

Challenge.Gov Creating a New Challenge

This document details the process and inputs needed to post your challenge on Challenge.Gov. If you have any questions, contact the Challenge.Gov Team at team@challenge.gov.

Your posting provides your challenge its own web page on Challenge.Gov with a complete description of your challenge, rules, prizes, judging criteria and instructions on entering. An added benefit of a full posting is that it fulfills the announcement requirement for the America COMPETES/American Innovation and Competitiveness Act legal authority.

Things to Note

- **All fields are required** unless otherwise noted. In the form, you must complete all required fields in each section before you can move on to the next section.
- **Before submitting your posting:** Please ensure that your challenge content has been reviewed and approved by all necessary agency authorities prior to submitting your challenge in the Challenge.Gov portal.
- **After your challenge launches:** If you need to make updates after your challenge is live on Challenge.Gov, you will be able to edit the listing within the portal and send out alerts to public solvers that are following the challenge.
- **After your challenge closes:** After the submission period has ended, your challenge will be moved to the Archived Challenges page on Challenge.Gov. Your challenge's individual page will remain on the site and be accessible by its URL and through a web search.

Challenge Listing - Fields, Descriptions & Instructions

Section 1: General Information

Challenge manager

Provide the name of the challenge manager.

Challenge manager of record (*does not appear on public listing*)

Provide the name of the challenge manager. For Challenge.Gov team use only. This does not display on the public site.

Challenge manager email *(does not appear on public listing)*

Provide an email address where the challenge manager can be contacted. For Challenge.Gov team use only. This does not display on the public site.

Point of contact email

Provide an email address for participants and members of the public to use for questions about your challenge. This will not appear publicly, instead it will be the receiving email to the form on the contact page of the challenge.

Lead agency name *select from list*

Select the name of the lead agency sponsoring the challenge.

Sub-agency name *(optional) select from list*

Select the name of the sub-agency sponsoring the challenge.

Federal partners *(optional) select from list*

Select the name of any additional agencies sponsoring the challenge.

Non federal partners *(optional)*

Fill in any non-federal partners you have for the challenge.

Fiscal year

Provide the fiscal year(s) during which your challenge is being run (launched, ongoing, completed). This must be in the format FY[YY]-FY[YY]

Section 2: Details

Challenge title *90 character limit*

Provide the official title of your challenge. Your challenge title will appear in your challenge's listing tile on the Challenge.gov homepage.

Tagline *90 character limit*

Provide a clear one-sentence call to action for solvers - essentially your challenge's headline. It is required that taglines be limited to 90 characters or less. The tagline will also appear at the top of your individual challenge page, and on the challenge preview tile.

Primary challenge type *select from list*

Select one or more (up to 4) categories that best describe your challenge.

Other challenge type *(optional) 45 character limit*

Free type a category that best describe your challenge

Custom url *(optional)*

If no custom URL is provided, the challenge URL will default to the challenge title.

Existing external challenge link *(optional)*

If the challenge is hosted outside of the Challenge.gov platform, enter the link for users to visit that website.

Short description *200 character limit*

Provide a general overview of your challenge, including any background on the problem you're trying to solve.

Long description

Provide a detailed overview of your challenge, including any background on the problem you're trying to solve, and any key dates you want to highlight.

Upload additional description materials *(optional)*

Provide any tables, PDFs or other resources you wish to be included as a resource for the public solvers.

Upload challenge logo *(optional)*

Optimal size for display on Challenge.gov is an aspect **ratio of 2:1**. If you don't have a logo, your challenge will display with your agency seal.

Publish date

Once your challenge is approved, your challenge will be listed on Challenge.gov based on the date you specify. Please allow up to **one to two business days** for approval and publishing of your content. Use this format: MM/DD/YYYY TIME OF DAY (Example: 06/19/2020 05:00 PM).

Is this a multi-phase challenge?

A multiphase challenge has a series of separate phases each consisting of, for example, submission intake, judging, and participant selection.

Submission Start: Provide time and date for when your challenge opens for submissions. Use this format: MM/DD/YYYY TIME OF DAY (Example: 06/19/2020 05:00 PM). Note: All times will be listed on the site in the user's local time.

Submission End: Provide time and date for your submission deadline. Use this format: MM/DD/YYYY TIME OF DAY (Example: 06/19/2020 05:00 PM). Note: All times will be listed on the site in the user's local time.

Section 3: Timeline (*optional*)

Timeline event title

If you have key dates you want reflected, please include them in your Description text. Consider including key dates for informational webinars, judging period, winner announcements, different phases, etc.

Date

Use this format: MM/DD/YYYY TIME OF DAY (Example: 06/19/2020 05:00 PM).

Section 4: Prizes

Select prize award *select from list*

Select between offering a cash prize, a non-monetary prize, or both a cash prize and non-monetary prize.

Total prize offered cash

Provide the total cash prize pool.

Prize description / breakdown (*optional*)

Provide the total cash prize pool, and the amounts and descriptions of individual cash prizes for your challenge. If applicable, also provide a summary of any non-monetary incentives your challenge offers to participants.

Section 5: Rules

Eligibility requirements

Provide the eligibility requirements for your challenge.

Rules

Provide the rules for your challenge. If your rules are lengthy, consider providing a more digestible summary and then a link to an official document or web page with the complete rules.

Terms & conditions

Select if the terms & conditions are the same as rules or provide the terms & conditions for your challenge.

Legal authority *select from list*

Provide the legal authority under which you are running the challenge.

Upload rules documents *(optional)*

Provide any tables, PDFs you wish to provide as rules documentation. All files must be 508 compliant.

Section 6: Judging

Judging criteria details *listed per phase*

Provide any information you want your solvers to know about the judging panel who will be evaluating their submissions per phase (if applicable). Provide a heading, description and weight (if applicable) for each criteria submissions will be evaluated by. You can provide a general summary of how submissions will be evaluated if you don't have individual weighted criteria.

Upload judging documents *(optional)*

Provide any tables, PDFs you wish to provide as judging documentation. All files must be 508 compliant.

Section 7: How to Enter

Entry details *listed per phase*

Provide any specific instructions or entry guidelines your solvers need to know, including any registration requirements.

External website how-to-enter link *(optional)*

How to Enter: Provide the website URL or email address that is specific to any entry guidelines.

Section 8: Resources

Frequently asked questions *(optional)*

Provide a general summary of any information you want your solvers to know about the challenge.

Upload image *(optional)*

Provide any image you wish to display at the top of the resources section for the public solvers.

Upload supporting documents *(optional)*

If you are unable to host challenge related documents on an agency or challenge specific site you can provide additional documentation within the resources tab. All files must be 508 compliant.