

Checklist for a Successful BIG Idea Proposal



All items below must be submitted via the online [Proposal Submission Form](#)
no later than **11:59 PM EST on February 1, 2024.**

Full requirements for each item are detailed in the [2024 BIG Idea Challenge Guidelines](#)

- Does the proposal include all required sections in the Main Proposal? Include the following in a single PDF:
 - Cover Page (complete with advisor's signature)
 - [Quad Chart*](#)
 - Summary Statement
 - Problem Statement and Background
 - Project Description
 - Capabilities Statement
 - Detailed Project Timeline
 - Detailed Budget [Cost Notes*](#) and [Budget Spreadsheet*](#)
 - Signed [University Support Letter*](#)
 - Signed [Letter of University Budget Review and Compliance*](#)
 - Signed Letter of [Space Grant Budget Review and Support*](#)
 - Letters of Support from additional Key Supporters
- Does the proposal include the supplementary forms required to be uploaded separately on the Proposal Submission Form?
 - [Excel version of Budget Spreadsheet*](#) (note: this budget table must also be included in the PDF proposal file)
 - [Vendor W9 Form*](#) for the primary proposing university.
- Does the proposal adhere to the format and page count requirements?
- Are appropriate/needed citations included?
- Is a video provided in the correct format (a "public" or "unlisted" YouTube link)?
- Is a high-resolution photo or graphic of all or part of your concept provided, with a minimum dpi of 300?
- Does the cost of this effort provide a good ROI based on current NASA technology needs (see NASA taxonomy and the [Moon-to-Mars Objectives](#))? If not, the proposal will likely not be considered for selection.
- Does the budget address all categories of allowable costs?
 - Materials and supplies
 - Facilities rental (if any)
 - Stipends for undergraduate and/or graduate student work/research
 - Testing costs
 - Minimal faculty salary
 - Travel for Forum participation
- Is the schedule and development approach realistic for the budget and time available?
- Does the proposal include the proposed development plan describing the activities and approach?
- Is the team correctly formed and documented?
 - Does it include a space grant affiliated university, two US citizen students or Legal Permanent Residents and a faculty advisor?
 - Are roles and responsibilities for the student team members defined? Roles to consider include engineering, project management, testing and operations.
- Has DEIA been addressed in the proposal?
- Does the proposal describe the inflatable concept and its use in lunar activities and missions?
- Does the proposal describe the innovation and novel aspect of the concept?
- Is a business case or infusion path provided in the proposal?

Where noted by an asterisk (*), teams must use the provided template.