



PROJECT SUBMISSION GUIDE

October 1-2, 2022



This guide is intended for participants of the NASA International Space Apps Challenge 2022. The instructions contained in this document require users to be signed up and registered for this specific event at spaceappschallenge.org.

FOR MORE INFORMATION:

If you have questions that are not addressed in this guide or in the other guides located on the Resources page (spaceappschallenge.org/resources), contact the Space Apps Global Organizing (GO) Team at info@spaceappschallenge.org.

For technical assistance with any of the content in this document, email web@spaceappschallenge.org with a specific description of your problem.

LAST UPDATED: SEPTEMBER 13, 2022



Space Apps is managed by the Earth Science Division, Science Mission Directorate, at NASA Headquarters in Washington, DC.

Organized in collaboration with Booz Allen Hamilton, Mindgrub, SecondMuse, and the NASA Open Innovation Applied Sciences Program.

For more information, visit spaceappschallenge.org





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INTRODUCTION

While Space Apps is all about the journey of discovery and creation, teams are encouraged to submit their projects on spaceappschallenge.org by the end of the hackathon. All projects that are submitted by the deadline will be reviewed by judges at your local event and preserved on our website for years to come!

To help prepare you, this guide provides step-by-step instructions on how to submit your project. It also includes the various requirements your project must meet if you'd like for it to be eligible for judging and awards.

First Step: In order to submit a project, you must *first* [sign up for an account](#), register for a location, and belong to a team. To learn more about these and other topics, see the [Participant FAQ](#) and other guides on our [Resources page](#).

A reminder about expectations: We know you only have two days (October 1-2, 2022) to complete your project. Therefore, we do not expect you to have a completely finished, fully developed solution by the end of the hackathon! Instead, we want you to be able to collaborate, come up with creative ideas, and demonstrate progress toward a solution to the challenge. **Please submit your ideas, even if you don't get very far into building them!**

PROJECT SUBMISSION START AND END TIMES

Project submission opens on October 1 at 9:00 AM (local time, in accordance with the local time of the location for which your team is registered). At that time, your team will be able to edit your team's project page and submit your project on spaceappschallenge.org.

Project submission closes on October 2 at 11:59 PM (local time, in accordance with the local time of the location for which your team is registered). Exception: If your team is registered for the Universal Event, your project must be submitted in accordance with the local time of the team member who created your team.

Check with your Local Lead if you have questions about the deadline for your location.



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COMPLETING YOUR PROJECT PAGE

Once you create or join a team, you will be able to edit your team's project page. The project page is very important because it is where your team will provide all of the details about your project. **It is also the page that the judges will review.** The more information you provide on this page, the better the judges can rate your submission!

1. When you create or join a team, a project page for your team is automatically generated. To access your team's project page at any point, select "My Account" on the menu bar on spaceappschallenge.org. You will see your team name next to the heading, "Team." This takes you to your team's project page.

A screenshot of the "Participant Account" page from the Space Apps Challenge website. The page has a dark blue header with the NASA Space Apps Challenge logo and a navigation bar with links for About, Resources, Locations, Challenges, My Account, and Logout. The main content area is titled "PARTICIPANT ACCOUNT". It displays the following information in a table:

Location Registration*	Brussels	CHANGE
Challenge	The Trail to Mars: Can You Keep Your Crew Alive?	CHOOSE
Team	Space Innovation Invite Code: 839a1	COPY
Materials		

To the right of the table is a sidebar with links: HOME, COMMUNICATIONS (with a notification count of 2), ACCOUNT SETTINGS, OFFERS, and ADMIN ACCOUNT. A red arrow points to the "Edit Project" button, which is located on the "Edit Project" tab of the sidebar.

2. Click the "Edit Project" button on the Project tab to edit your project page. The "Edit Project" button will appear only when the hackathon begins on October 1.



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The screenshot shows a project page titled "Space Innovation" for the Brussels challenge. The challenge title is "The Trail to Mars: Can You Keep Your Crew Alive?". Below the title are three buttons: "PROJECT" (highlighted with a red arrow), "TEAM BOARD", and "TEAM MEMBERS". To the right is an image of an astronaut in a spacesuit. A yellow button labeled "EDIT PROJECT" is highlighted with a red arrow. To the right of the button, text says "You are a member of Space Innovation. Your team is looking for new members.".

3. When you click “Edit Project,” you will be taken to the project submission form. Work with your team to provide answers to the prompts on the form. The exact questions from the project submission form are provided in the table below. Form fields that contain an asterisk (*) are **required** for submission.

Project Title	
High-Level Project Summary	Provide a high-level summary of your project. What did you develop? How does it "solve" the challenge? Why is it important?
Link to Final Project	Upload your entire final project to an external site (a cloud-based hosting service or code repository, if your project uses code) and provide a publicly accessible link (i.e. access should not require permission or registration).
Link to Project "Demo"	Provide a short demonstration ("Demo") of your project, either in the form of a slide presentation (7-slide limit) or a video presentation (30-second limit). Upload your Demo to an external site (a cloud-based hosting service or code repository) and provide a publicly accessible link (i.e. access should not require permission or registration).
Detailed Project Description	Provide additional details about your project. What exactly does it do? How does it work? What benefits does it have? What do you hope to achieve? What tools, coding languages,



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	hardware, or software did you use to develop your project?
Space Agency Data	Provide specific details about what space agency data you used in your project, how you used it, or how it inspired your project. Remember: You are welcome to use any open data in your project. However, to be eligible for Global Judging, you must use at least some open-source data from NASA and/or from one of the Space Agency Partners for 2022 (Australian Space Agency, Brazilian Space Agency, Canadian Space Agency, European Space Agency, Indian Space Research Organisation, Japan Aerospace Exploration Agency, Mexican Space Agency, National Space Activities Commission of Argentina, National Space Science Agency of Bahrain, Paraguayan Space Agency, South African National Space Agency).
Hackathon Journey	How would you describe your Space Apps experience? What did you learn? What inspired your team to choose this challenge? What was your approach to developing this project? How did your team resolve setbacks and challenges? Is there anyone you'd like to thank and why?
References	List all of the data, resources, and tools used in your project. Resources should include any code, text, and images (even if they are open source or freely available) that you used when creating your solution. If you are using any copyrighted materials, make sure you have permission to use them.

4. Save your project often so you do not lose your work! You can save your work as many times as you like before the end of the hackathon by clicking the “Save Draft” button at the bottom of the page.



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I have read and understand the program's submission requirements as contained in the [Project Submission Guide](#) and the [Participant Terms and Conditions](#), and I further agree to the following:

Original Work, Attributions, & Copyright *

I confirm that the submitted project represents my team's original work and is not plagiarized, including code, text and images (even if they are open source or freely available). I have listed all sources including code, text and images (even if they are open source or freely available) in the *References* field of the project submission form. In creating our submission, we have not used any copyrighted materials (i.e., music, images, text, etc.) that we don't have permission to use.

CANCEL

SAVE DRAFT

SUBMIT



5. Instructions for submitting your project are provided below. First, please read the instructions regarding how to share files on your project page.

SHARING FILES ON YOUR PROJECT PAGE

Please note these limitations and follow these instructions for sharing files on your project page:

- The project page DOES allow for the upload or copy/paste of images. However, it DOES NOT allow for the upload of videos or documents.
- To upload videos or documents, please follow these instructions:
 - Upload videos or documents to a cloud-based hosting service or code repository (YouTube, Google Drive, GitHub, One Drive, Dropbox, etc.) equipped to host the media, and then provide a **publicly accessible link** in your submission. In other words, links should not require registration or permission to access them.
 - These sites usually have a “share” option, where you can copy a URL. Before doing so, ensure that the share option allows for **public access** to the file. Be sure to test the URL with your teammates or in a private browsing window to confirm the judges can access it.
 - Whether you link to a Google slide deck, a YouTube video, or something else, there are plenty of ways to incorporate visuals in your final submission.
- There is no limit to the number of items you can link to on your project page. However, please provide only one link in the “Link to Project Demo” section. This is because you



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must choose ONE of the options for the Demo. For advice on how to create a compelling demo, keep reading.

TOOLTIPS FOR THE PROJECT PAGE

There are a number of tools to allow you to format your project text.



1. Click “Normal” to change the font size and set headers to sections within a text box.
2. Click the **B** to **Bold** highlighted text.
3. Click the *I* to *Italicize* highlighted text.
4. Click the U to Underline highlighted text.
5. Click the ““ to designate quoted text.
6. Click $\equiv\equiv$ to either create a numbered or bulleted list, respectively.
7. Click $\equiv\equiv$ to right or left indent text, respectively.
8. Highlight text and then click 🔗 to hyperlink it to a URL.
9. Click 📷 to upload an image from your device. You can also copy and paste images from the web into these text boxes.



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SUBMITTING YOUR PROJECT

Once you're ready to submit your project, take these steps on the project submission page:

1. Agree to and check the box, “I have read and understand the program's submission requirements as contained in the *Space Apps 2022 Project Submission Guide* and the [Participant Terms and Conditions](#), and I fully agree to them.”
2. Agree to and check the box, “I confirm that the submitted project represents my team's original work and that all external resources including code, text and images (even if they are open source or freely available) used in the solution are listed in the *References* field of the project submission form. In creating our solution, my team has not used any copyrighted materials (i.e., music, images, text, etc.) that we don't have permission to use.”
3. Select “Submit.” If you have not completed all of the required sections on the project page, you will not be allowed to proceed.

Terms & Conditions *

I have read and understand the program's submission requirements as contained in the [Space Apps 2022 Project Submission Guide](#) and the [Participant Terms and Conditions](#), and I fully agree to them.

Original Work, Attributions, & Copyright *

I confirm that the submitted project represents my team's original work and that all external resources including code, text and images (even if they are open source or freely available) used in the solution are listed in the *References* field of the project submission form. In creating our solution, my team has not used any copyrighted materials (i.e., music, images, text, etc.) that we don't have permission to use.

CANCEL

SAVE DRAFT

SUBMIT



4. If your project was submitted successfully, a banner will appear at the top of your screen along with a confirmation message. **You may edit and resubmit your project as many times as you'd like until the end of the hackathon. Only your final submission will be reviewed by Local Judges from the location for which you are registered.**



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ELIGIBILITY FOR GLOBAL JUDGING

What happens once you submit your project? For detailed information on judging and awards at the local, global, and executive levels, see the [Space Apps 2022 Judging and Awards Guide](#).

To be eligible to advance to Global Judging from either a Local Event or the Universal Event, your team and/or project must meet certain requirements. Here is a list of the minimum requirements:

- Respond to one of the official [Space Apps 2022 challenges](#). Please note: Projects submitted to “Invent Your Own Challenge” will not be eligible for Global Judging.
- Ensure that all team members are registered and identified on the team’s Project Page. Teams will not be able to add new members after project submission has closed. The maximum number of team members allowed per the website is six. The minimum is one.
- Complete all of the required fields on the project submission page.
- Use English language on the project submission page and in any linked materials. Exception: If your team chooses to create a video for the Project Demo, you can speak in another language. However, it MUST include English language subtitles.
- Ensure that the project does not contain profanity or inappropriate language.
- Submit the project via the Space Apps submission portal by Sunday, October 2 at 11:59



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PM local time, in accordance with the local time of the location for which your team is registered. Exception: If your team is registered for the Universal Event, your project must be submitted in accordance with the local time of the team member who created your team. Contact your Local Lead if you have questions about the deadline for your location.

- Adhere to all rules within the Space Apps [Participant Terms and Conditions](#).
- Agree to and check the box on the project submission page that says, “I have read and understand the program’s submission requirements as contained in the *Space Apps 2022 Project Submission Guide* and the Participant Terms and Conditions, and I fully agree to them.”
- Agree to and check the box on the project submission page that says, “I confirm that the submitted project represents my team’s original work and that all external resources including code, text and images (even if they are open source or freely available) used in the solution are listed in the *References* field of the project submission form. In creating our solution, my team has not used any copyrighted materials (i.e., music, images, text, etc.) that we don’t have permission to use.”

TIPS FOR THE PROJECT DEMONSTRATION

As mentioned above, all teams must create a Project Demo (“Demo”) as part of their project submission. The Demo is a very brief overview of your project delivered in the form of a video (up to 30 seconds) **OR** slides (up to 7 slides). The purpose of the Demo is to provide audiences (including the judges) with a high-level summary of your project *along with a demonstration of your final project, including any software or hardware that you created*.

Note: The Demo is different from the “Final Project.” For example, if your team creates a website, a game, or an algorithm, THAT is your Final Project. In contrast, the Demo is the short video or slide deck that explains how that website, game, or algorithm works and why it is important. Each team should provide separate links to the Final Project and the Demo.

Remember, the project submission portal on the Space Apps website does **NOT** allow for the upload of videos or documents. Thus, your team will need to host your Demo on an external site (such as a cloud-based hosting service or a code repository) and then share a publicly accessible link in your submission. Remember to test your link to ensure that visitors are not required to request permission or registration!



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Also, take note of the language requirements for the Demo. If your team chooses to create a video, you can speak in any language; however, it MUST include English language subtitles. If you create a slide deck for your DEMO, it must be written in English.

TIPS FOR CREATING A WINNING PITCH:

- It may be useful to think of the Demo as a “pitch” because it is your best opportunity to convince your audience why your project has value and why they should look more closely at all of the details you provided on your project page. **It is often the first part of your submission that is reviewed by the judges!**
- Don’t leave your Demo until the last second. Discuss with your team: Are you going to create a video or a slide deck? What skills and tools do you need?
- Consider tasking one teammate to take charge of the Demo, and consider recruiting teammates with storytelling, design, and communications skills.
- During the hackathon, build in time for creating the Demo and consider the question, “What story does my team want to tell?”
- Whether you’re creating a video or slide presentation, see the graphic below, titled “30 Seconds of Glory,” for advice on what type of information to cover. If you’re creating a video, this document also provides guidance on how to use your 30 seconds wisely.
- If you’re creating a slide deck, choose a slide template with a readable font size, and limit the number of words on each slide when possible.
- Regardless of what format you choose, incorporate strong visuals. Are there photos, videos, or diagrams that can help you tell your story? If you built a prototype, can you provide a tutorial to show your audience how it works?
- Keep in mind the criteria that judges use when evaluating projects: Impact, Creativity, Validity, Relevance, and Presentation. These categories are outlined in more detail in the [Space Apps 2022 Judging and Awards Guide](#).
- Do not exceed the limits. The judges will stop reviewing the Demos once they reach either 30 seconds (for the video) or 7 slides (for the slide deck).



Want additional resources?

- Check out these useful tips from the Space Apps Virtual Bootcamp:
 - [“BEST Space Apps Pitch Tips”](#)
- Get inspired by these exceptional Demos from previous Space Apps submissions. (Scroll to the Demo section on each team's project page and click on the link.)
 - Space Apps 2022 team, [Space Travelers](#) (30-second video)
 - Space Apps 2022 team, [BIOSHI](#) (7 slides)
 - Space Apps 2022 team, [Cambridge Asteroids](#) (30-second video)
 - Space Apps 20202 team, [Jimmy in the Box](#) (7 slides)
 - Space Apps 2022 team, [Change Maker](#) (30-second video)

Happy Hacking!

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SECONDS OF GLORY

A model for a great NASA International Space Apps Challenge Pitch

A great pitch can be the difference between greatness and obscurity. This guide is designed to ensure your good work gets the attention it deserves. Your goal should be to quickly communicate the importance and relevance of your solution to someone who has no context, technical background, or previous knowledge of your solution.

