4 years by the time of submission (e.g. budget decisions, press releases, budget plans).

**Proof 3:** please upload any document in PDF that best proves that the initiative or programme is owned by the public administration you are representing (planning, design, launch, administration etc.) (e.g. budget decisions, press releases)

### Optional documents:

Here you can upload any documents that prove your claims made under A.3

**Please note: links to video messages or relevant websites should be inserted in the Abstract section.**

For Part B you must use exclusively PDF (“portable document format”, compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. There is a limit of 20 Mbytes to the size of PDF files. There are also restrictions to the name given to the Part B file: use alphanumeric characters; special characters and spaces must be avoided.

## Step 6: Application Status page:

Reaching this step means that the application is submitted (i.e. sent to the Commission services for evaluation). It does not mean that the application is valid, complete or eligible in all respects.

Here you can:

- Download the application. It is advised to download the application once submitted to check that it has been correctly sent. The downloaded application will be digitally signed and time stamped.
- *Re-edit the application*, going back to step 5. After re-editing the application (any data in the forms or a modified attachment), modifications have to be resubmitted. You may continue to modify the application and submit revised versions overwriting the previous one right up until the deadline.
- *Withdraw the application*. If the application is withdrawn, it will not be considered for evaluation. A reason for the withdrawal will be requested by the service.  
(Note: Your application draft is not deleted from the server and this withdrawal action can be reversed, but only before the deadline, by simply submitting it again).

### **About the deadline**

Applications must be submitted on or before **15 February 2013, 17:00:00 Brussels local time**. It is your responsibility to ensure the timely submission of your application. After this moment, the application can no longer be modified. It is however visible in a read-only version.

***It is a good idea to submit a draft well before the deadline.  
Do not wait until the last moment before submitting your application!***

Please note that successive drafts of the application can be submitted with the Electronic Submission Services. Each successive submission overwrites the previous version. Information submitted to the Electronic Submission Services of the Commission remains encrypted until the deadline and can only be viewed by the applicant.

**The last version of your application submitted before the deadline is the one which will be taken into consideration; no later version can be substituted and no earlier version can be recovered.**

### **Correcting or revising your application**

Errors discovered in applications submitted can be rectified by simply submitting a corrected version before the submission deadline; the new application package (part A and B) will overwrite the old one. Once the deadline has passed, however, the Commission can accept no further additions, corrections or re-submissions.

### **Withdrawing an application**

You may also withdraw an application, either before or after the deadline, by accessing the 'My Applications' tab when you log in to the participant portal. With the action 'view submitted' you will move to Step 6, where the application can be withdrawn. A withdrawn application will not be subsequently considered by the Commission.

## 3. Check list

### ***Final checks before submission***

- Check once more the eligibility criteria mentioned in the contest rules!.
- Is your Part B in portable document format (PDF), including no material in other formats?
- Is the filename made up of the letters A to Z, and numbers 0 to 9? You should avoid special characters and spaces.
- Have you printed out your Part B PDF file, to check that it really is the file you intend to submit, and that it is complete, printable and readable?
- Double check that you respect the font size (11 point) and the page limitations for the different chapters!
- Is your Part B file within the size limit of 20 Mbytes?
- Have you virus-checked your computer? The Electronic Submission Services of the Commission will automatically block the submission of any file containing a virus.
- Have you allowed time to submit a first version of your application well in advance of the deadline (at least several days before), and then to continue to improve it with regular resubmissions?
- Have you completed the submission process for your latest version?

## 4. Glossary

The following explanations are provided for clarity and easy-reference. They have no legal authority, and do not replace any official definitions set out in the Council decisions.

### **A**

#### **Acknowledgement of receipt**

Applicants are informed by email shortly after the deadline that a application has been successfully submitted (but not that it is necessarily eligible). Contact the *help desk* urgently if you do not receive such an acknowledgement.

### **C**

#### **Call fiche**

The part of the work programme giving the basic data for activities (e.g. topics covered, budget, deadline etc). It is posted as a separate document on the Participant Portal web-site.

#### **Contact point**

The person, who the Commission will contact concerning the application (e.g. for additional information, invitation to hearings, sending of evaluation results).

**Contestant**

The term used generally in this guide for a person or entity applying to a competition..

**D****Deadline**

The moment after which an application cannot be submitted, and when the *Electronic Submission Services* of the Commission closes. Deadlines are strictly enforced.

**E****Electronic Submission Services**

A web-based service which must be used to submit applications.

**Electronic Submission Services Helpdesk**

A telephone / email service to assist applicants who have difficulty in submitting their application via the Electronic Submission Services of the Commission:

tel: +32 2 29 92222 email DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu

**F****FP7 enquiry service**

A general information service on all aspects of FP7. Contact details are given in annex 1 to this Guide.

**H****Help-desk**

You can direct inquiries regarding your application to [rtd-admin-innovators@ec.europa.eu](mailto:rtd-admin-innovators@ec.europa.eu)

**L****LEAR (Legal Entity Authorised Representative)**

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission/agency related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the Commission/Agency (see below), and distributes this number within his/her organisation.

**Legal address**

Please fill in the address of the Public Administration's Head Office.

**N****National Contact Points (NCP)**

Official representatives nominated by the national authorities to provide tailored information and advice on each theme of FP7, in the national language(s).

**Non-profit**

A legal entity is qualified as "*non-profit*" when considered as such by national or international law.

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**P****Part A**

The part of an application dealing with administrative data. This part is completed using the web-based Electronic Submission Services to be found on the Participant Portal web-site.

**Part B**

The part of an application which allows to prove the claims made in part A of an application. This part is uploaded as PDF files.

**Participant Identification Code (PIC)**

Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). The PIC is a unique 9-digit number for each organisation. Possession of a PIC will enable organisations to take advantage of the Participant Portal's services (see below), and to identify themselves in all transactions related to FP7 proposals and grants. An online tool to search for existing PICs and the related organisations is available at <http://ec.europa.eu/research/participants/portal/page/myorganisations>

**Participant Portal**

The single entry point for interaction with the Research Directorates-General and agencies of the European Commission. It hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the Electronic Submission Services of the Commission.

**Public body**

Public body means any legal entity established as such by national law, and international organisations.

**R****Research organisation**

Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

**S****Small and Medium-Sized Enterprises (SMEs)**

SMEs are micro, small and medium sized enterprises within the meaning of Commission Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)

To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at

[http://ec.europa.eu/research/sme-techweb/index\\_en.cf](http://ec.europa.eu/research/sme-techweb/index_en.cf)