

## **Instructions for Completing CPI Application**

Insure that the results of the project were achieved by **December 31** of the year you are filing. For instance, if the project was conducted in 2009, the results should have been achieved by December of that year. If results are reached after December 31, the application should be submitted for the following year.

### **Category**

Select the most appropriate category for the application. Only one can be selected.

### **Submission Option**

Indicate whether the application is competing for an award or “Results Book Only.” Selecting the “Results Book Only” box means that the project will appear in the Results Book but is not eligible for an award. Applicants must select this category when they are engaged in a project or early stages of a project that has not produced verifiable results. Others use this category to make others aware of improvement ideas that they have used and found beneficial.

### **Organization**

Provide information on the team members as well as the team leader, facilitator, sponsor and process owner, if applicable. These are people who are responsible for conducting the project and making the improvement. List all personnel who are to be credited for the improvement. The CPI Program will no longer allow applicants to add names after the project has been evaluated.

Indicate organization’s name, such as “**Person County Maintenance, Division 5**” and name of project, such as “**The Gate-R.**”

### **Project Description**

Provide a brief description of the project. Applicant should indicate the problem, solution and results. This brief summary will be used as the Results Book article.

### **Criteria that will be scored and maximum points**

**Question 1** gives the applicant an opportunity to discuss the results of the project. It is important here to describe the situation before the innovation was made and the results after the improvement. Applicants are encouraged to provide data, calculations, photos and/or videos, if appropriate. (50 points)

**Question 2** allows the applicant to explain benefits the improvement will provide the department and the citizens of North Carolina.  
(10 points)

**Question 3** provides an opportunity for the applicant to explain how the project can be used as a model for others in the department.  
(20 points)

**Question 4** asks the applicant to explain how the idea came about and steps that were taken to achieve the results. For instance, if another unit wanted to follow your procedures so that it could make similar improvements, what steps should be followed? (20 points)

**Supporting Documents/Materials**

Identify any supporting materials like notebooks, photos, videotapes, etc. Please put the team and project names on these materials.

**Contact Information**

The final box asks for contact information so others can contact the appropriate person to get more information about the project. Also, insure that proper supervisory personnel have signed off on the application before submitting.

**Request to provide exhibits**

The top 3 winners in each category will be asked to provide an exhibit during the CPI Conference. This is to allow management and conference attendees to see the top innovations developed in the department. Current and past projects will have an opportunity to compete for Fan Favorite and Best Conference Exhibit.

**Submit Application**

Electronic applications are recommended. Any questions or comments please send an e-mail to [Contact Us](#). If sending supporting materials please send them through Contact Us or attach a hardcopy of the application and mail to:

**Quality Enhancement Unit, 1502 MSC, 104 Fayetteville Street, Raleigh, NC 27601**

If you don't receive an e-mail confirmation within 10 days, please follow up.  
Application Deadline: **January 31 (or next business day)**