

# Strage Innovation Award: Application Process & Guidelines

Applicants are welcomed to work in advance with faculty members, WPI I&E team, outside consultants, lawyers, accountants, or other relevant parties, *but* the team must be composed of full-time WPI undergraduate students only.

For any questions or concerns, please reach out to **Jasmine Jones**, [jjones3@wpi.edu](mailto:jjones3@wpi.edu)

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## Step 1: Submit Intent to participate Form & Written Proposal Submission

### *Intent to Participate Form*

The **Intent to Participate form** provides inventor and team contact information and a brief idea description. The form is available on the [WPI I&E website](#). **PLEASE NOTE:** Only one form needs to be filled out per team

### *Written Proposal*

All individuals or teams who have submitted an Intent to participate form will need to prepare and submit a written proposal. The written proposal requirements below include formatting and other guidelines for submission.

### Content Requirements:

- Who are your target customers or users and why do they have a need for this innovation?
- Have you talked with prospective customers before investing significant time in the idea?
- How will this innovation be commercialized, or meaningfully applied to the not – for- profit sector?
- Have the most likely hurdles and risks been thought about, and contingency plans developed?
- How will this innovation be effectively implemented?
- Have the human and financial capital requirements been realistically estimated?
- Is the goal practical?
- How will this idea be protected? (Copyright, patent, trademark, or other barriers to entry)
- Is the basic idea sustainable over time? Why do you think so?

### Cover Page:

- First & Last Name
- Project Name
- Teammates Name
- Submission Date

### Page Size & Limit:

- American Standard 8.5 by 11 inches.
- Not to **exceed 5 total pages** and no more than 2 pages of appendices.
- Typing may be single - *or* double - spaced.
- Charts, graphs, and photos may be on a larger stock.

### Font:

- Arial or Times New Roman
- Font size must not exceed 12 and no smaller than 11
- Bold or italic font may be used for emphasis and smaller font may be used for captions.

### Format:

- Legibility and page limit are important considerations. However, use of creative logos, artwork, and uniqueness are highly encouraged.

### Structure:

- Judges must be able to understand your idea. Be concise. Be clear & keep it simple.
- Brief discussion of the financial implications will be helpful.
  - **Not Expected in Proposal:** detailed funding plans, financial pro forms, cash flow forecast, and other purely financial considerations

### Binding:

- Securely bind your proposal
  - **Please Note:** *Not required unless competition will be in person*

### Submission Requirements:

- Proposals **must** be saved as an **PDF document**
- **Email Subject line:** Strage Innovation Written Proposal: (Insert Project Title)

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## Intent to Participate Form & Written Proposal Deadline:

**Intent to Participate Form:** Via Qualtrics by **March 24<sup>h</sup> at 11:59 pm**

**Written Proposals:** Via Email to Jasmine Jones [jjones3@wpi.edu](mailto:jjones3@wpi.edu) by **March 24<sup>th</sup> at 11:59 pm**

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## Step 3: Presentation Slide Deck & Statement of Originality and Source of Idea Form

### *Presentation Slide Deck:*

Teams who have been selected to present on competition day will need to prepare a presentation slide deck with notes included. Please review the presentation slide deck requirements below.

*We recommend reviewing the judging criteria; however, at a minimum, address at least some of the following in your oral presentation:*

- Who are your target customers or users and why do they have a need for this innovation?
- Have you talked with prospective customers before investing significant time in the idea?
- How will this innovation be commercialized, or meaningfully applied to the not-for-profit sector?
- Have the most likely hurdles and risks been thought about, and contingency plans developed?
- How will this innovation be effectively implemented?
- Have the human and financial capital requirements been realistically estimated?
- Is the goal practical?
- How will this idea be protected? (Copyright, patent, trademark, or other barriers to entry)
- Is the basic idea sustainable over time? Why do you think so?

### *Statement of Originality and Source of Idea Form:*

The **Statement of Originality and Source of Idea (SOSI)** form indicates when, where and how or why the idea originated, to the best of the inventor's knowledge. It also fosters honesty and ethical respect for the original inventor of the idea. The form is available on the [WPI I&E website](#)

### **Reminders:**

- Download and sign **one** Statement of Originality and Source of Idea Form *per team*
- Form must be signed by **all team members**
- Forms are reviewed by the *Innovation & Entrepreneurship Team and competition judges*

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### **Presentation Slide Deck & SOSI Form Deadline:**

**Presentation Slides & SOSI Form:** Via Email to Jasmine Jones at [jjones3@wpi.edu](mailto:jjones3@wpi.edu) by **April 14<sup>th</sup> at 6:00 pm**

**Email Subject Line:** Strage Innovation Presentation Slides & SOSI Form (Insert Project Title)

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## Step 5: Competition Day

The Strage Innovation competition will be held on [Friday, April 15<sup>th</sup>, 10 am – 2:00 pm via Zoom](#).

We understand some students may have other obligations, but we encourage all teams to be present during the **opening announcement, your presentation, and winners' announcement**.

**PLEASE NOTE:** The Strage Innovation Competition is a *closed competition*, meaning only individuals who are presenting are allowed to attend.

### Prepare for Competition Presentation:

- Business Casual attire is required for all team members.
- Be prepared for a **15 – minute presentation** and a **15 – minute Q&A** with the judges.
- Review the judging Criteria on the [WPI I&E website](#).
- Demonstrating product prototypes, beta or working versions of mobile apps, or websites is highly encouraged and is *not* counted against the time limit.
- **PLEASE NOTE:** Do not present more proposal information during the demonstration unless asked to answer questions.