

How to apply for eTwinning European prize 2018

First of all, you must have received a **European Quality Label** for your project before you can apply, and the project must have been active in the school year 2016-2017.

Just go to the project page on your eTwinning Live and you will find the option among all the actions below the project with the EQL:

The screenshot shows the eTwinning Live user interface. At the top, there is a navigation bar with 'PORTAL', 'ETWINNING LIVE', 'MY GROUPS', and 'MY TWINSPACES'. On the right, there are links for 'English' and 'Logout'. Below this is the eTwinning Live logo and a 'Support' button. A secondary navigation bar includes 'PEOPLE', 'EVENTS', 'PROJECTS', 'GROUPS', 'PARTNER FORUMS', and 'PROFESSIONAL DEVELOPMENT'. The main content area features a user profile for Bart Verswijvel, a 'CREATE A PROJECT' button, and a 'Find projects' search bar. Below the search bar is a 'SEARCH' button and a link for 'Need an extended search?'. The 'NEW PROJECTS' section lists several projects, including '(Re)Touche?!', 'European Etwinning lessons', 'Senomotoric and sports activities in kindergarten', and 'The European tour'. The 'PARTNER FORUMS' button is also visible. The 'Active projects (9)' section shows a project titled 'Embed it in the Twinspace' with a date of 18.08.2015. Below this project, there is a list of actions: 'Edit', 'Image gallery', 'Add new image', 'Close project', 'Download eTwinning Certificate', and 'Apply for a Quality Label'. The 'Apply - eTwinning Prizes 2018' option is highlighted with a blue circle and an arrow pointing to it.

ATTENTION! BEFORE YOU SUBMIT IT IS STRONGLY ADVISED YOU DISCUSS THIS PRIZE APPLICATION WITH YOUR PARTNERS. ONLY ONE PARTNER CAN SUBMIT THE APPLICATION AND THE OTHERS CAN ADD COMMENTS TO IT, AFTER IT HAS BEEN SUBMITTED.

Each project (with EQL) can have only one application and it is not important who submits the application among the partners. So it is important to agree with all and write a comprehensive application. The language should be a vehicular language like English or can be the language linked to the special category (for example, if the project was run in Spanish and partners would apply for Spanish language prize, the application can be in Spanish).

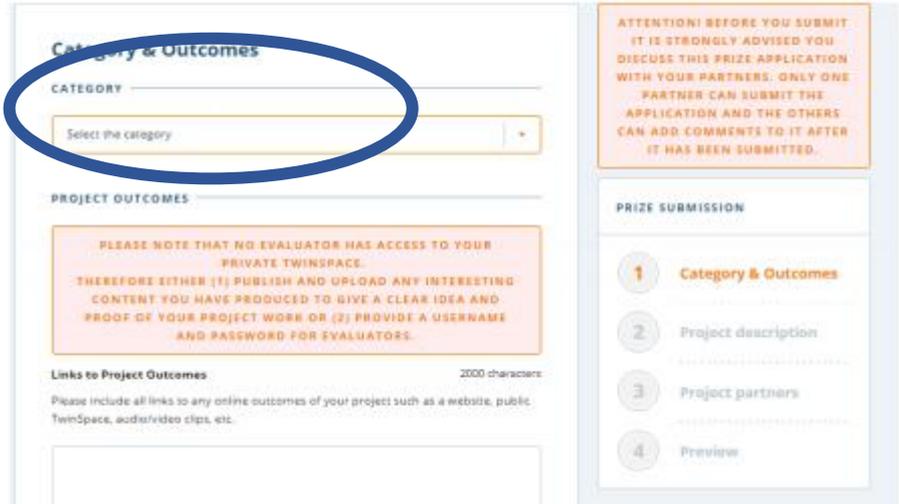
If your partner has already applied, you cannot change the application form. You have the opportunity however to comment under each section and add further information.

N.B. The Jurors must have an access to your TwinSpace in order, for them to assess the project properly. Please make sure a visitor access has been set up in your TwinSpace and include the username and password in your application form.

The application form will be open on your screen.

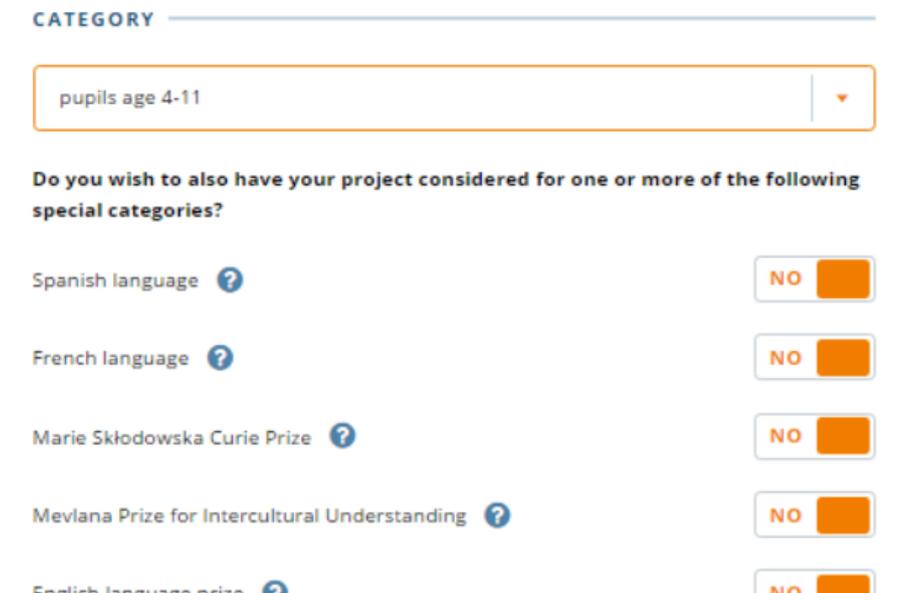
First of all, you have to decide your **age category**, among:

- Pupils age 4-11
- Pupils age 12-15
- Pupils age 16-19



As long as you choose the age category, you will be able to apply also for one or more **special categories**.

This is **not compulsory**, so you can also decide to apply only for the pupils age category and for no special categories.



The real application is exactly the same as a Quality Label application, with the 6 fields for each of the 6 criteria at European level.

The screenshot shows a web-based application form. At the top, there is a header bar with a gradient from orange to yellow. Below this, the main content area is divided into two columns. The left column is titled 'Project description' and contains instructions: 'Below is the text you submitted for the National Quality Award. Please review it, and should you wish, you can edit the text by adding additional information.' and 'If possible, please write information in the language of the project. This will be helpful for your partners to be able to add comments to the project's application form once you have submitted.' Below these instructions are two sections: 'PEDAGOGICAL INNOVATION AND CREATIVITY' and 'CURRICULAR INTEGRATION', each with a character count of '1996 characters'. The 'PEDAGOGICAL INNOVATION AND CREATIVITY' section includes a text area with the placeholder 'test'. The right column features a warning box at the top: 'ATTENTION! BEFORE YOU SUBMIT IT IS STRONGLY ADVISED YOU DISCUSS THIS PRIZE APPLICATION WITH YOUR PARTNERS. ONLY ONE PARTNER CAN SUBMIT THE APPLICATION AND THE OTHERS CAN ADD COMMENTS TO IT AFTER IT HAS BEEN SUBMITTED.' Below the warning box is a 'PRIZE SUBMISSION' section with a vertical list of steps: 1. Category & Outcomes, 2. Project description (highlighted in orange), 3. Project partners, and 4. Preview.

In the **last step**, you can preview and if necessary go back and edit what you have written in the application.

Did you remember? The **Jurors** must have **an access to your TwinSpace** in order, for them to assess the project properly. Please make sure a visitor access has been set up in your TwinSpace and **include the user name and password in your application form**.

If you confirm, your application will be sent to your NSS. Other partners can contribute with comments. Closing date for applications and comments is the **1st of December 2017**.

Good luck!