



The
Silver Economy Awards
Powered by SEED

SEED - Supporting the recognition of the Silver Economy in Europe in the Digital Era

Deliverable 2.5

Application processing tools



Document information

Organisation responsible

PAU Education

Authors

Cristina Sanchez (PAU Education)

Contributing partners

AGE

empirica

Delivery date

17th October 2017

Dissemination level

P	Public	x
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Version history

Version	Date	Changes made	By	Sent to
V0.1	7 th September 2017	Initial draft	PAU	EMPIRICA
V0.2	21 st September 2017	Second draft	PAU	EMPIRICA & AGE
V0.3	16 th October 2017	Review	EMPIRICA	PAU
V1.0	17 th October 2017	Submission	EMPIRICA	EC

Statement of originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 727625 (SEED).



Table of Contents

- 1 Introduction 4**
- 2 Application Processing Tool 5**
- 3 Processing of applications..... 9**
 - 3.1 Phase 0. Eligibility Check by the Awards Secretariat..... 9
 - 3.2 Phase 1- Ranking phase - Peer review..... 12
 - 3.3 Phase 2- Pre-Selection panel 14
 - 3.4 Phase 3- Selection- High Level Jury 14



1 Introduction

The objective of the SEED project is to develop a highly visible European-level award scheme that will reward and promote age-friendly, innovative ICT solutions responding to the opportunities that lie in demographic change, thus stimulating a pan-European digital Silver Economy movement.

This deliverable is the accompanying report to the online application processing tool and shows the electronic tools that have been created for the submission of applications and the processing of these by the evaluators of the applications. The application form can be found on the project website: <http://silvereconomyawards.eu/>



2 Application Processing Tool

The first part of this document is intended to explain how the application tool works, i.e. how applicants use it to submit an application. All organisations interested in participating must fill in the application form that they can find in the website.

In order to fill it in they will have to first register to obtain their user ID, which will allow them to login and edit their applications in several times if they need it. They will have the possibility to save the application in draft, but once they click the “submit-button” they won’t have the chance to change any information again.

Once users register and go to the application form they will find the following spaces to complete:

A) Contact Details

The screenshot shows the top part of the website. On the left is the logo for 'The Silver Economy Awards Powered by SEED'. On the right are links for 'My Profile' and 'Logout', along with social media icons for Facebook, LinkedIn, and Twitter. Below these is a search bar and a 'Select Language' dropdown. A navigation menu contains links for Home, Awards, Media, News, Events, About SEED, Covenant, and Contact. Below the menu is the title 'APPLICATION FORM FOR THE SILVER ECONOMY AWARDS 2018'. The 'Contact Person' form section includes the following fields:

- Title (Dr, Mr.)
- First name *
- Family name *
- Position *
- E-mail address *
- Repeat E-mail address *
- Phone number *

B) Organisation information

The screenshot shows the 'Organisation' form section with the following fields:

- Complete name of the applicant institution/organisation in original language *
- Short name (if commonly used) *
- Translation of the complete name of the applicant institution/organisation in English *
- Official address of the institution/organisation (Street, number) *
- Additional address information
- Post code *
- City
- Country *
- Website of the organisation *

Below the address fields is the 'Type of organisation *' section with three radio button options:

- Public authority
- Non-for profit organisation
- For profit organisation



C) Details about product or solution

Some of the questions are closed and it is indicated if applicants must choose at least one option to be eligible. In other questions we provide an open space for them to describe information in more detail.

Product or Solution details

Application title *

Please select at least one target age group that best fits your product or service *

- Second Age (around 50-64 years old)** Pre-retirement phase. This may include, for example, support for longer working lives, preparation for an active and healthy retirement, etc.
- Third Age (around 65-74 years old)** Post-retirement phase with no or light functional limitations. This may include, for example, management of chronic disease, prevention, planning for future long-term care needs, etc.
- Fourth Age (75 and above)** Post-retirement phase with higher risk of moderate to severe functional limitations. This may include, for example, adaptation to support ageing at home, smart homes, robotics, etc.

Please select at least one domain that best fits your product or service *

- Housing, Outdoor spaces and Buildings
- Mobility, Tourism and Leisure
- Civic & Social participation, Communication and Information
- Health & long-term care
- Wellbeing, prevention & self-care
- Consumer goods and services
- Employment, education & training
- Other

Please provide a general description of your product or service (Max 2.500 characters with spaces) *

Please describe in what ways your solution is innovative? (Max 1.000 characters with spaces) *

This section should describe the innovation involved in the solution – as a product or service, in terms of its business model, how it was co-created or co-designed, the stakeholders involved or any other way the solution is new or different.

Please select at least one type of innovation that best fits your product or service *

- ICT-related Product & service innovation**
In general terms, this refers to products/services that are either new solutions or use ICT in an innovative way to integrate or enhance the efficiency and results of the product or service.
- ICT-related Business innovation**
In general terms, this includes products or services with new or different business or stakeholder models.
- ICT-related Social innovation**
In general terms, these innovations propose new or different ways to tackle specific challenges to benefit society as a whole.

Please describe the impact and benefits of your solution (Max 1.000 characters with spaces) *

This section should detail the impact on the target audience as well as any wider impact or benefits. The description should be clear about whether these are measured or projected and could cover, for example, participation in social, economic, cultural, or civic affairs, as well as the ability to remain healthy and live independently.

Please indicate the number of current beneficiaries *

Please indicate the estimated number of future beneficiaries after 3 years *



Please describe the economic value creation of your solution (Max 1.000 characters with spaces) *

This section should detail in what way the solution creates (or is expected to create) economic value. This can be expressed in financial terms or in resources and should be substantiated, wherever possible, with available evidence.

Please describe the level of maturity of your solution (Max 1.000 characters with spaces) *

This section should detail the level of maturity of the solution both in terms of technology (whenever relevant) and market maturity. This should include whether the solution is at pilot stage or has been mainstreamed and could involve projected future timings.

Please describe the business or economic sustainability model of your solution (Max 1.000 characters with spaces) *

This section should detail the business model proposed for the solution, and whether economic sustainability has been achieved so far or how it is planned.

Please describe the replicability and scalability of your solution (Max 1.000 characters with spaces) *

This section should detail how, where and when the solution has been replicated/could be replicated beyond its original implementation, the benefits of scalability and how (in terms of process, costs, etc.) the solution would adapt to other cultural or geographical contexts.

D) Uploads

Applicants can upload different material to complement the information provided in the application form. Nonetheless, as it is stated on the “small print” the reviewers will only base their score on the answers written in the application form, and not by complementary material.

Uploads

Product logo or image

Seleccionar archivo
Ningún archivo seleccionado
Upload

To showcase your entry on the SEED website and other potential promotional uses, please provide a logo or image of your product or service (Max 2MB png/jpeg). [More information](#)

Background Information

Please feel free to upload background information you think would be helpful. This could include documentation, images and/or video link. The judges may use this as background information but they will only use the answers you provide above to evaluate your proposal. (Max 8MB; files doc/docx/pdf/ppt/pptx)

Add a new file

Seleccionar archivo
Ningún archivo seleccionado
Upload

[More information](#)

How did you know about the Silver Economy Awards? *



E) Terms & Conditions to submit applications

At the end of the submission template, applications must agree with the terms and conditions of the Silver Economy Awards.

Terms & Conditions *

I agree with the Silver Economy Awards 2018 [Terms & Conditions](#)

State *

draft

submit

Use "Draft" to keep unfinished applications. Once submitted, you won't be able to modify your application.



3 Processing of applications

3.1 Phase 0. Eligibility Check by the Awards Secretariat

The Secretariat is responsible for undertaking the eligibility check of all applications received, following the criteria defined and published (c.f D1.2 and Terms & Conditions available at <http://silvereconomyawards.eu/>).

They have an admin profile on the website that gives them access to different phases of the evaluation process from eligibility check to final selection of the finalists per category.

However, evaluators involved in the different phases of the whole process have only access to applications in the phase they are responsible to review, except the High Level Jury, who can also see scores and comments from previous phases.

When a member of the Awards Secretariat logs in, they will find the list of applications that are in each phase.

PRODUCT LOGO OR IMAGE	TITLE	DATE	ORGANIZATION NAME	CATEGORY	DOMAIN	NUM OF BENEFICIARIES	SHORT NAME	STATE	WEBSITE
	TEST Application	08/02/2017 - 14:41	TEST	non_profit	housing, health, wellbeing	1	TEST	submit	www.TEST.com
	APE titre	08/02/2017 - 13:57	APE	non_profit	housing	10	APE	submit	www.ape.eu
	Test Application Julia Wadoux - 1 August 2017 (via...)	08/01/2017 - 11:37	AGE Platform Europe	non_profit	civic	5000	AGE	submit	www.age-platform.eu

When a member of the Awards Secretariat clicks Edit they will see the application in detail.

APP ID	LOGO	TITLE	DOMAIN	STATUS	ELEGIBLE	COMMENT	EDIT LINK	DATE
1354		CALL I&d - Development and Design of New Support and Assistive Devices and Products	housing, mobility, civic, health, wellbeing, consumer, employment	Pending	No	-	edit	07/29/2017 - 04:00



<p>PRODUCT OR SOLUTION DETAILS</p> <p>CALL I&d – Development and Design of New Support and Assistive Devices and Products</p> <p>Please select at least one target age group that best fits your product or service: Second Age (around 50-64 years old) Pre-retirement phase. This may include, for example, support for longer working lives, preparation for an active and healthy retirement, etc. Third Age (around 65-74 years old) Post-retirement phase with no or light functional limitations. This may include, for example, management of chronic disease, prevention, planning for future long-term care needs, etc. Fourth Age (75 and above) Post-retirement phase with higher risk of moderate to severe functional limitations. This may include, for example, adaptation to support ageing at home, smart homes, robotics, etc.</p> <p>Please select at least one domain that best fits your product or service: Housing, Outdoor spaces and Buildings Mobility, Tourism and Leisure Civic & Social participation, Communication and Information Health & long-term care Wellbeing, prevention & self-care Consumer goods and services Employment, education & training</p> <p>Please provide a general description of your product or service (Max 2.500 characters with spaces): All over the world, millions of people suffering from disabilities need to use auxiliary devices and rehabilitation equipment for the most simple activities of daily life, for a better quality of life, greater autonomy and independence. These devices, the support or assistive products, are simple tools or equipments that help these people in the tasks and activities of the day-to-day life. For the elderly people or that have a disability or incapacity, these auxiliary devices can help them to move, to see, to communicate or just in such essential tasks as eating, getting dressed and undressing themselves. The mobility / locomotion auxiliary devices are also very used as aids (eg. crutches, canes, walkers ...). These products, always of a very high quality, provide support and assistance in activities of the daily life, and are essential for people with disabilities or dependence, the elderly and their caregivers, providing them an easier life, increasing their safety and comfort and also their families and caregivers lives. These support products, promote a greater independence and allow people to perform tasks that they were previously unable to accomplish or had great difficulty in performing, providing improvements that were only</p>	<p>UPLOADS</p>  <p>Background Information:  SPERAE Flyer Call&d EnglishVersion SILVER.doc</p> <p>ORGANISATION</p> <p>Organization name: SPERAE - Associação de Solidariedade Inovação e Desenvolvimento Social</p> <p>Short name: SPERAE</p> <p>Translated Organization name: SPERAE - Associação de Solidariedade Inovação e</p>
--	---

Here they will find a space where they conduct the eligibility check and document the results. They can write comments if they need to, which will only be seen internally. Those applications marked as eligible will be automatically moved to the next phase, where Peer reviewers from the Covenant for Demographic Change will rank the best 10 applications of each category.

Once the application process is closed and the Awards Secretariat has done the Eligibility check, they will have to assign all the eligible application to the reviewers of the next phase.

How does the Secretariat assign eligible applications to reviewers?

They will manually do this match between reviewers and applications, bearing in mind their country, categories and domains.

Below an image of the space where they can filter this criteria to assign applications:



Application Processing Tools (D2.5)

Application assignment | All Assignations | My Assignations

Title: Type of organisation: Domain: Country:

Reset Apply

Displaying 1 - 7 of 7

OPERATIONS

Execute

<input type="checkbox"/>	ID	TITLE	ORGANIZATION NAME	TYPE	DOMAIN	PEER REVIEWERS
<input type="checkbox"/>	1398	APE titre	APE	Non-for profit organisation	Housing, Outdoor spaces and Buildings	-
<input type="checkbox"/>	1361	Stimulating physical and cognitive fitne...	www.activ84health.eu	For profit organisation	Mobility, Tourism and Leisure, Wellbeing, prevention & self-care	-
<input type="checkbox"/>	1358	PROGETTO NONNOCLICK	KATUR SRLS	For profit organisation	Mobility, Tourism and Leisure, Civic & Social participation, Communication and Information, Health & long-term care, Wellbeing, prevention & self-care, Consumer goods and services, Employment, education & training	-
<input type="checkbox"/>	1352	SEED training	AGE Platform Europe asbvl	Non-for profit organisation	Housing, Outdoor spaces and Buildings, Other	-
<input type="checkbox"/>	1350	Wir versilbern das Netz. Das 1x1 der Tab...	Wege aus der Einsamkeit e.V.	Non-for profit organisation	Civic & Social participation, Communication and Information	-

Peer Reviewers

Category: Domain: Country:

Reset Apply

UID	USER	DOMAIN	COUNTRY	APPS
1424	Name: reviewer user1 Categ: non_profit	1. civic 2. health	Spain	3
1425	Name: reviewer name2 Categ: public	1. civic 2. wellbeing 3. employment	France	4
1428	Name: reviewer name3 Categ: non_profit	1. mobility 2. civic	Italy	3

Peer Reviewers

Category: Domain:

Country:

Reset Apply

UID	USER	DOMAIN	COUNTRY	APPS
1424	Name: reviewer user1 Categ: non_profit	1. civic 2. health	Spain	3
1425	Name: reviewer name2 Categ: public	1. civic 2. wellbeing 3. employment	France	4
1428	Name: reviewer name3 Categ: non_profit	1. mobility 2. civic	Italy	3

<input type="checkbox"/>	APP ID	TITLE	ORGA NAME
<input checked="" type="checkbox"/>	1361	Stimulating physical and cognitive fitne...	www.i
<input type="checkbox"/>	1358	PROGETTO NONNOCLICK	KATU
<input checked="" type="checkbox"/>	1352	SEED training	AGE P asbvl

1



3.2 Phase 1- Ranking phase - Peer review

The evaluators in this phase will receive an email with a link that will automatically go to their section on the website, where they will see the applications that they have been assigned to evaluate.

The first thing that they will see at the beginning is a box to select in case there is a conflict of interest. In case there is, the Award Secretariat will receive a notification and they will reassign another application to the reviewer.

The screenshot shows a web form for peer review. On the left, there is a logo for AGE Platform Europe and a section titled 'Background Information' with a link to 'AGE Platform Vector ALS.pdf'. Below that is a section titled 'Organization' with fields for 'Organization name' (Platform Europe asbvl), 'name', and 'Related Organization' (Platform Europe). The main form area contains a checkbox labeled 'Mark this checkbox if there is any conflict of interests' with a blue arrow pointing to it. Below the checkbox is a text area labeled 'Reasons (optional)'. A yellow 'Save' button is located at the bottom right of the form.

When peer-reviewers see an application, they will find a column on the right where they will be able to give a score to each question of the application form, choosing closed answers, but they will also find a space to write their comments.



related app

PRODUCT OR SOLUTION DETAILS

sdfhdh

Please select at least one target age group that best fits your product or service:

Second Age (around 50–64 years old) Pre-retirement phase. This may include, for example, support for longer working lives, preparation for an active and healthy retirement, etc.

Third Age (around 65–74 years old) Post-retirement phase with no or light functional limitations. This may include, for example, management of chronic disease, prevention, planning for future long-term care needs, etc.

Fourth Age (75 and above) Post-retirement phase with higher risk of moderate to severe functional limitations. This may include, for example, adaptation to support ageing at home, smart homes, robotics, etc.

Please select at least one domain that best fits your product or service:

Housing, Outdoor spaces and Buildings
Civic & Social participation, Communication and Information
Other

Please provide a general description of your product or service (Max 2.500 characters with spaces):

sdfgsdfg

Please describe in what ways your solution is innovative? (Max 1.000 characters with spaces):

fghdfgh

Please select at least one type of innovation that best fits your product or service:

UPLOADS



Background Information:
AGE Platform Vector
FINALS.pdf

Mark this checkbox if there is any conflict of interests

Status
Pending

The level of innovativeness is to be assessed according to a three point scale:

Very innovative
 Reasonably innovative
 Little innovative
 Not a all innovative

Explanation

The benefits achieved to be assessed according to a three point scale

Highly beneficial
 Reasonably beneficial
 Little beneficial
 Not beneficial at all

Explanation

ORGANISATION

Organization name:
AGE Platform Europe asbvl

Short name:
AGE

Translated Organization name:
AGE Platform Europe

Type of organisation:
Non-for profit organisation

Website of the organisation:
www.age-platform.eu

Official address of the institution/organisation:
168 Avenida de Terceiros

After reviewers have assessed the applications assigned, the tool generates a list with all the applications and their scores ordered by their score, from higher to lower.

Since each application is expected to be reviewed by at least two different reviewers, there will be a column that shows the total score, and another column with the scores from each reviewer.

The Secretariat will manually select those applications that run up to the next phase. This way they can intervene in case of even.

From the ranking phase to the pre-selection phase, 10 applications per category will run up.

							Total score	Score of each reviewer		
<input type="checkbox"/>	NID	PRODUCT LOGO OR IMAGE	TITLE	ORGANIZATION NAME	CATEGORY	DOMAIN	NUM OF BENEFICIARIES	SCORE	FINISHED VALORATIONS	SELECTED
<input checked="" type="checkbox"/>	1352		SEED training	AGE Platform Europe asbvl	non_profit	housing, other	100	20.00	2 valorations: View 1370 View 1367	Yes



3.3 Phase 2- Pre-Selection panel

The process for phase 2 is described in D2.4. The look and use of the platform is the same as in the previous phase.

3.4 Phase 3- Selection- High Level Jury

The process for phase 2 is described in D2.4. The look and use of the platform is the same as in the previous phase.