Full Proposal Application Requirements

Your full proposal should be a single PDF document no more than 15 pages long, including a budget spreadsheet, but not including references. As in the pre-proposal round, in the full proposal round please focus on how your project will look in its first year of implementation (from March 14 to June 15). In the full proposal round, judges expect you to significantly expand on your pre-proposal project summary. In this section, you should indicate that you have fully considered all aspects of the planning and implementation of your project.

1. Needs Statement (Approx 3 pages)
   Include a detailed description of the problem your project will address that communicates a deep understanding of the relevant research on the problem. In some cases, this section may be a single revision of the Needs Statement you provided in your pre-proposal application. In other cases, writing this section may involve significantly editing or rewriting the content of your pre-proposal Needs Statement based on the feedback provided by the pre-proposal judges and your mentors.

2. Proposal and Impact (Approx 5 pages)
   Include a detailed explanation of your proposed project or innovation and its intended impact in its first year of implementation (from March 14 to June 15). In the full proposal round, judges expect you to significantly expand on your pre-proposal project summary. In this section, you should indicate that you have fully considered all aspects of the planning and implementation of your project.

   • Expected community buy-in
   • Potential challenges that may arise in working with the identified community or market, and proposed solutions to these challenges
   • The extent to which you have developed community partnerships to aid your in your project plans

3. Impact Evaluation (Approx 1 page)
   Discuss how you plan to evaluate the impact of your project. Please explain how you plan to measure your success at achieving your project’s goals. Although you need not have all measurement tools (e.g., survey instruments, interview protocols developed at this stage, please present your plans to measure and how you plan to measure it.

4. Detailed Timeline (Approx 1 page)
   Please include a detailed timeline (recognizing that awards will not be dispersed until June 14) indicating major next steps for your project. Like the needs statement, in some cases, project timelines need not be changed significantly. Use the feedback provided by the pre-proposal judges to address or reframe your pre-proposal timeline, if necessary.

5. Team Biographies (Approx 1 page)
   In this section, include a list of the key project team members with brief biographies that explain the capabilities of your team to accomplish your project. If your leadership team consists of students who are graduating in May 2014, consider explaining your plans for future leadership.

6. Budget (Approx 2 pages)
   Using the budget template provided on the Big Ideas website, please submit a detailed budget, outlining all costs and expected revenue associated with your project from March 2014 to June 2015. Note that the budget does not award-grant is $5000, and you should not request more than $10,000 from Big Ideas. If your project requires more than $10,000 in funding, note other funding sources you are pursuing in the Revenue section of the budget, and note in the Notes section whether you’ve applied for this money and not yet received it, have received it, etc.

Resources

Big Ideas’ spring events support students interested in submitting full proposal applications. Please join us at one of the following events:

Final Proposal Editing Blitz
March 10th, 5-9pm, 8100 Blum Hall
Step by step from a draft of your proposal and we’ll give you last minute advice and help you fine-tune your writing!

Information Technology for Society Poster Session
April 21st, 3-5PM, Atrium of Sather Hall
At least one member of each IT for Society finalist team is required to attend the poster session. Judges will be present to learn more about your team and project plans.

Big Ideas Awards Celebration
May 8th, 2-4pm, 8100 Blum Hall
The entire Big Ideas community comes together to mark the conclusion of the 2013-14 contest. Award winners proudly display informational posters about their Big Ideas, and to mingle with other winners, judges, mentors, sponsors and guests during a lively reception.

Student teams can earn additional prize money via two avenues:

People’s Choice Video Contest: The video with the most votes at the end of the voting window (April 20th, May 7th) will receive a $2,500 award! People’s Choice Video contest winner will be announced at the Awards Celebration on May 8th.

Grand Prize Pitch Day
May 8th, 2-4pm, 8100 Blum Hall
Six teams are given the opportunity to present before a public audience and a panel of esteemed judges. At the conclusion of the competition, the winning proposal will be selected by the judges and a total of $18,000 in additional funding is split amongst pitching teams.

Graduate Student Advisors Office Hours
Our graduate student advisors are here to talk to students about their project ideas, answer questions, help students craft effective full proposals. Stop by during drop-in hours, listed on the website, or email bigideas@berkeley.edu to schedule an appointment for another time.