

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
- 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?