IsDB Prize for Impactful Achievement in Islamic Economics (Impact) for 2022-23

User guide for submitting a prize nomination

August 2022

Islamic Development Bank Institute
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Create New Prize Nomination Submission
Creating a new Prize Submission

IsDB Prize for Impactful Achievement in Islamic Economics (Impact)

The IsDB Prize for Impactful Achievement in Islamic Economics aims to recognize and reward contributions that successfully solve development challenges and have significant positive impact on people’s life in the IsDB Member Countries.
Creating a new Prize Submission

1. Fill in all details
Creating a new Prize Submission

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Creating a new Prize Submission

1. Fill in all details
2. Click ‘Save’
Creating a new Prize Submission

1. Check your email

2. Click the link in the email to open your prize submission nomination and complete the details

New Prize Nomination Creation- Nomination0005 - The rehabilitation of the ....

Dear Mohamad Naamani,

Kindly note that the prize nomination is being created, please complete it by adding the related Team Members and Supporting Documents then submit it in order to be reviewed by the committee.

You can access the nomination using the following link:

https://isdb.sharepoint.com/sites/KMIS/CorporateKnowledge/isdb/IsDBPrize/layers/15/listform.aspx?PageType=4&ListId=9e225f%2Dbbe%2D4f%2D95c%2D3e1f8d7e7988&ID=5&ContentTypeID=0x01003EE8293F0823F249A0F8OA77489F8B1800154481F3AA831549AF83FC5E20094648

Thank You and Best Regards,

IsDB Prize Support
Creating a new Prize Submission

1. In case you need to make changes to the Nomination details then click ‘Edit Item’
2. Otherwise, over the next pages, click on each tab and fill in the information required for the prize nomination
Creating a new Prize Submission

1. Click “Add Project Members Details”

2. Fill in required information. You may add as many Project members to the project as needed

3. Click ‘Save’ when done
Creating a new Prize Submission

1. Click Add Supporting Documents & Videos

**Note:** Make sure to add at least: 1. CV Project Leader, 2. Pitching video, 3. Proof of legal registration and 4. Document on Information about the Project
Creating a new Prize Submission

1. Click Choose File
2. Choose your file
3. Click ‘Open’
4. Click ‘Ok’
Creating a new Prize Submission

IsDB Prize for Impactful Achievement in Islamic Economics (Impact) - Knowledge Solutions Team

1. Select Document Type
2. Click for related member (if CV)
3. Click Check-In

Repeat this step for remaining document types.

Note: Make sure to add at least: 1. CV Project Leader, 2. Pitching video, 3. Proof of legal registration and 4. Document on Information about the Project

These are all the document types that you can add.
Creating a new Prize Submission

1. Click Related Links Tab
2. Add Related Links (optional)
3. Fill in required information
4. Click Save
Verify Prize Nomination Submission
Verify Prize Nomination Submission

1. Click “Verify the Completion of Nomination” button

2. There is missing information, you need to make changes to the **Project Details** (as per the related tab), click the ‘Edit Item’ button

3. There is missing information, you will see the red warning on the right. Make sure to add at least: CV Project Leader, Pitching video, Proof of legal registration and Document on Information about the Project

4. Your nomination is verified for further review by the related committee which will be checked after December 20th, 2022.
1. After clicking Verify, check your email, as you will receive a confirmation email.
1. Incase your submission has missing information, you will also receive an automatic email from the system. See below example.

**Missing Data for Nomination0003 - Test Projec 123**

![Email Example]

**Dear mohammad aburahmah,**

Your submission is still missing some information that MUST be added in order for it to be processed by the relevant Committee.

**The missing information is below:**

- Supporting Documents >> CV of Project Leader
- Supporting Documents >> Proof of Legal Registration/License Information About the Project
- Supporting Documents >> Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)

You can access the nomination using the following link:

[https://isdb.sharepoint.com/sites/KMI/CorporateKnowledge/isdb/IsDBiPrize/_layouts/15/listform.aspx?PageType=4&ListId=c99a225d%20Dbase%204Sff%209Sc9%2030e1f5d7eb79&Id=3&ContentId=2001003EE9293FB252F249A5FBC0A7748FFB1B00154481F5AA831549AF33FC5ED2054648&Source=https://isdb.sharepoint.com/sites/KMI/Corpo](https://isdb.sharepoint.com/sites/KMI/CorporateKnowledge/isdb/IsDBiPrize/_layouts/15/listform.aspx?PageType=4&ListId=c99a225d%20Dbase%204Sff%209Sc9%2030e1f5d7eb79&Id=3&ContentId=2001003EE9293FB252F249A5FBC0A7748FFB1B00154481F5AA831549AF33FC5ED2054648&Source=https://isdb.sharepoint.com/sites/KMI/Corpo)

**Thank You and Best Regards.**

**IsDB Prize Support**
View My Prize Submissions

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1. Click to open your submission