

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

The screenshot shows the IsDB Prize website interface. At the top left is the IsDB Prize logo and the text 'IsDB Prize for Impactful Achievement in Islamic Economics (Impact)'. To the right is a search bar with the text 'Current Site' and 'Search everything'. Below this is a dark blue navigation bar with the following menu items: 'IsDB Prize', 'Announcements/Rules', 'Contact Us', 'My Prize Submissions', 'Admin Menu', 'Nominators', 'Screening Committee Evaluation', 'External Referees', 'Screening Committee (Final Evaluation)', and 'Selection Committee'. A dropdown menu is open under 'My Prize Submissions', with 'My Prize Submissions' and 'Create New Prize Submission' visible. The 'Create New Prize Submission' option is circled in red. The main content area features a large background image of a smiling woman wearing a headscarf. Overlaid on this image is a white box with the text: 'Welcome to IsDB Prize site' and 'IsDB Prize for Impactful Achievement in Islamic Economics (Impact)'. On the right side of the page, there is a vertical green button with a plus sign and the text '+ Create 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



IsDB Prize
IsDB Prize for Impactful Achievement in Islamic Economics (Impact)

Current Site ▼

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What is your role in this project submission? *

- Nominating a project, but I am not its owner or leader, or team member
- Applying for a project, and I am the owner or leader, or team member of the project

Does the candidate project Leader/member(s) know that they are being nominated for this prize?

- Yes
- No

Project Title *

Please enter a short and meaningful title of the project.

Project Description

► Please give a detailed description of the development challenge, the solution, and the performance.

(Please enter a maximum of 10,000 words)

Evidence Details - Innovative

1. Fill in all details

Creating a new Prize Submission

Evidence Details - Impactful

This project is impactful because ...

- ▶ Please explain and provide evidence on how the project/solution satisfy the impactful.
- ▶ The project must show evidence of significant positive impact on people's life.

(Please enter a maximum of 10,000 words)

Evidence Details - Replicable

This project is replicable because ...

- ▶ Please explain and provide evidence on how the project/solution satisfy the generalizable.
- ▶ The project should be replicable in different places.

(Please enter a maximum of 10,000 words)

Evidence Details - Sustainable

This project is sustainable because ...

1. Fill in all details

Creating a new Prize Submission

Evidence Details - Scalable

(Please enter a maximum of 10,000 words)

This project is scalable because ...

► Please explain and provide evidence on how the project/solution satisfy the impactful.

► The project should show clear potential for scaling up.

(Please enter a maximum of 10,000 words)

Azerbaijan

Baku

PO Box ...

+994 123456

name@theproject.com

+994 123456

Save

Cancel

1. Fill in all details

2. Click 'Save'

Project Domicile Country

Project Location

Project Mailing Address

Project Mobile Number

Project E-Mail


Project Fax

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

 Isdb Prize Support
To Mohamad Naamani

 This message was sent with Low importance.

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/KMI/CorporateKnowledge/isdbi/IsDBiPrize/ layouts/15/listform.aspx?PageType=4&ListId=c99a225d%2Dbeae%2D45ff%2D95c9%2D30e1f9d7eb79&ID=5&ContentTypeID=0x01003EE9293F5825F249A5FBC0A7748FFB1B00154481F5AA831549AF33FC5E02054648>

Thank You and Best Regards.

IsDB Prize Support

 Reply  Reply All  Forward 

Sun 7/31/2022 12:00 PM

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

The screenshot shows the 'IsDB Prize' nomination form. A red circle highlights the 'Edit Item' button in the top left corner. A red arrow points from this circle to the 'The Candidate Project Details' tab in the navigation bar. Another red arrow points from the 'Edit Item' button to the 'Project Members Details' tab. The 'The Candidate Project Details' tab is highlighted in green. Below the navigation bar, the form is titled 'The Candidate Project Details' and contains several fields:

What is your role in this project submission?:	Nominating a project, but I am not its owner or leader, or team member
Does the candidate project Leader/member(s) know that they are being nominated for this prize?:	No
Member Type:	
Project Title:	The rehabilitation of the
Project Description:	This project is about ...
Evidence Details - Innovative:	This project is innovative because ...
Evidence Details - Impactful:	This project is impactful because ...
Evidence Details - Replicable:	This project is replicable because ...
Evidence Details - Sustainable:	This project is sustainable because ...
Evidence Details - Scalable:	This project is scalable because ...
Project Domicile Country:	Azerbaijan
Project Location:	Baku
Project Mailing Address:	PO Box ...

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Add Project Members Details

EDIT

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Member Type *

Name *

E-Mail *

Mobile Number *

Mailing Address

Fax

Save Cancel

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

3. Click 'Save' when done

Current Site

Verify the Completion of Nomination

The Candidate Project Details **Project Members Details** Supporting Documents & Videos Related Links

Project Members Details

Find an item

1. Click "Add Project Members Details"

+ Add Project Members Details

Name	Member Type	E-Mail	Mobile Number	Mailing Address	Fax
------	-------------	--------	---------------	-----------------	-----

There are no items to show in this view of the "Project Members Details" list.

Creating a new Prize Submission



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Verify the Completion of Nomination

The Candidate Project Details Project Members Details **Supporting Documents & Videos** Related Links

Supporting Documents & Videos

Find a file

[+ Add Supporting Documents & Videos](#)

Name	Document Type	Created
another test file ✖	Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)	21 minutes ago
this is a test file ✖	CV of Project Leader	22 minutes ago
trdock_debug ✖	Proof of Legal Registration/License Information About the Project	36 minutes ago

Document Type *

Related Description

- CV of Project Leader
- CV of Key Team Member
- Proof of Legal Registration/License Information About the Project
- Project Brochure
- Project Explanation and Distinguishing Features
- Project Reports
- Project Mentions In the Media
- Videos on the Project
- Testimonials
- Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)
- Others

Version: 2.0
Created at 7/31/2022 12:27
Last modified at 8/1/2022

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

The image shows two screenshots illustrating the steps to add a supporting document. The left screenshot shows the 'Add Supporting Documents & Videos' dialog box with the 'Choose File' button circled in red. The right screenshot shows a Windows File Explorer window with the file 'trdock_debug.log' selected and the 'Open' button circled in red. Red arrows and text labels indicate the sequence of steps: 1. Click Choose File, 2. Choose your file, 3. Click 'Open', and 4. Click 'Ok'.

1. Click Choose File

2. Choose your file

3. Click 'Open'

4. Click 'Ok'

Name	Date modified	Type	Size
alobeTemp	2/2/2022 9:02 AM	File folder	
agent	10/24/2021 9:09 AM	File folder	
Dell	11/1/2020 4:58 PM	File folder	
HP_Color_LaserJet_Pro_MFP_M277	12/29/2020 4:38 PM	File folder	
Intel	7/30/2022 10:23 AM	File folder	
Microsoft	8/1/2021 5:38 PM	File folder	
Program Files	6/28/2022 10:33 AM	File folder	
Program Files (x86)	6/12/2022 4:39 PM	File folder	
ProgramData	7/31/2022 9:00 AM	File folder	
Users	6/2/2021 12:52 PM	File folder	
Windows	7/28/2022 8:48 AM	File folder	
SWINRE_BACKUP_PARTITION.MARKER	1/25/2021 3:16 PM	MARKER File	0 KB
trdock_debug.log	3/15/2021 10:07 AM	Text Document	9 KB

Creating a new Prize Submission

Add Supporting Documents & Videos

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Name * trdock_debug .log

Document Type * CV of Project Leader

Related Member (None)

Related Description Yazan Alsayed

Version: 1.0
Created at 7/31/2022 12:12 PM by Mohamad Naamani
Last modified at 7/31/2022 12:12 PM by Mohamad Naamani

Check In Cancel

Document Type *

Related Description

CV of Project Leader
CV of Key Team Member
Proof of Legal Registration/License Information About the Project
Project Brochure
Project Explanation and Distinguishing Features
Project Reports
Project Mentions In the Media
Videos on the Project
Testimonials
Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)
Others

Version: 2.0
Created at 7/31/2022 12:27
Last modified at 8/1/2022

These are all the document types that you can add

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

Creating a new Prize Submission



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1. Click Related Links Tab

2. Add Related Links (optional)

The Candidate Project Details Project Members Details Supporting Documents & Videos **Related Links**

Related Links

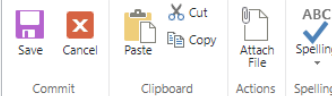
Title

Related Link

There are no items to show in this view of the "Project Related Links" list.

Add Related Links

EDIT



Title *

Homepage of the project

Related Link

Type the Web address: (Click here to test)

http://www.myproject.com

Type the description:

Save

Cancel

3. Fill in required information

4. Click Save

Verify Prize Nomination Submission

Verify Prize Nomination Submission

The screenshot shows the 'IsDB Prize' website interface. At the top left, a red circle highlights the 'Edit Item' button in the navigation menu. A red arrow points from this button to a green button labeled 'Verify the Completion of Nomination' in the top right navigation bar. Below this, the 'The Candidate Project Details' tab is selected, and a red arrow points from the 'Edit Item' button to the 'Project Details' section. This section contains a form with the following fields: 'What is your role in this project submission?:' (with a dropdown menu), 'Does the candidate project Leader/member(s) know that they are being nominated for this prize?:' (with a 'No' selection), and 'Member Type:'. To the right of the form, three red boxes indicate missing information: 'Missing: Project Details - Project Description', 'Missing: Supporting Documents - Proof of Legal Registration/License Information About the Project', and 'Missing: Supporting Documents - Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)'. A red arrow points from the 'Edit Item' button to the 'Project Details' section. A green box at the bottom right contains the text: 'Your nomination is verified. It will be reviewed by the committee after December 20th, 2022. Thank You.' A green arrow points from this box to the 'Your nomination is verified...' text.

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

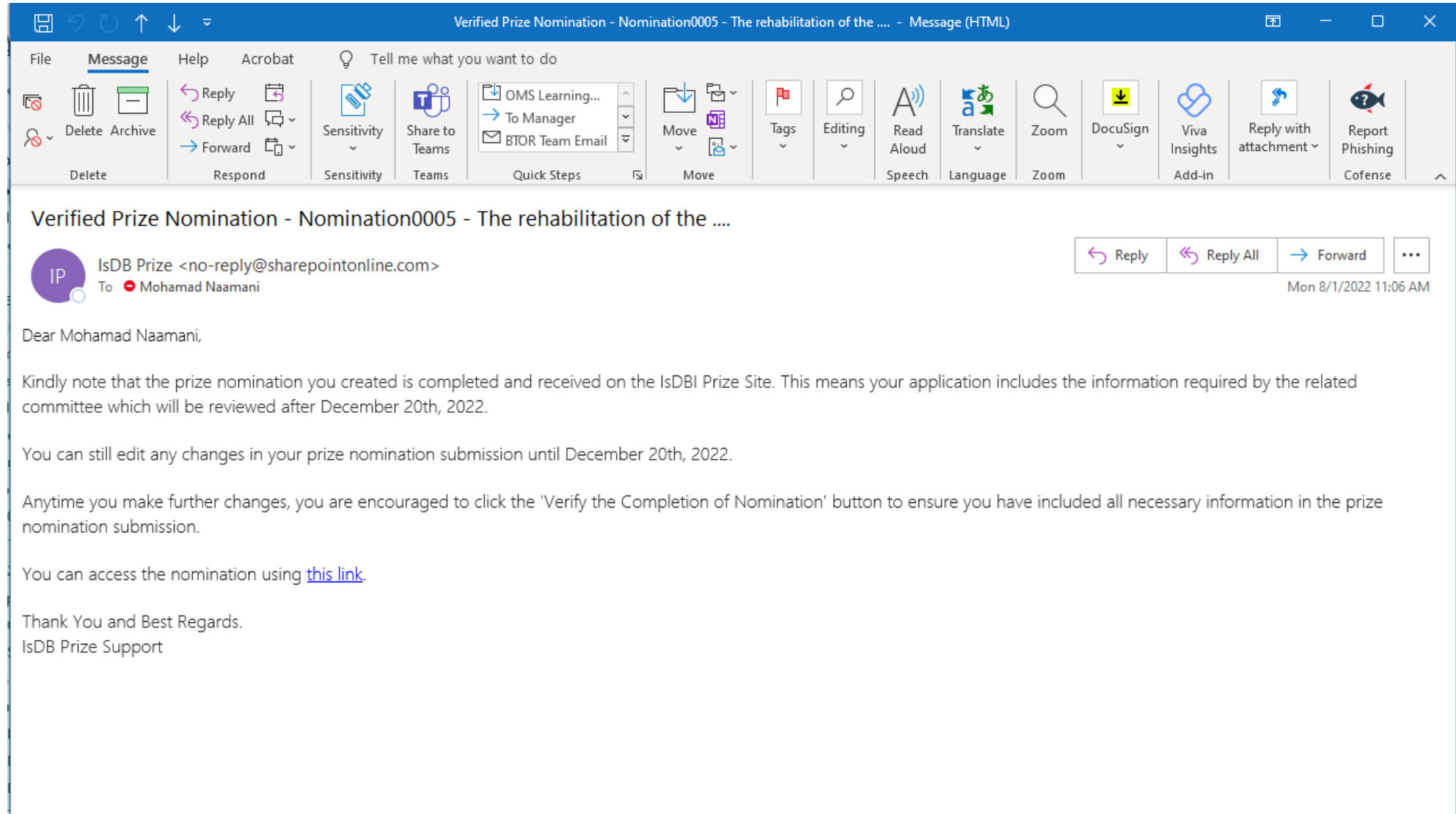
3. There is missing information, you will see the red warning on the right. Make sure to add at least: CV Project Leader, Pitching video, Proof of legal registration and Document on Information about the Project

4. Your nomination is verified for further review by the related committee which will be checked after December 20th, 2022.

Your nomination is verified.
It will be reviewed by the committee
after December 20th, 2022.
Thank You.

Submit Prize Submission

1. After clicking Verify, check your email, as you will receive a confirmation email.




Submit Prize Submission


1. In case your submission has missing information, you will also receive an automatic email from the system. See below example.

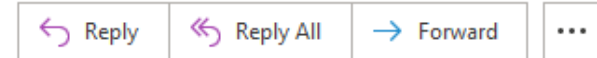
Missing Data for Nomination0003 - Test Projec 123



Isdb Prize Support

To  mohammad aburahmeh

 This message was sent with Low importance.



Mon 8/1/2022 10:49 AM

Dear mohammad aburahmeh,

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/Licence 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/isdbi/IsDBiPrize/ layouts/15/listform.aspx?PageType=4&ListId=c99a225d%2Dbeae%2D45ff%2D95c9%2D30e1f9d7eb79&ID=3&ContentTypeID=0x01003EE9293F5825F249A5FBC0A7748FFB1B00154481F5AA831549AF33FC5E02054648&Source=https://isdb.sharepoint.com/sites/KMI/Corpo>

Thank You and Best Regards.

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[View My Prize Nomination Submissions](#)

View My Prize Submissions



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View My Prize Submissions

1. Click to open your submission




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Current Site ▼

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My Prize Submissions

Project ID	Project Title	Project Description	Created By	Created	
Count= 1					
▲ Status : New (1)					
Count= 1					
Nomination0005 	...	The rehabilitation of the	This project is about ...	<input type="checkbox"/> Mohamad Naamani	19 minutes ago