UNESTEAMS

UNESCO
United Nations
Educational, Scientific and
Cultural Organization

UNESCO King Hamad Bin Isa Al-Khalifa Prize for the
Use of Information and Communication
Technologies in Education

User Guide for National Commissions

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1. To access the online form: go to www.unesco.org/ict-ed-prize

2. Select User profile: **National Commission for UNESCO**

3. To access the online form, the National Commission should use its **generic UNESCO account**

➢ Your user name will be preceded by 'dmz\', example: dmz\natcom_countrycode (e.g. in case of France dmz\natcom_fr)

➢ Enter the password associated with the login, example: U2014@mz.

Important: Please be aware **that the best internet browsers for accessing your application are: Chrome and Internet explorer 11**. Some applicants have expressed difficulty using browsers such as Safari and Firefox. Using a mobile phone to access your application may also cause additional difficulty.

You have now entered the online submission platform and should see the Home page below and the applications submitted for your review.

If you want to complete a nomination on behalf of an applicant, please click on "**Submit**" to start a nomination.

If an applicant has transmitted a draft for your validation, click on the link in the notification e-mail. You can now review all fields of the application form filled in by the candidate and then go to Slide 8 'Nominate & Submit'

Please note that each National Commission can only submit up to 3 nominations for the Prize.

To save your entry for the first time, you have to fill in <u>all mandatory fields marked with an asterisk (*)</u> and click <u>'Save'</u> at the very bottom of the page.

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1 Background information / Informations d'ordre général

Title of programme-project / Intitulé du programme-projet *

Name of implementing organization or individual / Nom de l'o

Country / Pays *

▼

Region / Région
○ Africa/Afrique
○ Asia and Pacific/Asie-Pacifique
○ Arab States/Etats arabes
○ Europe and North America/Europe-Amérique du Nord
○ Latin America and the Caribbean/Amérique latine et Caraïbes

Start date / Début *

Note that only established ongoing programmes will be considered /
Notez que seuls les programmes opérationnels qui sont en cours seront pris en co

Anticipated end-date / Date de fin prévue *

● 1 Background information / Informations d'ordre général

● 2 Contact details / Coordonnées

● 3 Programme summary / Description succincte du programme

● 4 Programme details / Caractéristiques du programme

● 5 Relevance to the theme / Pertinence par rapport au theme

● 6 Programme delivery / Mise en oeuvre du programme

● 7 Programme results / Résultats du programme

● 8 Sustainability and scaling up / Durabilité et developpement

● 9 Additional information / Renseignements additionnels

● Declaration on the honour & Submission / Déclaration sur l'honneur et soumission

Your application will be saved under "My submissions" where you can continue to work on it at a later stage.

Save   Cancel

Your nomination will be saved under "My submissions" where you can continue to work on it at a later stage.

UNESTEAMS

My submissions - Mes soumissions

UNESTEAMS HOME

Home

My Submissions

✓ Edit Title of programme-project / Intitulé du programme-projet

▲ **Submission Status : (1)**

📝 test

➢ <u>Important:</u> If, after having clicked on SAVE, you are *not* redirected to " My Submissions" and remain on the form, this means that there has been an error and the nomination has not been saved!

➢ If you can't save your submission, please check for red error messages in the form (e.g. mandatory field not completed; exceeded limit of characters).

✓ Be as **clear**, **concrete** and **concise** as possible when filling in the form.

✓ The form is divided into 10 Sections. **Save** your application every time when you **complete a new Section**. Remember, the application is saved only when you are redirected to 'My Submissions' page.

✓ You can first complete the form in **Word document** and then paste it into the online application form. However, **respect the character limit**, otherwise you **won't be able to save** the form successfully.

150 words max / 150 mots max

4. Filling out the form

You have two possibilities to add additional information:

➢ Under "Web links", you can add web links to any online material such as publications, videos, photo galleries.

➢ Materials not available online can be uploaded under 'Other supporting documents'

➢ Another option to attach a document is to click on the **"Attach File"** button in the top left corner of the form (**tab "EDIT"**).

Click on "Browse" and select the document from your computer, then click "OK".

The attached file will now appear on the bottom of the form.

Please note that the maximum size per attachment is **50 MB**.

9 Additional information / Renseignements additionnels

Web links / Liens internet

Other supporting documents / Autres documents d'appui

Upload

Upload - Télécharger

BROWSE   EDIT

Save   Cancel   Paste   Cut   Copy   Attach File   ABC Spelling

Commit   Clipboard   Actions   Spelling

Attachments   C:\fakepath\User Guide EN.pptx   Delete

Save   Cancel

> Once you have completed/ reviewed all fields, go to **Section 10 " Declaration on the Honour and Submission".** You will see the fields below completed by an applicant:

🔘 10 Declaration on the honour & Submission / Déclaration sur l'honneur et soumission

Nominating Entity / Candidature établie par

[Afghanistan - Afghanistan ▾]

Indicate by which government the nomination will be submitted by selecting the name of the Member State in the list./

Indiquez par quel gouvernement la candidature sera soumise en sélectionnant le nom de l'Etat membre dans la liste.

> Under "Nominating entity", the country of the National Commission should be selected.

Permission/Authorization

☑

The applicant agree that, even if the nominated project is not selected as one of the prize-winners, any (non-personal) information or document submitted through this form, can be published on the UNESCO website.

L'auteur de la soumission accepte que, même si le projet ne figure pas parmi les lauréats du prix, les informations (non-personnelles) et documents soumis dans le formulaire peuvent être publiés sur le site de l'UNESCO.

I certify that the information contained in this application is correct / Je certifie que les renseignements fournis sont exacts

☑

I certify that the information contained in this application is correct to the best of my knowledge and I am aware of the content of the attachments and sources listed in this application form.

Je certifie que les renseignements fournis dans la présente candidature sont, à ma connaissance, exacts et que j'ai connaissance des documents joints à ce formulaire.

I understand / J'ai pris connaissance

☑

I understand that the Secretariat of the UNESCO-King Hamad Bin Isa Al-Khalifa Prize for the Use of ICTs in Education reserves the right to verify this information /

J'ai pris connaissance du fait que le Secrétariat du Prix UNESCO-Roi Hamad bin Isa Al Khalifa pour l'utilisation des technologies de l'information et de la communication dans l'éducation se réserve le droit de vérifier ces informations.

Submit the application to a National Commission / Soumettre la candidature à la Commission nationale

☑

ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT / QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

Then go to **Section 11 Reserved for National Commissions**. You will see the following fields:

11 Reserved for National Commissions / Réservé à la Commission Nationale

Last name_First name / Nom_Prénom

Contact person at the National Commission endorsing the application./
Point de contact de la Commission nationale qui soutient la candidature.

Function / Fonction

Email (mandatory / obligatoire)

Phone / Téléphone

> Complete all the fields reserved for a National Commission
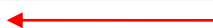> Please note that an applicant won't be able to see this Section

Supporting statement by the nominator / Déclaration de soutien à la candidature

Please explain in 350 words why this application deserves the Prize.

For each of the nominations, could you kindly provide a recommendation, covering the following aspects (350 words):
- a description of the candidate's background and achievements;
- a summary of the work or the results of the work, publications and other supporting documents of major importance, submitted for consideration;
- a definition of the candidate's contribution to the Prize's objectives./

> If you nominate the application, please select 'Yes'
> If you don't nominate it, please select 'No' to inform the Prize Secretariat

ONCE YOU HAVE SELECTED YES OR NO, THE FORM WILL BE SUBMITTED TO UNESCO, YOU WILL NO LONGER BE ABLE TO EDIT IT - PLEASE NOTE THAT YOU CAN ONLY ENDORSE UP TO 3 APPLICATIONS/
UTENIR 3 CANDIDATURES MAXIMUM.

Click 'Save' in the bottom of the right corner. Your nomination will be transmitted to the Prize Secretariat. Once you saved it, you will no longer be able to edit it.

Save   Cancel

If you encounter any technical issues, please contact the Secretariat of the UNESCO King Hamad Bin Isa Al-Khalifa Prize :
ictprize@unesco.org

https://on.unesco.org/aboutictprize