

## 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 Tuesday, February 27, 2024**. Full details, including formatting requirements, can be found in the [2024 Gateways to Blue Skies Competition Guidelines](#).

### PROPOSAL

*To be included in one PDF.*

- ☐ Cover Page
  - See the [Cover Page Example](#).
- ☐ **NEW THIS YEAR!** Quad Chart
  - See the [Quad Chart Template](#).
- ☐ Abstract/Summary
- ☐ Body (5-7 Pages)
- ☐ 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.)
- ☐ Financial POC's Verified Mailing Address for Stipend Checks
- ☐ A high-resolution photo or graphic of all or part of your concept (Min. 300 DPI)
- ☐ 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?
- ☐ 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?
- ☐ Is the team correctly formed and documented?

