PROJECT SUBMISSION GUIDE
OCTOBER 2-3, 2021

This guide is intended for participants of the **NASA International Space Apps Challenge 2021**. 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 (spaceappschallange.org/resources), contact the 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.

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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 preserved on our website for years to come! Although it is not required, you are also encouraged to submit your project for judging. All projects submitted for judging will be reviewed by judges at your local event.

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 to submit your project for judging. For tips on how to create a compelling Project "Demo" for your project submission - a required part of the project submission process - see the *Space Apps 2021 Demo Guide*.

First things: 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 that you only have 48 hours to complete your project. Thus, we do not expect you to have a completely finished, fully developed solution at the hackathon! Instead, we want you to be able to collaborate and hack in order to 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 2 at 9:00 AM (local time). 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 3 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.
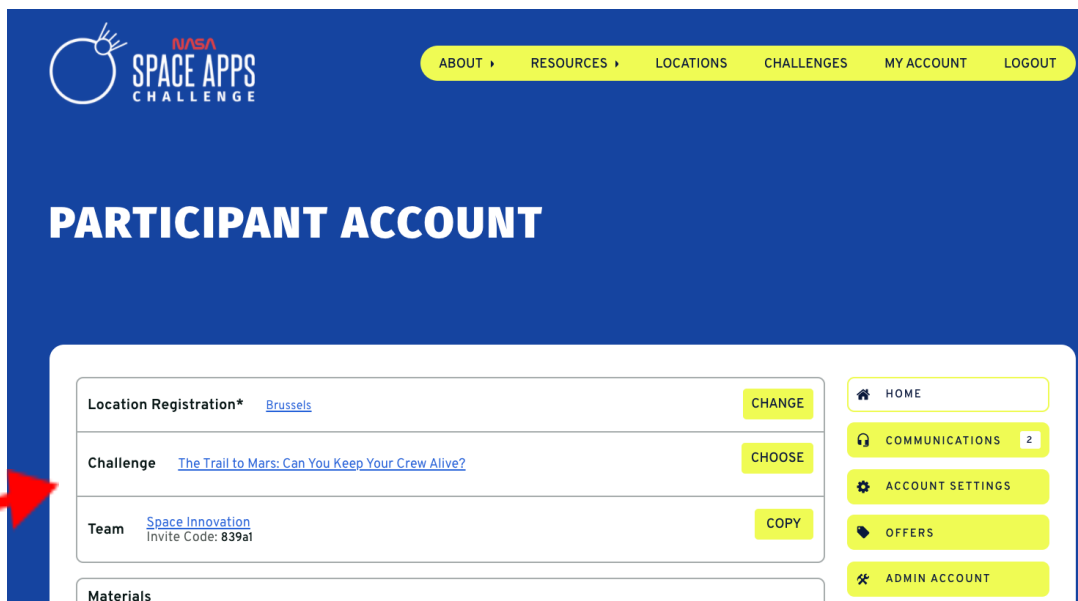
Check with your Local Lead if you have questions about the deadline for your location.
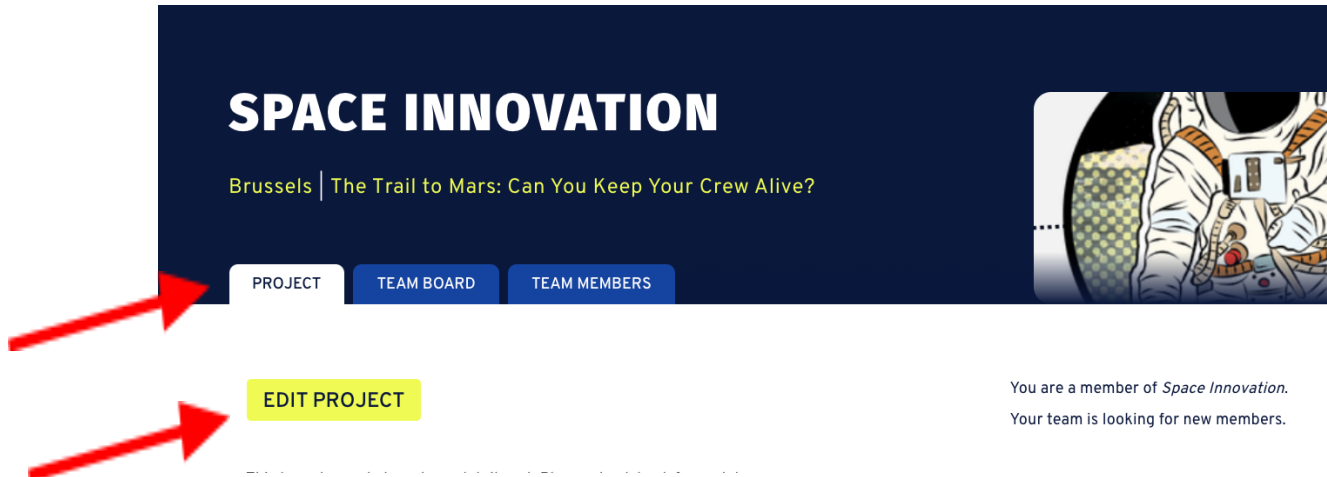
COMPLETING YOUR PROJECT PAGE

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 if you submit your project for judging. 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.
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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 2 at 9:00 AM (local time).

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 (*) **require** answers in order for the project submission to be eligible for judging and awards.

Project Title*	Provide a short and catchy 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 Project "Demo"*	Provide a high-level summary of your project in the form of a demonstration (or "demo"). Your demo can take one of two forms. (1) A slide presentation. There is a 7 slide limit. (2) A video presentation. There is a 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).
Link to Final Project*	Upload your final project to an external site (a cloud-based hosting service or code repository, if your project used code) 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, 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, you must use at least some data from NASA and/or open source-space based data from Space Apps partner space agencies to be eligible for Global Judging.
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.
Tags (optional)	Add some tags so we can categorize your project. Examples include #hardware, #art, #water, #Artemis

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 Project" button at the bottom of the page.

I have read and understand the program's submission requirements (as documented in the *Space Apps 2021 Project Submission Guide*) and the Participant Terms and Conditions, and I fully agree to them.   *

CANCEL   SAVE   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 video or document material 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 must choose ONE of the options for the "Demo." For advice on how to create a compelling demo, see the *Space Apps 2021 Demo Guide*.

TOOLTIPS FOR THE PROJECT PAGE

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

Normal ⇕	B	*I*	U	99	☰	☰	☴	☴	🔗	🖼

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 $\underline{U}$ to <u>Underline</u> highlighted text.

5.   Click the **"** to designate quoted text.

6.   Click to either create a numbered or bulleted list, respectively.

7.   Click 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.

SUBMITTING YOUR PROJECT

Once you've completed your project page and are ready to submit your project, take these two steps:

1.   Check the box to acknowledge that your team has read, understands, and fully agrees to the program's submission requirements (as laid out in the document), as well as to the Participant Terms and Conditions.

2.   Select "Submit." If you have not completed all of the required sections on the project page, you will not be allowed to proceed.

> ☑ I have read and understand the program's submission requirements (as documented in the *Space Apps 2021 Project Submission Guide*) and the Participant Terms and Conditions, and I fully agree to   *
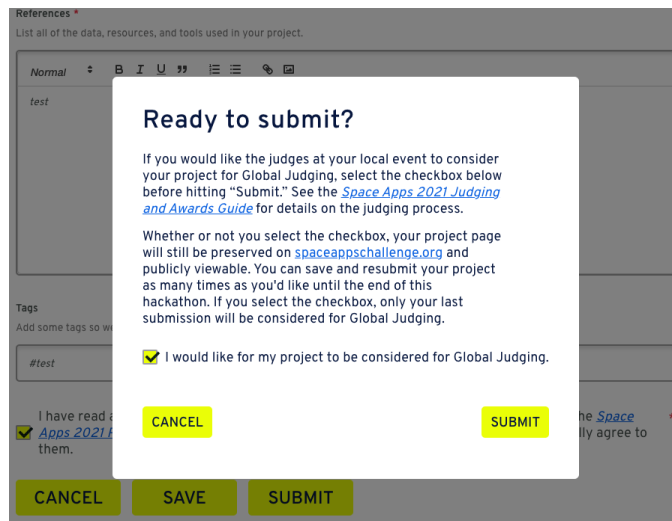> them.
>
> **CANCEL**   **SAVE**   **SUBMIT**

3.   If you have completed all of the required sections, a pop-up box will appear. Make your selection.

○ If you would like the judges at your local event to consider your project as a nominee for Global Judging, check the checkbox that says, "I would like for my project to be considered for Global Judging."

○ If you do NOT want the judges at your local event to consider your project as a nominee for Global Judging, DO NOT check the checkbox. Then select "Submit." By doing this, you are opting out of consideration for Global Awards. However, your work will still be preserved on space apps challenge.org, as long as you select "Submit."

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, please see the *Space Apps 2021 Judging and Awards Guide*.

If you'd like to be eligible to be selected as "Global Nominee" from your local event, your team and/or project MUST meet the following minimum requirements:

● Complete all of the required fields on the project submission page (see table above

under "Completing Your Project Submission Page").

- Respond to one of the official Space Apps Challenge statements. Exception: Projects submitted to "Invent Your Own Challenge" will not be eligible for judging and awards.
- Use English language on the project 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.
- Make sure that the project does not contain profanity or inappropriate language.
- Ensure that all team members are registered and identified on the team's webpage. Teams will not be able to add new members after project submission has closed.
- Have no more than six people on a team. The maximum number allowed per the website is six. The minimum is one.
- Submit the project on the Space Apps website by 11:59pm, Sunday, October 3 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.
- Adhere to all rules within the Space Apps Participant Terms and Conditions.
- Check the box on the project submission page that says, "I have read and understand the program's submission requirements (as documented in the *Space Apps 2021 Project Submission Guide*) and the Participant Terms and Conditions, and I fully agree to them."
- Check the box when you submit your project that says, "I want my project to be considered for Global Judging."

FREQUENTLY ASKED QUESTIONS

What is the difference between the Project "Demo" and the Final Project?

The Project "Demo" is a high-level summary or demonstration of your project. You can think of it as "pitch." It is often the first thing judges review when evaluating projects. We recommend devoting time and resources to developing your "Demo" by building a great story with strong visuals. Be sure to recruit team members with expertise in storytelling, design, and other skills to help document your project and share the value of your solution!

For tips on how to create a strong Project "Demo," read the *Space Apps 2021 Demo Guide.*

The Final Project is the product that you actually created. Each team should provide a link to

their Final Project *in addition to the Project "Demo"* on the Project Submission Form. For example, your team may have created a website, a game, a video, or an algorithm. THAT is your Final Project. You would use the Project "Demo" to quickly explain how the website, game, or algorithm works, why it is important, etc.

Do you have any other tips for creating a successful project?

- Practice good time management. Start your project submission page early (and remember to save)!
- When forming a team, recruit members with diverse skills sets and interests. The most diverse teams are often the most successful!
- Review past Space Apps teams who have been recognized in the past. Last year's winners can be viewed [here](#).
- If you find yourself stuck on a problem as you develop your project, visit the Space Apps chat to connect with Subject Matter Experts and other volunteers. The chat is the best place to meet experienced program volunteers who can help answer questions before, during, and after hackathon weekend. See chat *Space Apps 2021 Chat Guide* for more information.
- The judges often review the Project "Demos" first. [Watch this video](#) from the 2021 Virtual Bootcamp for ideas on how to create the perfect pitch!

Do I have to submit my project at the end of the hackathon?

No, submitting your project is not required for participation. As long as you have a good time and learn, that's what matters! Teams may choose to work on a project all weekend and not submit it judging.

That said, we do not expect teams to have fully developed solutions after only 48 hours. So, please consider submitting your ideas, even if you didn't get very far into building them!

Do teams have to submit a video?

Videos are optional. For the Project "Demo," teams can choose to submit a 30 second video OR up to 7 slides.

Can my Project "Demo" be more than 30 seconds or more than 7 slides?

Please stick to these requirements. The judges will stop reviewing the Project "Demos" once they reach either 30 seconds (for the video) or 7 slides (for the slide deck).

On the website, I see a Teams tab and a Members tab next to my Project tab. Where can I find more information about those?

See the *Space Apps 2021 Team Formation Guide* for more information about these two tabs, along with other information about team formation!

Happy Hacking!