



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

Public health, country knowledge, crisis management  
**Country knowledge and scientific committees**

## **QUESTIONS & ANSWERS (Q&A)**

### **EU Health Award for NGOs working to prevent tobacco use**

Last update: 21/06/2018

#### **Q&A No. 1**

**Q:** What should be explained under "8.5 Methodology" of the submission form? Should it briefly state the specific interventions / studies for each of the initiative outcomes?

**A:** In the 8.5 Methodology" of the submission form you need to describe your (research) methods which you applied when carrying out your action. Describe the activities carried out (e.g. distribution of informative flyers to youth in the cinema, activities on social media), facilitating factors and barriers and if this method has been used somewhere else before. This should be distinct from the methods you used for evaluating your action/intervention. The evaluation methods should be described in question 9.

#### **Q&A No. 2**

**Q:** Since the project had a really big public and political impact, we were considering an application for the EU Health Award. The only problem is that our initiative doesn't meet the required criteria since there is no scientific evidence based framework and scientific methodologies haven't been used or evaluated, because it was mainly political work, lobbying and raising public awareness. Would you recommend us to submit our initiative anyway? How can we apply concerning the Submission Form criteria that don't fit to our project?

**A:** We invite all NGOs working to prevent tobacco use to submit their initiatives before 15 June (11.59 CET). If there is any text box/question of the submission form that the NGOs feel unable to complete, we encourage you to write in the text box why you cannot complete the text box/question concerned i.e. why this particular question does not fit to your project.

#### **Q&A No. 3**

**Q:** In relation to the signed declaration, does that need to be received by you by the 15th June?

**A:** Applicants can post the signed declaration any time before 15 June 2018 (post stamp serves as proof) so that their documents can be considered part of their application.

#### **Q&A No. 4**

**Q:** I requested a pdf of my application, but up to now I have not received it. Would you please be so kind to check, if everything is okay with the application?

**A:** Once you have submitted your application, you will land in a webpage where you will have the possibility to get a pdf or to print your application. When you click on the button "get pdf", you will be asked to enter

your email address and then it will be sent to your mailbox. It may happen that this email with your pdf goes directly to the spam inbox. If you do not find it there, please send an email to [SANTE-HPP@ec.europa.eu](mailto:SANTE-HPP@ec.europa.eu)

#### **Q&A No. 5**

**Q:** May I still apply for the 2018 EU Health Award for NGOs?

**A:** The submission form of the 2018 EU Health Award for NGOs has been reopened until Friday afternoon 22 June at 16.00 CET. NGOs can submit their initiatives through the Award website. No applications will be accepted after the deadline.

#### **Q&A No. 6**

**Q:** I tried to submit another time and another time, but it isn't possible to upload documents with your application form. My documents are under 1 MB in PDF, my internet connection is good, but application form tells me "file upload not possible. Please check your internet connection". But internet is working! Can you help me?

**A:** Please try to upload one document of maximum 1MB each time. Do not wait until the last moment to submit your application as you may encounter technical difficulties.

#### **Q&A No. 7**

**Q:** Did our "Declaration of Honour" reach you? We didn't know if it's correct to sign as a natural person or as a legal person.

**A:** NGOs should sign their declaration of honour as legal person and not as natural person as the EU Health Award rewards organisations and not individuals.