



United Nations
Educational, Scientific and
Cultural Organization

UNESCO - Hamdan Prize
for Teacher Development



UNESCO- Hamdan Prize for Teacher Development

Online Application to the 7th Edition (2021-2022)

User Guide for Applicants



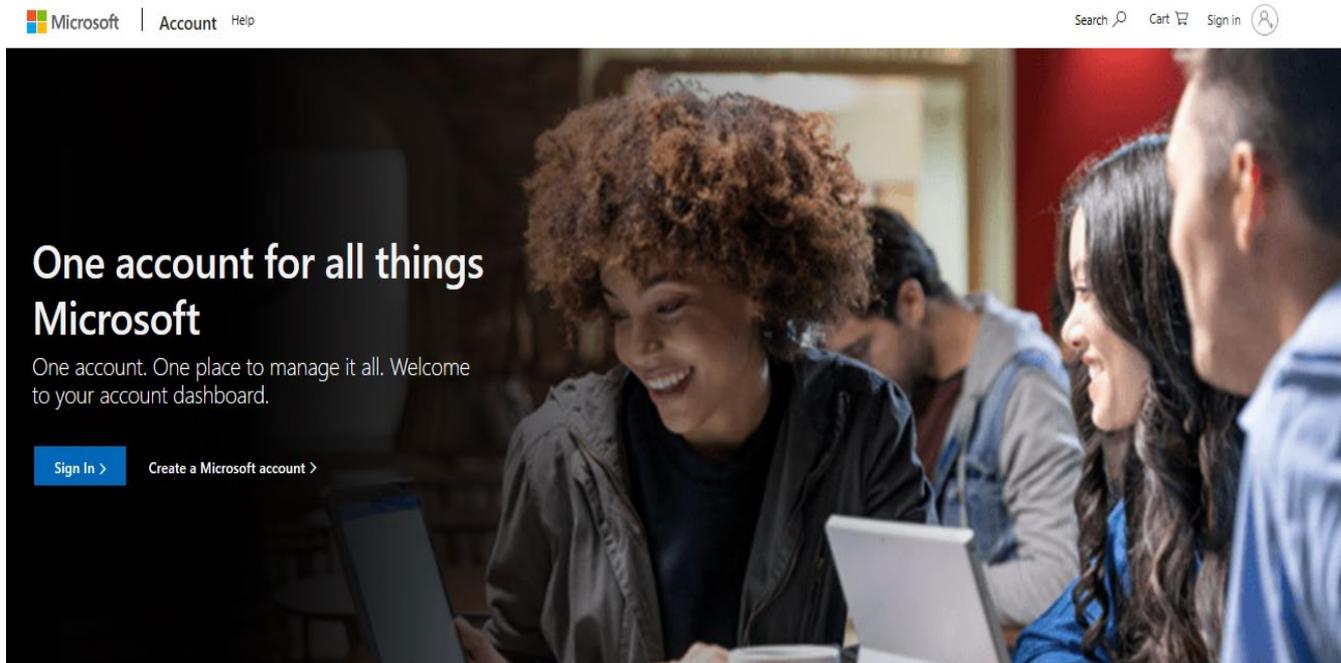
Overview

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1. Use or Create your Microsoft account

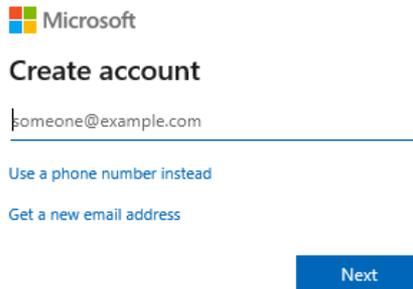
To start the online application process, you need to use a Microsoft account. You may use your personal, organizational, professional or school Microsoft Account. If you do not have a Microsoft account, please create one. Follow the instructions below to create your account.

- To create a Microsoft account, go to <https://account.microsoft.com/account>
- Click on “Create a Microsoft account” on the top page of this link.



1. Use or Create your Microsoft account

1. Enter your email address and click on “Next”



Microsoft

Create account

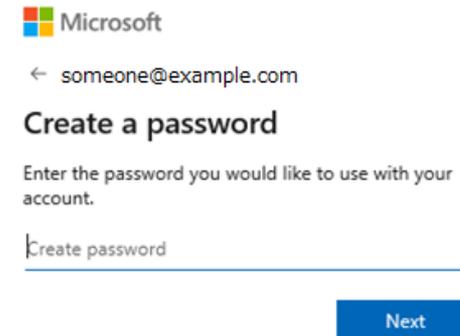
someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

2. Enter the password you would like to use and click on “Next”



Microsoft

← someone@example.com

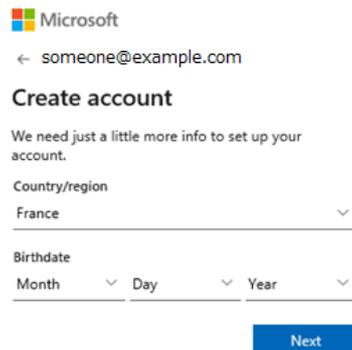
Create a password

Enter the password you would like to use with your account.

Create password

Next

3. Select your country/region and birthdate, and click on “Next”. An automatic message will be sent to your email address with the security code.



Microsoft

← someone@example.com

Create account

We need just a little more info to set up your account.

Country/region

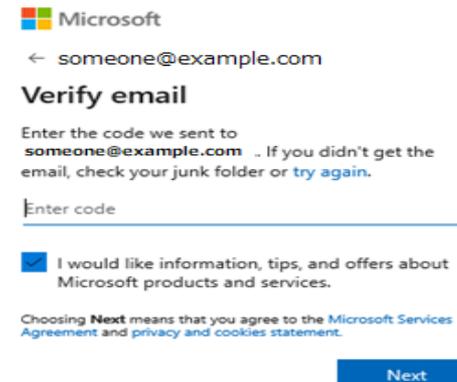
France

Birthdate

Month Day Year

Next

4. Enter the security code and click on “Next”. Following the instructions, your Microsoft account will be created..



Microsoft

← someone@example.com

Verify email

Enter the code we sent to someone@example.com . If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

2. Request your online application form account

With your Microsoft account, you have to request your account for the online application form at:

<https://unes.co/hamdan-account-request>

The registration screen will appear as the right..

You must comply with the Prize mandatory requirements to request your account.

The email address used to request your account must be the one associated with your Microsoft account.

Once your information has been confirmed, you will receive a notification e-mail to access the online application form.

UNESCO-Hamdan Prize for Teacher Development - Account Request

The form will take approximately 6 minutes to complete.

You must comply with the following mandatory requirements to request your account.

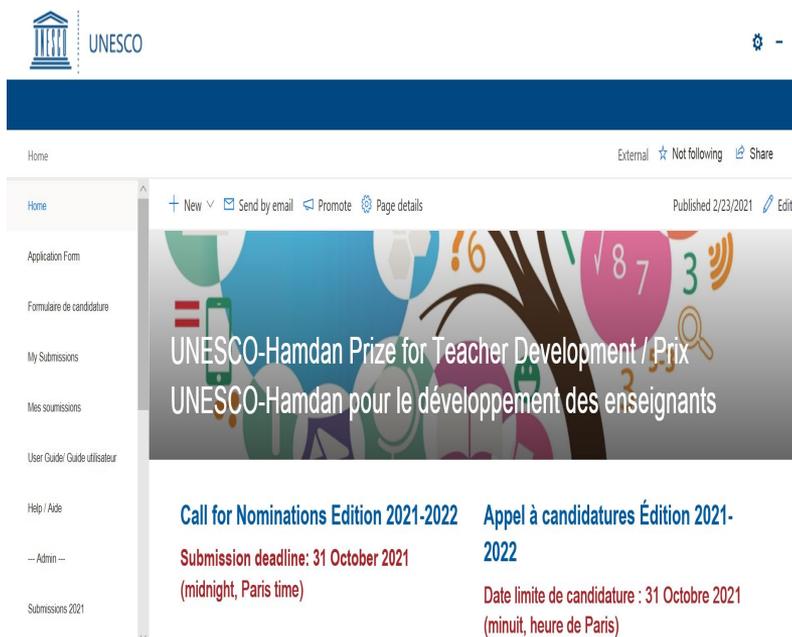
1. Project duration
2. Nomination
3. Permission

Suivant

Ne communiquez jamais votre mot de passe. Signaler un abus

3. Log in to the online application form

- After the Secretariat of UNESCO confirms your account registration, an invitation email will be sent from no-reply@sharepointonline.com. Please check your spam box and inbox settings if you do not receive your invitation link.
- **You must log in to the platform from the received invitation link, using your registered email address for your Microsoft account.** When opening the invitation link, it is preferable that no other account is active on the browser.
- The invitation link will direct you to the home page of the Prize application form, as below:



Click on “**Application Form**” to start your application. Click on “**Save**” to save your form.

4. Complete and Save your Application

You may save your draft application by clicking on the “SAVE” tab on the upper left side of the screen as shown below

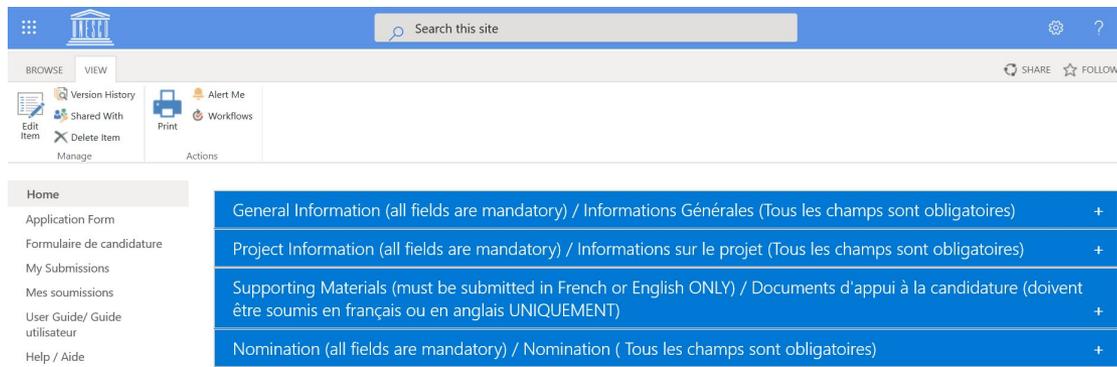
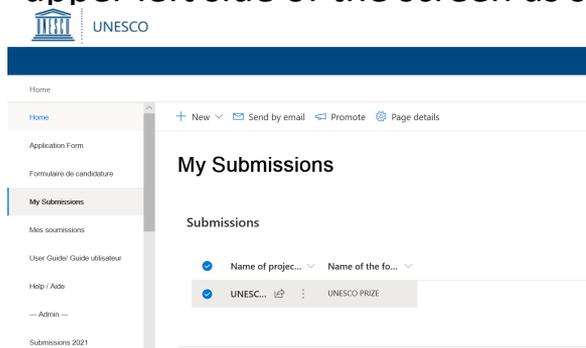


Please note the following:

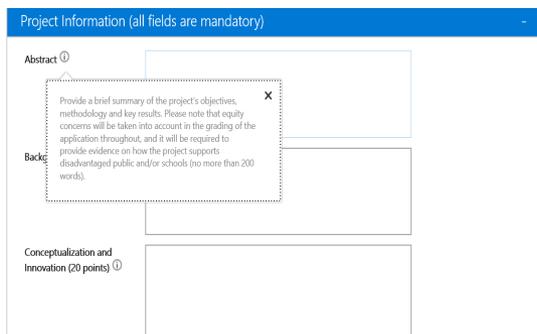
1. All mandatory fields of the “General Information” section must be completed at once BEFORE saving your draft form
2. You may save your draft application and connect again at an ulterior moment to the platform to complete the missing fields for the following sections:
 - Project Information
 - Supporting Materials
 - Nomination

4. Complete and Save your Application

3. To edit and complete your saved application, go to “My Submissions”, double click on your name of project (see below). Your application form will appear. Then click on the “Edit item” tab on the upper left side of the screen as shown below. You may now continue to complete your application.



➤ **Ensuring eligibility of your application:** Please carefully review and comply with the specific requirements accessible by clicking on the icon **i** in the indicated segments, as shown below



PLEASE NOTE: Mandatory fields are indicated in each section header and/or within each section.

Carefully review all sections requirements as you must complete ALL mandatory fields prior to submission.

5. Submit your Application

- Once your application has been completed, go to the “**SUBMISSION**” section.
- To submit the form, select “**YES**” and click on “**SAVE**”. **You will no longer be able to edit your application once submitted.** Therefore carefully review your application prior to submission to ensure that all mandatory fields have been completed.

Submission

I submit my application and I agree to the following terms and conditions /Je soumetts ma candidature et j'accepte les termes et conditions suivants ⓘ

▼

CAUTION:

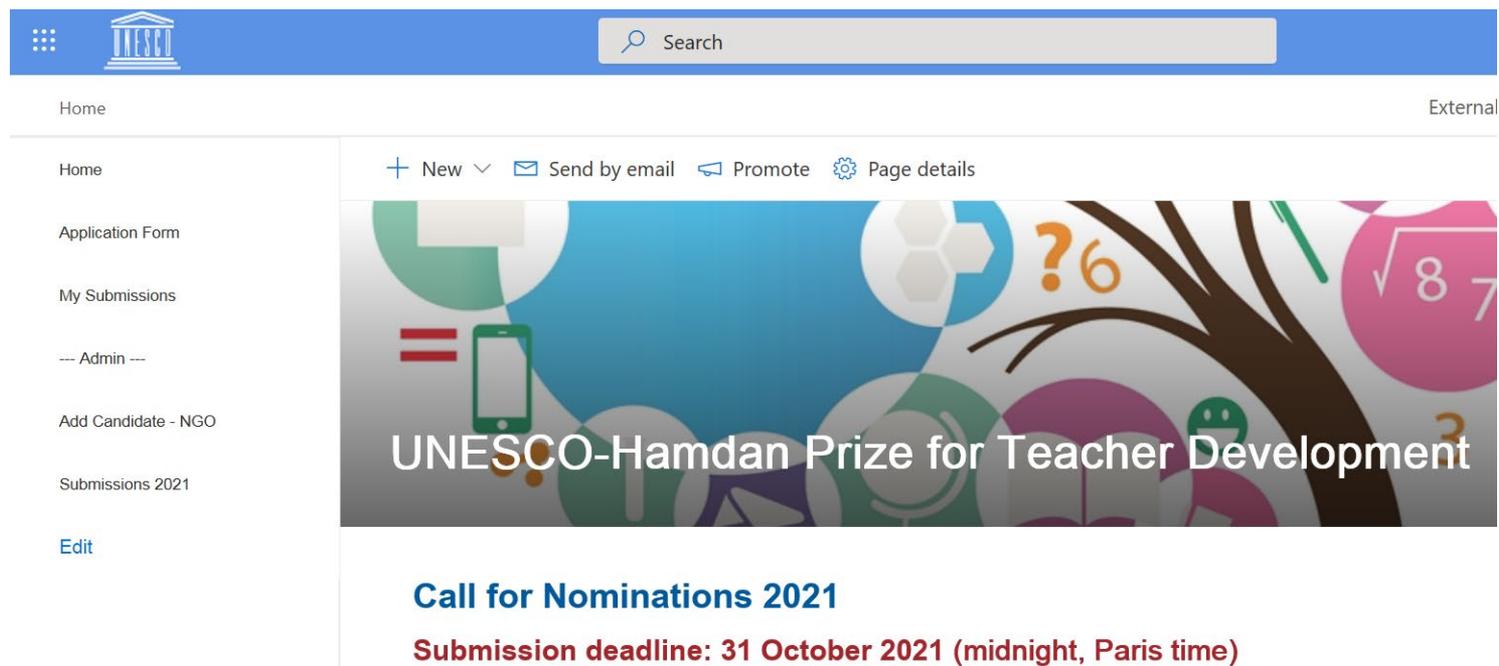
- All mandatory fields must be completed prior to submission
- All indicated fields must comply with the listed requirements in the icon ⓘ
- You will not be able to modify your application after submission.

ATTENTION :

Once you have submitted your application, you will receive a notification e-mail. Your nominating body will also receive an automatic notification.

6. View your Application

You may click on “My submissions” as in the menu below to view your saved or submitted application.



The screenshot shows the UNESCO website interface for the Hamdan Prize for Teacher Development. At the top, there is a blue header with the UNESCO logo on the left and a search bar on the right. Below the header, the page is divided into a left sidebar and a main content area. The sidebar contains a menu with the following items: Home, Application Form, My Submissions, -- Admin --, Add Candidate - NGO, Submissions 2021, and Edit. The main content area features a large banner with a colorful background of educational icons (a tree, a smartphone, a question mark, a number 6, a square root symbol, and numbers 8 and 7). The banner text reads "UNESCO-Hamdan Prize for Teacher Development". Below the banner, there is a section titled "Call for Nominations 2021" in blue, followed by the submission deadline: "Submission deadline: 31 October 2021 (midnight, Paris time)" in red. Above the banner, there are navigation options: "+ New", "Send by email", "Promote", and "Page details".

7. Frequently Asked Questions

I want to submit an individual project and not an organization's project. Can I submit an application ?

No. Applications are NOT open to individuals' projects. Only organizations can apply. Applications are submitted by individuals representing the candidate organization as main focal point for the organization's candidate project.

Can I submit a self-nominated application?

No. Your application must be endorsed by an official nominating body: a National Commission or an NGO in official partnership with UNESCO. To check if your NGO is in official partnership with UNESCO, please consult this [list](#).

Can I submit a project which duration is less than three years ?

No. Your project must be ongoing for at least three years at the time of the application in order to be considered. If your project is less than three years, you cannot complete the account request.

I do not consent to the use of the project information by UNESCO. May I still apply to the Prize?

No. The permission to use the project information for UNESCO communication purposes is a mandatory requirement to apply. If you do not grant permission for use of information, you cannot complete the account request.

7. Frequently Asked Questions

How do I ensure that my nomination letter complies with the Prize requirements?

You must carefully read the specific requirements for the nomination letter, as outlined in the section “Nomination” of the online form by clicking on the icon . The nomination letter must comply with ALL the listed requirements, otherwise it will not be considered.

For national commissions, the nomination letter is drafted by the President or Secretary-General.

For NGOs in official partnership with UNESCO, the nomination letter is drafted by the President or Director-General at headquarters. If the NGO has branches, the Head of the NGO branch may draft the nomination letter, however a communication confirming that the candidate nomination has been approved by the executive leadership at headquarters should be joined to the nomination letter from the branch.

How do I ensure that my application meets all the requirements?

Complete ALL mandatory fields. Carefully review and comply with the specific requirements accessible by clicking on the icon  in the indicated segments for each section.

How do I save the draft application and submit the completed application?

To save your draft application, please click on the “SAVE” tab at the end of the form. To submit your application, please go the “Submission” section, select “YES” and click on “SAVE”. Once you submit your application, you will not be able to edit it.

8. Request for Assistance

Should you have any questions not addressed by this user guide on the application process, or for any other enquiries regarding the UNESCO-Hamdan Prize on Teacher Development, please contact:

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Education Sector

UNESCO

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