UNESCO International Literacy Prizes
Prix internationaux d’alphabétisation de l’UNESCO

User guide
1. Access the online form
2. Log in
3. Create a Microsoft account (if necessary)
4. Home page
5. Fill in the form
6. Things to note
7. Validate and submit
8. Attach a document
9. Access all your submissions
10. Contact the Secretariat
To access the online form:

- Please click on the following link: [http://www.unesco.org/ilp/account](http://www.unesco.org/ilp/account)
- The following screen will appear:
• Please enter the requested information and the Secretariat will send you the access to the online form on the indicated email.

• Please click on the link sent to the email address you provided previously (please check your spam box) to access the application form.
Once you received the link to access the online form:

- The following screen will appear
2. If the email address you provided is already associated with a Microsoft account (i.e. @outlook.com, @hotmail.com, @live.com), please enter your information and password accordingly.
Once authenticated, you will be directed to the home page. Here you can submit your application and return to your draft submissions.
If you do not have a Microsoft account, please follow the instructions below

Otherwise please go directly to page 13

Please create your Microsoft account by following the instructions below

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow UNESCO to use your basic profile (name and email address) in accordance with their privacy statement. UNESCO has not provided links to their terms for you to review.

You can remove these permissions at myapps.microsoft.com.

- Microsoft account
  - Sign in with the account you use for Xbox, Xbox LIVE, Outlook.com, or other Microsoft services.

- Organizational account
  - Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? Create a Microsoft account, it's quick and easy!
Enter your email address and create your password
Insert the requested information

Confirm the creation of your account via the security code sent directly to your email
Insert the requested information

Your Microsoft account is now created
Please log in with your email and password
Access the platform and start your application

UNESCO International Literacy Prizes
Prix internationaux d’alphabétisation de l’UNESCO

Call for applications and nominations
Appel à candidatures et nominations

2020
Thematic Focus: Literacy Educators and Teaching
Orientation thématique: Éducateurs en alphabétisation et enseignement

Interested institutions, organizations and individuals are invited to apply for the UNESCO International Literacy Prizes through UNESCO Member States or NGOs which maintain an official relationship with UNESCO. These Member States and NGOs will subsequently send final nominations to UNESCO.

The 2020 laureates will be selected by the Director-General of UNESCO on the basis of recommendations made by an independent International Jury. The laureates will be announced on 8 September on the occasion of International Literacy Day 2020.

Important information:

- It should take about two hours to complete the application form.
- Please click on “Application form” and start with the first section “GENERAL INFORMATION OF THE APPLICANT” by filling in the required fields – marked with the star (*) – in that section. Doing this will allow you to save your application so that you can complete it later, if needed.

Application Form

[URL to application form]

Les institutions, organisations et particuliers intéressés sont invités à postuler aux Prix internationaux d’alphabétisation de l’UNESCO par l’intermédiaire des États membres de l’UNESCO ou d’ONG établissant des relations officielles avec l’UNESCO. Ces États membres et ONG soumettront ensuite les nominations finales à l’UNESCO.


Une information importante :

- Il faut compter environ deux heures pour remplir le formulaire de candidature.
- Veuillez cliquer sur «Formulaire de candidature» et commencer par la première section «RENSEIGNEMENTS GÉNÉRAUX CONCERNANT LE CANDIDAT» en remplies les champs obligatoires, marqués de l’étoile (*). Si vous ne parvenez pas à remplir votre candidature afin de pouvoir la compléter plus tard, il est nécessaire.
You can click on the link on the left in the navigation or on the link in the text

The entry form will open

| 1. General Information of the Candidate / Renseignements généraux concernant le candidat |
| 2. Summary Statement / Bref exposé |
| 3. Information on the Project / Renseignements concernant le projet |
| 4. Relevance to the 2020 Theme and the Prizes Thematic Focus / Pertinence à l’égard du thème 2020 et l’approche thématique des prix |
| 5. Project Delivery / Exécution du projet |
| 6. Results / Résultats |
| 7. Innovative Features of the Project / Caractéristiques novatrices du projet |
| 8. Partnerships and Sustainability / Partenariats et durabilité |
| 9. Supportive Documents / Documents d’appui |

- The form is divided into nine sections depending on the type of information required.
- Please fill in all required fields in all sections.
* An asterisk marks a required field. All such fields must be filled before you can submit or save your application.

This arrow means that you need select a value from a drop-down list behind.

A square check box indicates that a multiple choice is possible. Several boxes may be ticked.

A round check box (“radio button”) indicates a single choice field.

By clicking on this icon in the top menu, you can, at any stage, attach a file to your application.

In all financial fields, only digits are allowed – no dollar signs, text or punctuation marks. Commas can be used only to separate decimals.
The final phase consists in validating your application by submitting either to the National Commission for UNESCO or to an NGO in official relationship with UNESCO.

- If you are submitting to the National Commission for UNESCO, please select the appropriate country, select "Yes" under ‘Submit the application to a National Commission’ and click on "Save" to submit your application.

- If you are applying via an NGO in official relationship with UNESCO, please attach your nomination letter from the NGO, select "Yes" under “Submit nomination to UNESCO (Via NGO)” and click on "Save" to submit your application.

- You will then receive an acknowledgment of receipt by email.
You have two possibilities to add supporting material:

1) Under “Supporting documents”, you can add web links to any online material such as websites, action plans, reports, publications, videos, etc.

2) For any material not available online, you can click on the “Attach File” button in the top left corner of the form (tab “EDIT”).

Click on “Browse” and select the document from your computer, then click “OK”.

The attached file will now appear on the bottom of the form.

Please note that the maximum size per attachment is 350 MB.
At any given time, clicking on “My Submissions” in the left hand menu will show you all saved and/or submitted nominations:
For any questions regarding the UNESCO International Literacy Prizes, please contact:
UNESCO International Literacy Prizes Secretariat
Section of Youth, Literacy and Skills Development, Division Lifelong Learning Policies and Systems

literacyprizes@unesco.org
+33 (0)1 45 68 08 59

https://en.unesco.orgthemes/literacy/prizes