



Tier 4 Application Information Guide

Iowa Recognition for Performance Excellence



Step 1 - Eligibility Determination Process

Potential applicants for the recognition process must establish their eligibility. **Applicants must submit the Eligibility Determination Form by July 8, 2019.**

General Requirements for Eligibility

- The applicant must have employees in Iowa.
- The applicant must have been located in Iowa for at least one year.
- Ownership outside of Iowa does not restrict eligibility for the IRPE.
- Submission of a Baldrige application in the same year does not restrict eligibility for the IRPE.

Step 2 – Complete Application & Format

Objective

The objective of the Application Package is to allow the applicant to provide sufficient information to permit a rigorous evaluation by the Board of Examiners. Information is required on the applicant's performance management system and on the results of its processes. All information is considered confidential.

Content Requirements

An application report must contain the following material/information in the order listed (see *Description of Application Report Parts* for more detail):

- Front cover – blank (no text, pictures, or figures) to help ensure confidentiality
- Title page
- Table of Contents
- Eligibility Determination Form
- Organization chart(s)
- Glossary of Terms and Abbreviations
- Organizational Profile (five pages or less)
- Responses Addressing the Criteria (50 pages or less)
- Back cover – blank

Format Requirements

Application reports must meet the page limits, typing, and format requirements indicated below.

- a. Paper size: standard 8 ½ by 11 inches.**
- b. Typing**
 - Font size: Fixed pitch font of 12 or fewer characters per inch or Proportional spacing font of point size 10 or larger. Note: *A typical document produced in Times New Roman 10 point font will satisfy this requirement.*
 - Line Spacing: Equivalent of two points of lead between lines. Note: One point of lead equals 1/72, or 0.0138 inch.
 - Font Style: Helvetica and Times New Roman or equivalent styles are preferred.
 - Margins: ¾" minimum
 - Pages: Two-column format
- c. Numbering:** The pages of the Responses Addressing the Criteria must be numbered consecutively from start to finish; e.g., 1...50. Blank pages should not be numbered. All figures should be numbered in sequence within each Item and Category, such as Figure OP-1 or Figure 2.1- 1.
- d. Assembly Requirements:** All components of the application report must be securely fastened to prevent separation during handling. The use of clips or binders with easily opened pressure-sensitive clips is discouraged.

Step 3: Submit

15 copies of your application package must be received no later than Aug 5th to Iowa Quality Center