



INSTRUCTIONS FOR FILLING THE APPLICATION FORM

These instructions will give you additional information on how to fill in your application form for The Quality Innovation Award 2018. Please note that the assessors and the jury of the competition do the evaluation work mostly based on your application. Although it is possible to add appendixes to your application, all relevant information should be found within the application itself.

Please note that the application form may vary in format (eg. Word document or electronic form) and structure depending on which country you are participating in. These are generic instructions that may not all apply in every country.

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Official name of the organization

The official name of the organization that participates in the Award.

Postal address / street address

Your postal and/or street address. Please also enter your billing address if it is different.

Postal code

Your postal code.

City

The city in which you/your organization resides.

VAT-number

Your organizations VAT-number.

Contact person

The person in your organization who is the contact person regarding your innovation and this Award. This is the person we will be in contact with if needed.

Email

The contact person's email address.

Telephone

The contact person's direct telephone number.



Competition category

The category in which the innovation participates. (This may also act as the basis for competition fees, if they are applicable in your country).

Priority	Category	Description
1	Potential innovations	For all innovations that are "still on paper" and have not been tested in the market yet
2	Responsible & renewable innovations	For innovations that have a clear environmental focus
3	Social and health care sector innovations	For innovations in the social and health care sector
4	Education sector innovations	For innovations in the education sector
5	Public services innovations	For innovations in the public / municipal service sector
6	Business innovations (Micro & startup)	For companies with turnover less than 2 million EUR and less than 10 employees
7	Business innovations (Small and Medium)	For companies with turnover less than 50 million EUR and less than 250 employees
8	Business innovations (Large)	For companies with turnover more than 50 million EUR and/or more than 250 employees

You may only choose one category. If your innovation could participate in multiple different categories, choose the one with the lowest priority number. For example, if your innovation is a public sector education innovation produced by an SME, you should choose Education sector innovations as the category (since it has the lower priority number of the three possible choices).

Name of the innovation

Please enter the name of your innovation. Be as brief as possible. Note that description should be max. 100 characters.

The description of the innovation in one sentence

Give a short description of what your innovation is all about. Think of it as the elevator pitch, you only have one sentence to use to tell others about your innovation. The answer should be a reply to the question: what is the innovation? Note that description should be max. 200 characters.

Description of the innovation

Give a description of the story of the innovation. Why was the innovation developed? What actions have been taken to develop the innovation? What results have been achieved or will be achieved with the innovation? This description should be easy to understand, even if the person reading is not an expert in the field of the innovation.



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Self-assessment of the innovation's novel features.

How does the innovation fulfil needs in a new or significantly revised way? Is the innovation timely?

Enter your self-assessment of the innovation's novel features here. Present results and arguments that will convince the assessors and the jury that your innovation is something truly new and innovative. Describe how your innovation differs from similar approaches already on the market.

If participating in a one of the responsible innovations category also explain how the innovation meets the needs of the society or the environment in an entirely new way or provides a substantial improvement of an existing practices.

Self-assessment of usability.

How is the innovation applied in practice? Is it done systematically and according to a plan within the organization? Is the innovation usable?

Enter your self-assessment of the usability of your innovation. How can the innovation be really applied to use? Can the benefits promised by the innovations be realized? Present results and arguments of how the innovation has been or could be applied in practice.

If participating in a one of the responsible innovations category also explain what is the innovation orientation towards society or the environment. How does the innovation address the current and future needs of society or the environment? To what extent does it meet these needs and does it aim to exceed them? If so, how?

Self-assessment of Learning.

Is the innovation based on perception? How is knowledge utilized in new ways? Is the innovation born out of or supported by systematic development?

Describe the study/development process that has led to the birth of your innovation. How was knowledge and knowhow utilized along the way? How the idea for the innovation did come to be and how was the idea developed into an innovation? What have you learned along the way?



Self-assessment of customer orientation.

How does the innovation correspond to customers' current and future needs? How does the innovation fulfil customer requirements? Does the innovation aim to exceed customer expectations?

Describe here the customer/society/environmental orientation of your innovation. How have the needs and expectations of the target group for the innovation been taken into account during the development process? How has the innovation made life better for the stakeholders? Present results and arguments that convince the jury and the assessors that there is a real need for your innovation.

If participating in a one of the responsible innovations category also explain what new benefits for the society your innovation brings to the table. How have the needs and expectations of the society been taken into account?

Self-assessment of effectiveness.

How has the innovation improved technological and commercial performance with regard to the customer and ecological / social responsibility?

Describe the results that have been or could be achieved with the innovation. What meters do you have for the success of the innovation? What targets have been set and have they been achieved? How do the results compare against existing products, services and innovations?

If participating in a one of the responsible innovations category also present results and arguments on how your innovation has made the society, the environment or life better. What is the scope of the impact of your innovation?