United Nations Public Service Awards

2021 Applicant’s Manual

PART I: REGISTRATION

● To begin the application process, go to https://publicadministration.un.org/unpsa/en/

● If you already have an account:
  1. Click “Login”
  2. Enter your Username
  3. Enter your Password
  4. Click “Login” again

● If you have an account but forgot your password:
  1. Click “Reset Password”
  2. Enter your username or email address of your existing account and click “Send Reset Link”
  3. You will receive notification in the email account you used to set up your login details
  4. Click on the reset button to change your password
  5. Use the new password to log in

● If you do not have an account:
  1. Click “Register”
  2. Enter a username
  3. Enter a password (example format: Xyz@0123)
  4. Re-enter the password to confirm
  5. Enter your first name
  6. Enter your last name
  7. Enter email address
  8. Click “Register”

The screen shown below will appear.
9. Check your email
   You will receive a verification email.

Dear cinditest2,

We are pleased to advise that you have been added as a Registered User to The United Nations Public Service Awards (UNPSA) Portal. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: publicadministration.un.org/unpsa/en
Username: cinditest2

You can use the following link to complete your verified registration:


Thank you, we appreciate your support...

The United Nations Public Service Awards (UNPSA) Portal

10. Click the link in the text of the email.
    The link will take you to the log in page again
11. Enter the username created
12. Enter the password created
13. To remain logged in, check “Remember Login” box
14. Click “Login”

PART II: BASIC INFORMATION

● After logging in, click “Start Basic Information Form”
• Institutional Information

*Entries are automatically saved as they are filled in.*

*Be sure to fill out everything with red star, otherwise you will not be able to proceed.*

1. Member State: select the name of the country from the drop-down menu
2. Institution Name
3. Institution Type: select from the drop-down menu
4. Administrative Level: select from the drop-down menu
5. Name of the Initiative
6. Project Operational Years: select number of years the initiative has been implemented from the drop-down menu
7. Website of the Institution: Include the website of the institution or initiative

• Contact’s Information.

*Be sure to fill out everything with red star, otherwise you will not be able to proceed.*

1. Enter position
2. Enter first name
3. Enter last name
4. Enter honorific (Mr./Ms.)
5. Enter address: street number and name
6. Enter postal code
7. Enter city
8. Enter state or province
9. Enter telephone number or numbers.

Please include country and city code, e.g. +1987654321
10. Enter primary email
11. Add additional email, if any
12. Click “Next”

• Question 1: About the Initiative
1. Is this a public sector initiative? Answer by selecting Yes or No. Click “Next”
2. If you select No, an additional question “Is this a public private partnership?”
3. Answer by selecting Yes or No. Click “Next”

• Question 2: Categories
1. Is the initiative relevant to one of the five 2020 UNPSA categories?
Answer by selecting the most appropriate category. Click “Next”

• Question 3: Sustainable Development Goals
1. Is the initiative relevant to any of the 17 SDGs? Answer by selecting Yes or No
2. If you answered Yes, please specify which SDG is the most relevant to the initiative (hold Ctrl to select multiple SDGs)
3. Select the relevant target(s) within the SDGs if selected above. Click “Next”
Question 6: Previous Participation
1. Has the initiative been submitted to the UNPSA in past years? Answer by selecting Yes or No
2. If Yes, enter year
3. Click “Next”

Question 7: UNPSA Awards
1. Has the initiative won a previous UNPS Award? Answer by selecting Yes or No
2. If Yes, enter year
3. Click “Next”

Question 8: Other Awards
1. Has the initiative won any other awards? Answer by selecting Yes or No
2. If Yes, enter the name of the award, the organization who gave the award and the year in the text box.
3. Click “Next”.

● Question 9: How did you hear about the UNPSA?
  1. Check from the list (hold Ctrl to select multiple)
  2. If Others, specify

● Question 10: Validation Consent [Required]
  1. I give consent to contact relevant persons and entities to inquire about the initiative for validation purpose.
  2. Click “Yes”

● Review before submitting. Click ‘back’ to make changes.

● Click on “Save and Proceed to Nomination Stage” button to save Basic Information Form and continue to the Nomination Form.

● Once you click "Save Proceed to Nomination Stage", you have completed the Basic Information Form. Click “OK”
**PART III: NOMINATION FORM**

*Texts are automatically saved as they are filled in case you need to stop mid-way and continue at a later time.*

- If it is a self-nomination:
  1. Select Yes for the “Nominator is the same as nominee”
  2. Click “Next”
  3. Skip step below and proceed to answer questions about the initiative

- If Nominee and Nominator details are different:
  1. Select “No”
  2. Fill in nominee information including institutional and contact information
  3. Click “Next”

- Answer questions on the initiative

Please note the max number of words per question. It is indicated at the bottom of the text box in red as shown.

<table>
<thead>
<tr>
<th>1. This is a test Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe the objective of the initiative introduced (200 words maximum)</td>
</tr>
</tbody>
</table>

```
This is a sample answer.
```

5 words out of 200

- Click “Next” to review the submission. Click “Back” to make changes.
- Click “Save and Proceed to Documentation Stage” when you are ready to submit the application.
- Click “OK”
Please note that once you click “SUBMIT”, you will no longer be able to make changes to the nomination form.

PART IV: DOCUMENTATION

- Click on “upload new file” to submit supporting documents
You must submit 3 required supporting documents

3. Click on “Choose File” and upload the relevant files. Then click “Start uploading” to upload files.

Website, Audio and Visual Information
1. Click on “Add new URL” to submit links to video, news articles, etc.
2. Attach file and click “Submit URL”

- Click on “Submit Application” to complete the UNPSA application process.
You have completed the 2020 UNPSA nomination process. You can view your application but are no longer able to edit. To view your responses, click “Return to list” and click on the application you want to review. The screen below will appear.

![Screen with message](image)