

## Proposal and 2-Minute Video Submission Checklist

The Proposal and 2-Minute Video must be submitted via the online submission form no later than **11:59 PM Eastern on Monday, February 16, 2026**. Full details, including formatting requirements, can be found in the [2026 Gateways to Blue Skies Competition Guidelines](#).

### **PROPOSAL** *To be included in one PDF.*

- ☐ Cover Page
- ☐ Quad Chart (See the [Quad Chart Template](#))
- ☐ Abstract/Summary
- ☐ Body (5-7 Pages) address all listed criteria
- ☐ Appendices, if needed

### **2-MINUTE VIDEO**

- ☐ Create and Verify YouTube Account
- ☐ Upload Video
- ☐ List Video as "Public" or "Unlisted"

### **ADDITIONAL REQUIRED ITEMS** *To be uploaded separately on the Proposal Submission Form.*

- ☐ 2-3 Sentence Synopsis of Proposed Concept (600-Character Max.)
- ☐ A high-resolution photo or graphic of all or part of your concept (Min. 300 DPI)
- ☐ Signed Advisor Attestation & Acceptance of GBS Participation Agreement
- ☐ Financial POC Info & Verified Mailing Address
- ☐ Vendor W-9 Form for the Primary Proposing University (Completed by University's Accounting Department)
  - Download, have University Accounting Department complete, and submit this [Template Vendor W-9 Form](#).
    - Vendor W-9 Form must be completed/dated in the same year as proposal submission.
    - NOTE: A completed [IRS W-9 Form](#) is an acceptable substitution.
  - See [Competition Guidelines](#) for additional instructions.

### **QUESTIONS TO ASK PRIOR TO SUBMITTING**

- ☐ Does the proposal address all sections listed in the Competition Theme Description & Details?
  - ☐ Proposal describes the aviation maintenance area, use case, and proposed solution.
  - ☐ Proposal describes the innovation and novel aspect of the concept.
  - ☐ Proposal addresses the adoption of proposed concept.
  - ☐ Proposed timeline aligns with the theme timeline, and makes realistic assumptions for proposed advancements in technology readiness levels and adoption timeframes.
- ☐ Does the proposal adhere to format and page count requirements?
- ☐ Are appropriate/needed citations included?
- ☐ Do both the paper and video address feasibility and viability criteria, and thereby create a value proposition for the proposed concept?
- ☐ Does the cover page have all required items?