

## Proposal Package Submission Checklist

The Proposal Package must be submitted via the [online submission form](#) **no later than 11:59 PM Eastern on the submission deadline**. Full details, including all formatting requirements, can be found in the most recent year's HuLC Competition Guidelines on the [Competition Details Webpage](#).

### PROPOSAL

To be included in one PDF file.

- Cover Page (Signed by the Primary Faculty Advisor)

Note: Proposal submissions *do not require* a Faculty Advisor Attestation Form.

- Quad Chart (See the [Quad Chart Template](#))
- Body (5-7 Pages)
- Appendices, if needed

### 2-MINUTE VIDEO

- Create and Verify YouTube Account, if needed

Note: Troubleshooting Tip: YouTube accounts sometimes need to be verified prior to being able to fully upload videos. If your video is stuck in the “processing” stage, [check to make sure your YouTube account is verified](#).

- Upload Video
- List Video as “Public” or “Unlisted”

### ADDITIONAL REQUIRED ITEMS

To be submitted directly on the [online submission form](#).

- File Upload for Quad Chart (PDF)
- File Upload for High Quality Graphic of Team's Concept (Minimum 300 DPI)
- 2-3 Sentence Synopsis of Proposed Project (600-Character Max.)
- University Point of Contact's Verified Mailing Address for Stipend Checks
- University Point of Contact's Name, Phone Number, and Email Address
- Complete [Vendor Form \(W-9\)](#) and [ACH Form](#) uploads for the lead university/college
  - Any **university** [IRS W9 Form](#) from the lead institution and signed within two years is an acceptable substitution for the Vendor Form. ACH forms must also be signed within 2 years.
- Financial Point-of-Contact Information

### QUESTIONS TO ASK PRIOR TO SUBMITTING

- Does the proposal address all sections listed in the Proposal Guidelines?
- Do the proposal and video adhere to page count and formatting requirements?
- Are appropriate/needed citations included?
- Do both the paper and video address the current theme?