**CHALLENGE.GOV CHALLENGE POSTING REQUEST PROCESS**

This document details the process and inputs needed to post your challenge on Challenge.gov.

If you have any questions, contact the Challenge.gov Team at [team@challenge.gov](mailto:team@challenge.gov).

**Content Posting Process & Deadlines**

The Challenge.gov website refreshes with new content two (2) times per week – on Tuesday and Thursday mornings. Below are the key activities and deadlines for these weekly production pushes.

|  |  |  |
| --- | --- | --- |
| Key Activity | Deadlines for Site Update 1  Tuesday AM | Deadlines for Site Update 2  Thursday AM |
| Challenge Posting Content Submission | 12:00 pm ET on Friday of week before | 12:00 pm ET on Tuesday |
| Preview Provided to Challenge Manager | 10:00 am ET on Monday | 10:00 am ET on Wednesday |
| Challenge Manager Final Review/Approval | 5:00 pm ET on Monday | 5:00 pm ET on Wednesday |
| Challenge.gov team Publishes New Content | approx. 7 am ET on Tuesday | approx. 7 am ET on Thursday |

**Posting Options**

1. **Full Posting:** A full posting provides your challenge its own web page on Challenge.gov with a complete description of your challenge, rules, prizes, judging criteria and instructions on entering. An added benefit of a full posting is that it fulfills the announcement requirement for the America COMPETES/American Innovation and Competitiveness Act legal authority.
2. **Listing Only:** This provides you with a listing tile on the homepage of Challenge.gov that includes the challenge title, tagline, agency, logo, total prize purse and submission end date. When someone clicks on your tile, they will be redirected to your official challenge hosting site.

**NOTE:** If you’re running your challenge under the America COMPETES/American Innovation and Competitiveness Act legal authority, the following information must be announced on a publicly accessible government website: (1) Subject of the prize competition; (2) Rules for being eligible to participate in the prize competition; (3) Process for participants to register for the prize competition; (4) Amount of the cash prize purse or non-cash prize award; (5) Basis on which a winner will be selected

**Other Things to Note**

* **Before submitting your posting request:** Please ensure that your challenge content has been reviewed and approved by all necessary agency authorities prior to submitting your request to the Challenge.gov team for posting.
* **After your challenge launches:** If you need updates to be made after your challenge is live on Challenge.gov, provide an updated copy of your most recent posting request form with the requested changes tracked in the document.
* **After your challenge closes:** After the submission period has ended, your challenge will be moved to the Archived Challenges page on Challenge.gov. Your challenge’s individual page will remain on the site and be accessible by its URL and through a web search.

**CHALLENGE POSTING REQUEST FORM**

**Send your completed form & challenge logo (as separate files) to** [**team@challenge.gov**](mailto:team@challenge.gov)**.**

**See the *Challenge Posting Field Descriptions & Instructions* section that follows this form**

**for additional information and field specific instructions.**

***Note:*** To mark your answers for inputs requiring a choice selection, you have the following options: (1) put an X preceding the relevant choice text; (2) remove options that do not apply to your challenge; (3) highlight the relevant choice text.

**All Challenges**

**Challenge Image:** Include your image as a separate file (png or jpeg) attached to the email containing your completed *Challenge Posting Request Form****.*** Optimal size for display on Challenge.gov is: **341px x 160px**. If you don’t have a logo, your challenge will display with your agency seal.

| Posting Field | Challenge Details |
| --- | --- |
| Posting Type  (select desired type) | Full Posting  Listing Only |
| Challenge Title |  |
| Tagline |  |
| Agency |  |
| Partner Agencies  (If applicable) | Federal Partners  Non-Federal Partners |
| Total Cash Prize Offered  (optional) |  |
| Challenge Type  (select all that apply) | Software and apps  Creative (multimedia & design)  Ideas  Technology demonstration and hardware  Nominations  Business plans  Analytics, visualizations, algorithms  Scientific |
| Submission Period Start | Date:  Time (ET): |
| Submission Period End | Date:  Time (ET): |
| Fiscal Year(s) |  |
| Legal Authority | America COMPETES Act  Agency specific prize authority  Procurement Authority  Other Transaction Authority  Grants and cooperative agreements  Other |
| Challenge Manager Name |  |
| Challenge Manager Email |  |
| Challenge Point of Contact Email |  |
| Social Media Profiles  (optional, but recommended) | Facebook Profile “@” Handle:  Twitter “@” Handle:  Challenge “#” Hashtags: |

**Listing Only**

|  |  |
| --- | --- |
| Posting Field | Challenge Details |
| Challenge Redirect URL |  |

**Full Posting**

**In-line Images (if applicable):** Include any images you want displayed within descriptive sections of your challenge as separate files (png or jpeg) attached to the email containing your completed *Challenge Posting Request Form****.*** Please indicate in your challenge content sections where the image(s) should be positioned.

**Document links (if applicable):** If you are unable to host challenge related documents on an agency or challenge specific site, we can upload those to the Challenge.gov site and link to them from your challenge page. All files must be 508 compliant. Include any documents you want to link to within the descriptive sections of your challenge as separate PDF files attached to the email containing your completed *Challenge Posting Request Form****.*** Please indicate in your challenge content sections where the document links should be.

**Section 1: Challenge Description**

***1.A - General Overview***

***1.B - Key Dates***

**Section 2: Prizes**

***2.A – Total Cash Prize Pool***

***2.B – Prize Breakdown***

***2.C – Non-monetary Prizes (if applicable)***

**Section 3: Rules**

***3.A – Rules***

***3.B – Eligibility Requirements (optional)***

***3.C – Terms & Conditions (optional)***

**Section 4: Judging Criteria**

***4.A – Judging Panel***

***4.B – Judging Criteria***

**Section 5: How to Enter**

***5.A – Entry Instructions***

***5.B – Submission URL or Email***

**CHALLENGE POSTING FIELD DESCRIPTIONS & INSTRUCTIONS**

**All Challenges**

**Challenge Title:** Provide the official title of your challenge. Your challenge title will appear in your challenge’s listing tile on the Challenge.gov homepage. For Full Postings, the challenge title will appear again at the top of your individual challenge page. What you enter here as your title will determine what your challenge’s URL on Challenge.gov will be. The URL structure will be: challenge.gov/challenge/title-of-your-challenge.

**Tagline:** Provide a clear one-sentence call to action for solvers - essentially your challenge’s headline. It is recommended that taglines be limited to 130 characters or less. Taglines longer than that may be cut off on the challenge’s listing tile on the Challenge.gov homepage. For Full Postings, the tagline will also appear at the top of your individual challenge page.

**Agency:** Provide the name of the lead agency sponsoring the challenge.

**Partner Agencies:** List any federal agency and/or non-federal partners you have for the challenge.

**Total Prize Offered Cash:** Provide the total amount of cash prizes available for your challenge.

**Type of Challenge:** Select one or more categories that best describe your challenge.

**Submission Start:** Provide time and date for when your challenge opens for submissions. Use this format: Month/Day/Year TIME OF DAY (Example: 06/19/2020 05:00 PM ET). Note: All times will be listed on the site in Eastern Time.

**Submission End:** Provide time and date for your submission deadline. Use this format: Month/Day/Year TIME OF DAY (Example: 06/19/2020 05:00 PM ET). Note: All times will be listed on the site in Eastern Time.

**Fiscal Year:** Provide the fiscal year(s) during which your challenge is being run (launched, ongoing, completed).

**Legal Authority:** Provide the legal authority under which you are running the challenge.

**Challenge Manager Name:** Provide the name of the challenge manager. For Challenge.gov team use only. This does not display on the public.

**Challenge Manager Email:** Provide an email address where the challenge manager can be contacted. For Challenge.gov team use only. This does not display on the public.

**Challenge Point of Contact:** Provide an email address for participants and members of the public to use for questions about your challenge. For Full Postings, this will appear on your challenge page with the language: “Have feedback or questions about this challenge? Send the challenge manager an email” - “send the challenge manager an email” will be linked to the POC email provided.

**Social Media Profiles:** Please provide any social media “@” handles and “#” hashtags for your challenge and/or agency (e.g. @AgencyPageHandle, #MyChallengeHashtag). If more than one agency is sponsoring the challenge, please list in order they should appear in social media posts. As we are able to do so, we will use these to amplify your challenge marketing through the Challenge.gov social media sites – either by sharing content posted on your social media pages, or creating new content for the Challenge.gov social media pages.

**Listing Only**

**External-URL:** Provide the URL for the challenge website. The challenge tile on the Challenge.gov website will automatically redirect to this URL when selected.

**Full Posting**

**Challenge Description:** Provide a general overview of your challenge, including any background on the problem you’re trying to solve. Your challenge page has a designated place for your submission start and end dates, but if you have other dates you want reflected, please include them in your Description text. Consider including a “Key Dates” section with dates for informational webinars, judging period, winner announcements, different phases, etc. **Note:** Please provide any tables you wish to be included in this section as a separate graphic file (png or jpeg). Make a note in the text where the table graphic should be displayed.

**Prizes:** Provide the total cash prize pool, and the amounts and descriptions of individual cash prizes for your challenge. If applicable, also provide a summary of any non-monetary incentives your challenge offers to participants. **Note:** Please provide any tables you wish to be included in this section as a separate graphic file (png or jpeg). Make a note in the text where the table graphic should be displayed.

**Rules:** Provide the rules, eligibility requirements and/or terms & conditions for your challenge. If your rules are lengthy, consider providing a more digestible summary and then a link to an official document or web page with the complete rules. **Note:** Please provide any tables you wish to be included in this section as a separate graphic file (png or jpeg). Make a note in the text where the table graphic should be displayed.

**Judging Criteria:** Provide any information you want your solvers to know about the judging panel who will be evaluating their submissions. Provide a heading, description and weight (if applicable) for each criteria submissions will be evaluated by. You can provide a general summary of how submissions will be evaluated if you don’t have individual weighted criteria. **Note:** Please provide any tables you wish to be included in this section as a separate graphic file (png or jpeg). Make a note in the text where the table graphic should be displayed.

**How to Enter:** Provide any specific instructions or entry guidelines your solvers need to know, including any registration requirements. Be sure to include the submission website URL or email address.