

# IsDB Prize for Impactful Achievement in Islamic Economics (Impact) for 2024-2025

User guide for submitting a prize nomination



July 2024

Islamic Development Bank Institute

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## Create New Prize Nomination Submission

# Creating a new Prize Submission

The screenshot shows the website for the IsDB Prize for Impactful Achievement in Islamic Economics (Impact). The header includes the IsDB Prize logo and navigation links: IsDBi Prize, Content, Event Glimpse, News, Announcements/Rules, Information for Press, Contact Us, and My Prize Submissions. A search bar is located in the top right corner. The main navigation menu is dark green, and the 'My Prize Submissions' dropdown menu is open, with 'Create New Prize Submission' highlighted in a red circle. The main content area features a large illustration of a trophy and a group of people. Below the illustration, the text reads: 'IsDB Prize for Impactful Achievement in Islamic Economics (Impact)'. A vertical green button on the right side of the page says '+ Create New Prize Submission'. Below the main content, there are two sections: 'IsDB Prize Previous Winners' and 'News'. The 'News' section shows a date of 28 Jul 2021.

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)

IsDB Prize Announcements/Rules Contact Us My Prize Submissions

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

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.

► This field is required, however you may come back and edit it later.

(Please enter a maximum of 10,000 words)

Evidence Details - Innovative

## 1. Fill in all details

Evidence Details - Generalizable \*

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

► It shall be generalizable, not specific to narrow cases, places and time.

► Please add the attachment if you have any.

(Please enter up to 10,000 words)

# Creating a new Prize Submission

## 1. Check your email


## 2. Click the link in the email (Example Title) to open your prize submission nomination and complete the details (members details, supporting documents and related links) and to submit

New Prize Nomination Submission - Nomination00066 - Test by Naamani for 2024 - new july 2024



Isdb Prize Support

To ● Mohamad Naamani

 This message was sent with Low importance.



Mon 7/22/2024 11:08 AM

Dear Mohamad Naamani ,

Kindly note that the prize nomination is being created, please complete it by adding the related Project Members details, Supporting Documents and Related Links then click "Verify" button once completed.

You can access the nomination using the following link:

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=66&ContentTyp-eID=0x01003EE9293F5825F249A5FBC0A7748FFB1B00154481F5AA831549AF33FC5E02054648](https://isdb.sharepoint.com/sites/KMI/CorporateKnowledge/isdbi/IsDBiPrize/_layouts/15/listform.aspx?PageType=4&ListId=c99a225d%2Dbeae%2D45ff%2D95c9%2D30e1f9d7eb79&ID=66&ContentTyp-eID=0x01003EE9293F5825F249A5FBC0A7748FFB1B00154481F5AA831549AF33FC5E02054648)

Thank you and Best Regards.

# Creating a new Prize Submission



Manage

1. In case you need to make changes to the Nomination details then click 'Edit Item'
2. Otherwise, click on each tab and fill in the information required before clicking the green 'Verify' button



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

Current Site

IsDB Prize [Announcements/Rules](#) [Contact Us](#) [My Prize Submissions](#)

Nomination ID: Nomination00066

## List of Required Information:

### Project Details:

- Project Description
- Evidence Details - Innovative
- Evidence Details - Impactful
- Evidence Details - Replicable
- Evidence Details - Sustainable
- Evidence Details - Scalable

### Supporting Documents:

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

Verify the Completion of Nomination

The Candidate Project Details

Project Members Details

Supporting Documents & Vi...

Related Links

## The Candidate Project Details

Nomination ID:	Nomination00066
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?:	Yes
Project Title:	Test by Naamani for 2024 - new july 2024
Project Description:	Test by Naamani for 2024 - new july 2024
Evidence Details - Innovative:	Test by Naamani for 2024 - new july 2024
Evidence Details - Impactful:	Test by Naamani for 2024 - new july 2024
Evidence Details - Replicable:	Test by Naamani for 2024 - new july 2024
Evidence Details - Sustainable:	Test by Naamani for 2024 - new july 2024
Evidence Details - Scalable:	Test by Naamani for 2024 - new july 2024
Project Domicile Country:	Andorra

# Creating a new Prize Submission – Add Project Members Details

## 1. Click “Add Project Member(s)”

The screenshot shows the IsDB Prize website interface. At the top left is the IsDB Prize logo and text: "IsDB Prize for Impactful Achievement in Islamic Economics (Impact)". At the top right is a search bar with "Current Site" and "Search everything". Below the header is a navigation menu with "IsDB Prize", "Announcements/Rules", "Contact Us", and "My Prize Submissions". The main content area shows "Nomination ID: Nomination00066" and a "List of Required Information:" section with two columns of requirements: "Project Details" (Project Description, Evidence Details - Innovative, Impactful, Replicable, Sustainable, Scalable) and "Supporting Documents" (CV of Project Leader, Proof of Legal Registration/License Information About the Project, Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)). A green button "Verify the Completion of Nomination" is on the right. Below this is a tabbed interface with "The Candidate Project Details" and "Project Members Details" (the latter is circled in red). The "Project Members Details" section has a search bar "Find an item" and a table with columns: Name, Member Type, E-Mail, Mobile Number, Mailing Address, Fax. Below the table is the text "There are no items to show in this view of the 'Project Members Details' list." A green button "+ Add Project Members Details" is circled in red in the top right corner of the section.



## Creating a new Prize Submission – Add Project Members Details

1. Fill in required information. Click 'Save' when done
2. You may add as many project members as required

The screenshot shows a dialog box titled "Add Project Members Details" with a close button (X) in the top right corner. Below the title bar is a ribbon with tabs for "EDIT" and "Spelling". The "EDIT" tab is active, showing icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the ribbon are several text input fields: "Member Type \*" (with a dropdown menu open showing "Leader", "Co-Leader", and "Team Member"), "Name \*", "E-Mail \*", "Mobile Number \*", "Mailing Address", and "Fax". At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is circled in red.

# Creating a new Prize Submission – Add Supporting Documents



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

Current Site ▼

IsDB Prize ▼ Announcements/Rules ▼ Contact Us ▼ My Prize Submissions ▼

Nomination ID: Nomination00066

## List of Required Information:

Verify the Completion of Nomination

### Project Details:

- Project Description
- Evidence Details - Innovative
- Evidence Details - Impactful
- Evidence Details - Replicable
- Evidence Details - Sustainable
- Evidence Details - Scalable

### Supporting Documents:

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

The Candidate Project Details

Project Members Details

Supporting Documents & Vi...

## Supporting Documents & Videos

+ Add Supporting Documents & Videos

Name	Document Type	Created
------	---------------	---------

There are no documents in this view.

# Creating a new Prize Submission – Add Supporting Documents

Prize Nomination Details | **Prize Nominee(s)** | My Prize Submission

### Supporting Documents

Find a file

Name	
There are no documents in this view.	

### Add Supporting Documents & Videos

Choose a file  No file chosen

Overwrite existing files

Submit

[+ Add Supporting Documents](#)

# Creating a new Prize Submission – Add Supporting Documents

1. Fill in required information.
2. Click 'Save' when done
3. You may add as many supporting document as required to support your submission. Ensure to add as much as possible for the types below

Document Type \* Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min) ▼

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

Created at 7/21/2024 11:56 AM  
Last modified at 7/22/2024

### Add Supporting Documents & Videos

EDIT | **FORMAT TEXT** | INSERT

Clipboard | Font | Paragraph | Styles | Spelling | Markup

**Info** The document was uploaded successfully. Use this form to update the properties of the document.

Name \* people\_fre\_motionAsset\_p3 .mp4

Document Type \* Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min) ▼

Related Description

pitching video

Created at 7/21/2024 11:56 AM by  Mohamad Naamani  
Last modified at 7/22/2024 12:29 PM by  Mohamad Naamani

**Save** Cancel

# Creating a new Prize Submission – Add Related Links

1. Click Related Links Tab
2. Add Related Links (optional)

Islamic Development Bank

Current Site ▼ Search everything

IsDB Prize Announcements/Rules ▼ Contact Us My Prize Submissions ▼ Admin Menu ▼ Nominators ▼ Screening Committee ▼ External Referees Selection Committee ▼

Nomination ID: Nomination00066

**List of Required Information:**

- ▶ **Project Details:**
  - Project Description
  - Evidence Details - Innovative
  - Evidence Details - Impactful
  - Evidence Details - Replicable
  - Evidence Details - Sustainable
  - Evidence Details - Scalable
- ▶ **Supporting Documents:**
  - CV of Project Leader
  - Proof of Legal Registration/License Information About the Project
  - Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)

Verify the Completion of Nomination

The Candidate Project Details Project Members Details Supporting Documents & Vi... **Related Links**

**Related Links** + Add Related Links

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

## Creating a new Prize Submission – Add Related Links

1. Fill in required information
2. Click Save

Add Related Links

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \* Link to the website

Related Link Type the Web address: (Click here to test)

http://

Type the description:

Save Cancel

Submit Prize Nomination Submission

# Verify/Submit Prize Submission

1. Click 'Verify the completion of the nomination'

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

Current Site Search everything

IsDB Prize Announcements/Rules Contact Us My Prize Submissions Admin Menu Nominators Screening Committee External Referees Selection Committee

Nomination ID: Nomination00066

**List of Required Information:**

- Project Details:**
  - Project Description
  - Evidence Details - Innovative
  - Evidence Details - Impactful
  - Evidence Details - Replicable
  - Evidence Details - Sustainable
  - Evidence Details - Scalable
- Supporting Documents:**
  - CV of Project Leader
  - Proof of Legal Registration/License Information About the Project
  - Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)

**Verify the Completion of Nomination**

The Candidate Project Details Project Members Details Supporting Documents & Vi... **Related Links**

**Related Links**

Title
Link to the web

If you click verify and there is missing information, you will see the red warning on the right. To complete the process, make sure to add at least:

- CV of Project Leader,
- Proof of Legal Registration
- Pitching video

Missing: Supporting Documents - CV of Project Leader

Missing: Supporting Documents - Proof of Legal Registration/License Information About the Project

Missing: Supporting Documents - Pitching Video on the Project Covering the Five Criteria Points (Max 5 Min)

+ Add Related Links

Prize Submitted Successfully



# Verify/Submit Prize Submission

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

Verified Prize Nomination - Nomination00064 - test by naamani



SharePoint Online <no-reply@sharepointonline.com>  
To Mohamad Naamani



Mon 7/22/2024 12:52 PM

Dear Mohamad Naamani,

Kindly note that the prize nomination you created is completed and received on the IsDBI Prize Site. This means your application includes the information required by the related committee which will be reviewed after November 3rd, 2024.

You can still edit any changes in your prize nomination submission until November 3rd, 2024.

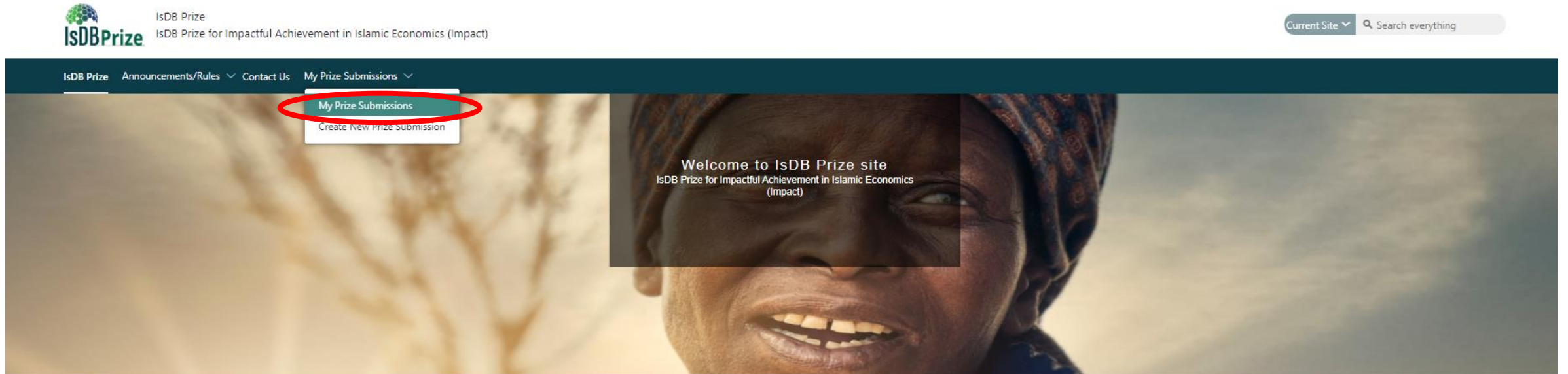
Anytime you make further changes, you are encouraged to click the 'Verify the Completion of Nomination' button to ensure you have included all necessary information in the prize nomination submission.

You can access the nomination using [this link](#).

Thank You and Best Regards.  
IsDB Prize Support

[View My Prize Nomination Submissions](#)

# View My Prize Submissions



## 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.

# View My Prize Submissions

## 1. Click to open your submission



IsDB Prize

IsDB Prize

IsDB Prize for Impactful Achievement in Islamic Economics (Impact)

Current Site ▾

Search everything

IsDB Prize [Announcements/Rules](#) [Contact Us](#) [My Prize Submissions](#)

## My Prize Submissions

Find an item

Prize ID	Title	Description of the Contribution	Created By	Created
<b>Count= 1</b>				
<b>Status : New (1)</b>				
<b>Count= 1</b>				
<a href="#">Nomination00043</a> ✖	...	Example Title	Example description	<input type="checkbox"/> Mohamad Naamani
18 minutes ago				

Hide ▾