

Proposal Submission Checklist

The Proposal Package Submission must be submitted via the [online submission form](#) **no later than 11:59 PM Eastern on the submission deadline date**. Full details and requirements can be found in the most recent year's HuLC Phase 1 Guidelines Document on the [Challenge Details Webpage](#).

PROPOSAL

The items below should be included and uploaded as one PDF file.

- ☐ Cover Page
- ☐ Quad Chart (Must Use Provided [Quad Chart Template](#))
- ☐ Summary Statement/Executive Summary (150-Word Max.)
- ☐ Body (5-7 Pages)
- ☐ AI Disclosure Statement, If Used
- ☐ Appendices, If Needed

2-MINUTE VIDEO

- ☐ Create and Verify YouTube Account, If Needed
- ☐ Upload Video
- ☐ List Video as "Public" or "Unlisted"

ADDITIONAL REQUIRED ITEMS

These items will be submitted directly on the [online submission form](#), in individual fields.

- ☐ File Upload for High Resolution Graphic of Team's Concept (Minimum 300 PPI)
- ☐ 2-3 Sentence Synopsis of Proposed Project (600-Character Max.)
- ☐ University Financial Point of Contact's Name, Phone Number, Email Address, and Verified Mailing Address
- ☐ Complete [Vendor Form \(W-9\)](#) Upload for the Lead University/College
 - Any [University IRS W-9 Form](#) from the lead institution and signed within two years is an acceptable substitution for the Vendor Form.
- ☐ Checkbox Acceptance of the HuLC Participation Agreement
- ☐ File Upload for [Faculty Advisor Approval Attestation](#) (Must Use Provided Template)

QUESTIONS TO ASK PRIOR TO SUBMITTING

- ☐ Does the team meet all eligibility requirements, including having at least 2 U.S.-citizen students who can attend the Forum if the team is selected as a Finalist?
- ☐ Do both the paper and video address the current HuLC theme and chosen subtopic to which the team has proposed?
- ☐ Does the proposal package address all sections listed in the Phase 1 Guidelines?
- ☐ Do the proposal and video adhere to page count and formatting requirements?
- ☐ Are appropriate/needed citations included?
- ☐ Have you only included references and calculations in the appendix? Are all your important findings, graphics, and documentation included in the body of your paper?