

Proposal Guide



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Bit to Byte Proposal Guide

Table of Contents

I.	Introduction	3
II.	Pre-Submission Information	4
	BtB Proposal Preparation and Submission	4
	Do's and Don'ts of a Proposal Submission	4
	Who May Submit Proposals	5
	When to Submit Proposals	6
	How to Submit Proposals	6
	Electronic Requirements	6
	BtB ID	6
	Proposal Processing	6
	Proposal Idea Generation	7
	What do you like?	7
	b. How can you make something of it?	7
III.	Proposal Preparation Instructions	8
	Your Responsibilities as a Proposal Owner	8
	Create a Bit to Byte Experience	8
	Have a Passion For What You're Doing	8
	Be excited about yourself!	9
	Be a Leader	9
	Follow The Rules	9
	Create to Share!	9
	Be Excited About All The Possibilities	10
	Put In The Work	10
	Proposal Content	10
	Event Proposal Outline	11
	Project Proposal Outline	12
	Resources Proposal Outline	13
	Exhibit: Event Proposal Preparation Checklist	14
	Exhibit: Project Proposal Preparation Checklist	16
	Exhibit: Resources Proposal Preparation Checklist	18
	Exhibit: Potentially Disqualifying Conflicts of Interest	19
	Exhibit: Nondiscrimination Certification	19
IV.	Proposal Submission, Processing, and Review	20

Proposal Submission Process	20
Proposal Review Process	21
Proposal Submitted	22
Proposal Received	22
Reviewers Selected	22
Peer Review	23
Program Officer Recommendation	23
Business/Director Review	24
Award Finalized	24
Review Information Provided to Proposal Submitter	24
Exhibit: BtB Proposal and Award Process & Timeline	25
V. Evaluation Standards	26
Event Proposal Evaluation	27
Project Proposal Evaluation	28
VI. Non-Award Decisions and Transactions	29
Proposal Withdraw	29
Proposals Not Accepted or Returned Without Review	29
Resubmission	30



I. Introduction

Have you ever created something cool and thought to yourself, “More people should see this!”? Use Bit to Byte (BtB) to share your idea with people, have a digital collection of it and have the support to do it for free!

The Bit to Byte definition of a “Proposal”: A proposal is a detailed request for funding for a specific project, event, or classroom request outlined and prepared by an individual or group to be displayed for educational purposes upon completion.

Proposals and the sharing of knowledge is an empowering tool for students to learn and become inspired from. Whether you’re submitting for proposal help or uploading something you’ve done outside of Bit to Byte; take pride in what you’re creating and share it on Bit to Byte to impact someone just like you.

Uploads are to educate and inspire others with the same interests and abilities.



II. Pre-Submission Information

A. BtB Proposal Preparation and Submission

Proposals submitted to Bit to Byte (BtB) must be submitted via use of the BtB online proposal system at <https://bittobyte.org/>. There, you can find more information about submitting a proposal, past examples, evaluation standards, and more.

B. Keep In Mind

Proposals are not limited to one topic or theme, the outcome of the proposal does need to be educational for others if funded by Bit to Byte.

- a. A proposal cannot be used to sell or market a product or service.
- b. A proposal cannot be organized by or for special-interest political, religious or commercial groups.
- c. A proposal cannot be used to raise money for third parties
- d. Bit to Byte is not just a platform for professional educators. It's purpose is to provide an outlet and voice for those who are continuing their learning outside the classroom.
- e. Proposals are not solely focused in one subject area, a diverse range of topics are encouraged!

See more in our terms and conditions.

C. Who May Submit Proposals

BtB welcomes proposals on behalf of all students, educators, and professionals. We strongly encourage women, minorities and persons with disabilities to participate fully in its programs. In accordance with federal statutes, regulations and BtB policies, no person on grounds of race, color, age, sex, national origin or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any



program or activity receiving financial assistance from BtB, although some programs may have special requirements that limit eligibility.

D. When to Submit Proposals

Anyone can submit a proposal at anytime, there are no deadline dates for submitting a proposal. The review process of new proposals generally takes place at the beginning of each month, usually on the first business day.

E. How to Submit Proposals

a. Electronic Requirements

Proposals to BtB must be submitted via the Online Proposal System at www.bittobyte.org. There proposers can prepare and submit their proposals at anytime and save their process along the way.

b. BtB ID

The BtB ID is a unique numerical identifier assigned to each proposal. It is used by the BtB review team to keep track of proposals.

F. Proposal Processing

Proposers should allow up to 45 days for review and processing. In addition, proposers should be aware that generally awards are made within seven days after the Proposal Officer makes their recommendation. Proposals that are time sensitive will be reviewed only if, in the opinion of the cognizant Proposal Officer, they are received in sufficient time to permit appropriate BtB review and processing support an award in advance of the activity to be supported. Every effort is made to reach a decision and inform the proposer

promptly. Until an award is made, BtB is not responsible for any costs incurred by the proposer.

G. Proposal Idea Generation

a. What do you like?

On the spot, many of us draw a blank mind when asked what our favorite things in the world are... or it's broad, like "football" or "drawing". Most of us don't know what we like to do or what we're good at for a very long time and that's okay, but it's not okay to just sit around and hope someday it'll "just come to me".

If you have absolutely no idea about what you can do for a proposal, make a list of things in the world that you enjoy. Can be anything. After you have those, next to them write what you like about each listed thing. During this, remember that Bit to Byte encourages proposals to promote social good in the world.

Reread through your list after you put what/why you like each one and ask yourself: How can I make an improvement to this? Asking yourself questions to gain a better understanding can go a long way during this process and can help you with an idea that directly ties into what you like!

Not everything will be an innovative idea and that's fine, but you want to make sure it's worth putting your time into and gain something from doing it.

b. How can you make something of it?

So, you've narrowed down your interests, but may not be able to make anything out of it... try simplifying your thoughts into an action plan; in order to achieve "this", I would need to do "this" and repeating that until completion. Bit to Byte also encourages students to ask for help from their peers and mentors for proposal development and help along the proposal journey.

Submitting a proposal can be tough if you don't have a good idea you want to pursue and unfortunately Bit to Byte will not fund any proposal that isn't detailed with steps on how to finish their proposal with a budget. If you're unable to create a proposal with team members, mentors and other outlets of help, email info@bittobyte.org for support in connecting with mentors and building a proposal that will grow your skill set.

III. Proposal Preparation Instructions

BtB's mission calls for the broadening of opportunities and expanding participation of groups, organizations, and geographic regions that are underrepresented in STEM disciplines, which is essential to the health and vitality of science, technology, engineering, and math. BtB is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

A. Your Responsibilities as a Proposal Owner

a. Create a Bit to Byte Experience

Originality, collaborating, and experimentation are just some ways of creating a successful Bit to Byte experience. It's your proposal though, create your proposal in a unique way that relates to you and can make an impact on others! Spark curiosity and creativity through your proposal and share your knowledge with the world...

b. Have a Passion For What You're Doing

Now, you have the freedom to explore your interests, search deep into the world of your imagination, and have fun creating. We all know it's hard to focus or complete tasks asked of us that we have no desire in putting an effort into because... we don't care about it! Identify your passion and explore it with Bit to Byte.

c. Be excited about yourself!

Until now, there hasn't been anywhere to show off your abilities and innovations. We mean your abilities... Instead of boasting about yourself directly, do it by being you and through what you already do, by innovating! When making your proposal, really add some original insight. Make it feel as though if someone were reading your proposal, they feel like they're right there with you building it. Giving it your individual touches and comments makes it that much more personalized to you and everyone else that looks at it.

d. Be a Leader

When you're completing a proposal with team members, remember to always be respectful to your partners and provide assistance, if needed. Although all of you may really want to finish your proposal, make sure all of you are learning along the way and including all the team members. Be a leader, provide guidance, and support your friends and peers doing it along with you. A proposal is more than finishing a project or event, it's about learning and creating a fun experience for everyone involved.

e. Follow The Rules

To get the best experience, follow all rules provided in this guide. These are in place to help you be successful and safe when completing a proposal. We know... rules can be a pain, but if you follow them, then it will only make your journey easier. Check out our website for more rules on our How To page.

f. Build to Share!

Although it's not mandatory, create your proposal to be seen by others forever! Giving insight and proper details of your proposal is key for having a successful proposal. We mean, yea it's cool to create something... but building something your proud of to be displayed on your digital portfolio for everyone to see and even sharing with employers or colleges can make "just building something cool" way better. That's why is important to provide all your steps and revised actions, to get the best out of your proposal.

g. Be Excited About All The Possibilities

Bit to Byte's platform provides a variety of ways you can grow your knowledge, develop skills, and display your abilities. Your proposals are uploaded to your personal digital portfolio, a proof-of-work profile that can be shared with anyone to see your incredible work!

With an increase in the number of students going to college and graduating, along with a decrease in job availability, students now more than ever, need a way to separate themselves from everyone else in the stack of applications. With Bit to Byte, students can take their future into their own hands to distinguish themselves and do it for free by utilizing BtB's online platform.

h. Put In The Work

Although creating something can be exciting and helpful, it is also an endeavor that requires organization and commitment. To create something you're proud of and with it being displayed for the world to see, you'll need to carefully create an action plan and follow-through on your proposal. Utilizing the proposal system can be great, but getting lazy can also be treacherous. The hard work and time you put into your proposal will be displayed for others to see, but at the same time, if you don't put in the effort, it will still be viewable by visitors. The world will be able to see your unfinished work and you will not be able to submit another proposal until your most recent one is completed.

B. Proposal Content

There are three proposal categories: Event, Project, and Resources. The section below describes each one, including an outline of the required sections for each, who may submit, and how BtB defines each type.

Project

User Type: Any

Have you ever wanted to create something yourself or have an idea that you want to bring to life? Show the world what you can do by submitting a Project proposal.

There's a wide array of different things you can make, here's a few example categories: electronics, communication, software, environmental.

The possibilities are endless...

What can Bit to Byte Provide?

- Materials
- Equipment
- Mentors
- Or anything else needed to help you create your Project

Resources

User Type: Schools & Teachers

If you're a teacher or a representative from your school, you can propose to receive resources to enhance your classroom.

In addition to classroom materials, you are able to contact Bit to Byte (at info@bittobyte.org) to receive a free curriculum demo and begin to learn how affordable STEM curriculum is possible for your school!

What Can Bit to Byte Provide?

- STEM Curriculum (Created By: STEM Fuse)
- Educational Supplies (Books, Pencils, Backpacks, Markers, etc..)
- Educational Technologies (Computers, Projectors, Arduinos, etc..)

Event

User Type: Any

Every Bit to Byte user has the ability to submit a proposal to hold an event. An event is defined as being a collective gathering of people coming together for the same cause.

Types of events can include: workshops, hackathons, tournaments, and other similar gatherings would be considered an event proposal.

What Can Bit to Byte Provide?

- Materials & Equipment
- Local Mentors & Volunteers
- Sponsorship
- Tips & Handouts For Organizers & Attendees

a. Event Proposal Outline

Every BtB user has the ability to submit a proposal to host an event. An event is defined as a collective gathering of people coming together for the same cause. Types of events can include: workshops, hackathons, tournaments, and other similar gatherings.

The sections below represent the body of an Event proposal submitted to BtB. Failure to submit the required sections will result in the proposal not being accepted, or being returned without review.

A full Event proposal must contain the following sections:

1. Title
2. Description
 - a. Keywords
 - b. Start & End Date
 - c. Start & End Time
 - d. Location/Venue
 - e. Estimated Attendance
 - f. Other Organizations Involved (optional)
 - g. Category
3. Goal of the Event
4. Event Schedule
5. Budget
 - a. Comments/Notes
6. Key Takeaways/Learning Opportunities
7. Possible Challenges
8. Why is it Important that Bit to Byte Funds this Proposal?
9. Final Notes

b. Project Proposal Outline

Every BtB user has the ability to submit a project proposal. If you have ever noticed a problem or inefficiency in your daily life that you've wanted to resolve, or maybe you have an idea that you want to bring to life, this is your chance to do so. Show the world what you can do by submitting a project proposal.

BtB can provide materials, equipment, mentors, or anything else you may need to help you create your project.

The sections described below represent the body of an Event proposal submitted to BtB. Failure to submit the required sections will result in the proposal not being accepted, or being returned without review.

A full Project proposal must have the following sections:

1. Title
2. Teammates Names (optional)

3. Project Overview
 - a. Description
 - b. Video link (optional)
 - c. Keywords
4. Milestone 1
 - a. Description/Outcome
 - b. Budget
 - c. Steps
 - i. Step Title
 - ii. Step Description
 - iii. Comments/Notes
5. Milestone 2
 - a. Description/Outcome
 - b. Budget
 - c. Steps
 - i. Step Title
 - ii. Step Description
 - iii. Comments/Notes
6. Conclusion
 - a. Key Takeaways/Learning Opportunities
 - b. Possible Challenges
 - c. Why is it Important that Bit to Byte Funds this Proposal?
 - d. Final Notes

c. Resources Proposal Outline

Resource proposals are limited to only school administration and teachers. If you're a teacher or a representative from your school, you can propose to receive resources to enhance your classroom.

In addition to classroom materials, you are able to contact Bit to Byte at Info@bittobyte.org to receive a free STEM Fuse curriculum demo and begin to learn how affordable STEM curriculum is possible for your school!

BtB can provide discounted STEM curriculum (created by STEM Fuse), educational supplies (books, pencils, backpacks, markers, etc.), educational

technologies (computers, projects, arduinos, etc.), and other materials needed to enhance your students learning.

A full Resources proposal must have the following sections:

1. Title
2. Overview
 - a. Description
 - b. Video (optional)
 - c. Keywords
3. Budget
 - a. Comments/Notes
4. Conclusion
 - a. Why is it Important that Bit to Byte Funds this Proposal?
 - b. Final Notes

C. Exhibit: Event Proposal Preparation Checklist

-Overview-

Proposal pertains to one of the three categories. The correct proposal category for “Event” is selected.

The proposal title is appropriate and applicable to the theme of the proposal.

Description contains sufficient information, such as, origin of idea, development of planning, experience related to the event, and the purpose of the event.

Keywords are specific to the event only, containing no “fishing words”, and keywords allow for ease of search for your proposal.

The date & time sections are punctual, realistic, feasible, and are specific to the days of the event.

The location is appropriate & approved for your event, with confirmation of available space on the date and time of the proposed event.

Estimated attendance is calculated accurately

All partners and sponsors of are listed adequately, and explains their role during the event.

One of the six event categories are chosen, if other is chosen, an adequate label and description of event is required in “comments/notes.”

Goal of the event defines the central purpose of the event, any potential impacts on the attendees are noted, and evaluation of success is explained.

Schedule is complete and refined, contains all the time parameters with appropriate labels for each time period.

-Budget-

Each budget item listed is specified & contains a link to show evidence of cost.

Comments contain any necessary information on the budget items that cannot be address above.

-Conclusion-

Section is broken down into learning opportunities and key takeaways for attendees and proposers.

ALL possible challenges are identified(will not impact evaluation), with any possible solutions to those challenges.

Section is comprehensive and consists of the importance of the event, and the lasting impacts or opportunities on attendees if the event were to be funded.

Lists any information/notes/comments you want/need the Bit to Byte team to know.

D. Exhibit: Project Proposal Preparation Checklist

-Overview-

Proposal pertains to one of the three categories. The correct proposal category for “project” is selected.

Title is appropriate and applies to the subject of the project proposal.

All teammates are listed.

Description adequately outlines the project, contains research, evidence, and supporting sources.

Video is timely, any AV within is appropriate for submission, and contains an alternative description/outline of the project with any necessary information.

Keywords are specific to the project only, containing no “fishing words”, and keywords allow for ease of search for your proposal.

-Milestones-

Milestones are concise, apply to the progress of the project, and contain specific/adequate explanations of progression.

Step title is applicable to the step description and purpose.

Steps are detailed and provide a measurement of progress, in addition to the detailed actions behind those steps.

Comments contain any necessary information/notes not laid out in the above spaces.

-Budget-

Each budget item listed is specified & contains a link to show evidence of cost.

Comments contain any necessary information on the budget items that cannot be address above.

-Conclusion-

Key takeaways - This section contains key takeaways for the viewers/users of your project and the value that your project will provide to them and the public.

ALL possible challenges are identified(will not impact evaluation), with any possible solutions to those challenges.

Section is comprehensive and consists of the importance of the event, and the lasting impacts or opportunities on attendees if the event were to be funded.

Lists any information/notes/comments you want/need the Bit to Byte team to know.

E. Exhibit: Resources Proposal Preparation Checklist

-Overview-

- Proposal pertains to one of the three categories. The correct proposal category for “project” is selected.
- Title pertains to the proposal and/or the recipient of these resources.
- Description provides rationale/need for these resources in a well developed short paragraph, as well as how they will be used.
- A video is optional, but if included, be sure the video is timely and concise, while containing ALL necessary proposal information.
- Keywords are specific to the proposal only, containing no “fishing” words, and should allow for ease of search for your proposal.

-Budget-

- Each budget item listed is specific and contains a link to provide evidence for the costs.
- Comments and notes consist of specific information about the budget items that could not be included in the above spaces.

-Conclusion-

- In the “Why is this important” section, please include an explanation of why/how this will make an impact on individuals. Include any testimonials here.
- “Why is this important” section is comprehensive and consists of potential impacts and opportunities created for recipients of these resources.
- “Final notes” contains and information/notes/comments you would like to make to the Bit To Byte team.

IV. Proposal Submission, Processing, and Review

A. Proposal Submission Process

Bit to Bytes proposal submission process is based on a famous Harvard Business School MBA study on goal setting. The study was based on a simple question: Have you set written goals and created a plan for their attainment? Prior to graduation, it was determined that 84% of the class had set no goals, 13% of the class had set written goals but had no plan, and 3% of the class had both written goals and concrete plans.

The result was evaluated 10 years later and what the researchers found was that the 13% of the class that had set goals but no plans, were making twice as much money as the 84% of the class that had set no goals at all, however, the 3% of the class that had both goals and a plan, were making ten times as much as the rest of 97% of the class!

Bit to Bytes process is similar in that we ask you to set milestones (goals) and back them with steps (plans) to ensure success. In doing that, we want to leave the rest to you, so, each proposal type is similar in that its open-ended and the reason for this is to give you the flexibility you need to pass along your message and goals in any format (ie. video, written, deck/presi, etc).

Proposals received by BtB are initially assessed to ensure that they meet the basic requirements.

1. All required fields are filled out
2. All Project Proposals include at least one milestone
3. If the Proposal Owner is under the age of 18, parent/guardian information is accurately filled out on the User's Dashboard

All compliant proposals are then carefully reviewed by a qualified BtB evaluator, and then three - five panel review members will provide feedback and comments about the proposal.

Once a proposal meets all the basic requirements, the review process begins.

B. Proposal Review Process

1. Proposal Submitted

All proposals should be submitted using BtB's online proposal system at <https://bittobyte.org/>. Submitters will first have to create an account, if they haven't already done so.

2. Proposal Received

Once BtB receives the proposal, a confirmation email will be sent to the submitter.

Proposals received by BtB are initially assessed to ensure that they meet the basic requirements.

1. All required fields are filled out
2. All Project Proposals include at least one milestone
3. If the Proposal Owner is under the age of 18, parent/guardian information is accurately filled out on the User's Dashboard

3. Reviewers Selected

The BtB guidelines for the selection of reviewers are designed to ensure selection of experts who can give Program Officers the proper information needed to make a recommendation.

Optimally, reviewers will have:

- i. an appropriate range of competencies;

- ii. an appropriate balance between academic and industrial expertise and users;
- iii. a reasonable gender balance;
- iv. regular rotation of independent experts.

4. Peer Review

A panel of proposal reviewers is assembled in one location. They are each individually provided copies of compliant proposals, so they have had a chance to familiarize themselves with the proposals. Indeed, they may have been assigned various proposals to read prior to the face-to-face meeting.

The panel is given instructions on the evaluation criteria, the meaning of the different rankings, and the type of comments that will be helpful to the Program Officer and proposal submitters.

A practice session is held in which reviewers read one or two proposals, discuss their evaluations, and gain skill in evaluating the proposals. This gives proposal reviewers insight into different ways of examining a proposal.

Each proposal is then read by a relatively large panel--three to five reviewers.

5. Program Officer Recommendation

After all proposals have been evaluated, panel members discuss each one. The Program Officer (who has read every proposal) sits in on the discussion. Each panel member provides a revised (and/or unchanged, as the case may be) rating for each proposal based on the discussion.

When there is a large number of proposals, and hence a number of panels reading proposals, a norming technique may be used between panels. This addresses the problems that arise when one panel rates proposals at a much higher or lower level than another panel.

The Program Officer uses these final ratings to recommend whether the proposal should be recommended for an award or declined. If the recommendation is made

to decline the award, the Proposal Submitter is notified and review information is available to them. If the recommendation is made to pass the proposal, the recommendation is sent to an Officer/Director for the final decision.

6. Business/Director Review

The Officer/Director conducts a review of business, financial, and policy implications. Generally, Bit to Byte makes awards within 7 days after the Program Officer makes its recommendation. Additional processing time may be required if: the Proposal Submitter has not received prior funding, or if it involves special circumstances.

7. Award Finalized

The award itself is comprised of an award notice, budget, proposal, applicable BtB conditions, and any other documents or requirements incorporated by reference into the agreement. Each BtB award notice specifically identifies certain conditions that are applicable to, and become part of, that award.

C. Review Information Provided to Proposal Submitter

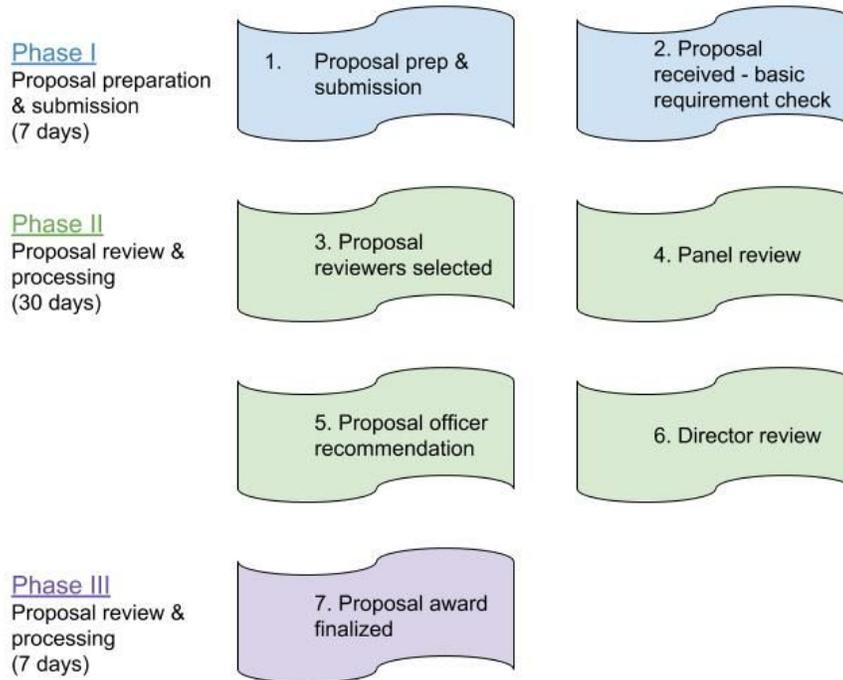
When a decision has been made (whether an award or a declination), the following information is released electronically to the proposal submitter:

- Description of the context in which the proposal was reviewed;
- Copies of all reviews used in the decision (with any reviewer-identifying information redacted);
- Copy of panel summary, if the proposal was reviewed by a panel at any point in the process.

In addition, if not otherwise provided in the panel summary, the proposal submitter is provided an explanation (written or telephoned) of the basis for the declination. A proposal submitter also may request and obtain any other releasable material in BtB's file on his/her proposal. Everything in the file, except information that identifies either

reviewers or other pending or declined proposals is usually releasable to the proposal submitter.

D. Exhibit: BtB Proposal and Award Process & Timeline



V. Evaluation Standards

All of Bit to Byte’s evaluation forms were developed directly from accredited sources, including: the U.S. National Science Foundation (NSF), U.S. Department of Education, Dwight D. Eisenhower State-Level Projects Rubric, and from some of the most prestigious university grading scales in the world, such as Cornell University and Harvard University.

Proposals will be evaluated on “best value” based on the evaluation criteria as stated below. A 100-point scale will be used to create the final evaluation recommendation. When assessing points, utilize the following scale, which will then be multiplied by the weight assigned.

Points	Guidance
10	Overall excellent in all criteria with no <i>major</i> weaknesses or failings in the strict context of that criteria
9-8	Very good in all criteria or excellent in almost all, with perhaps no more than one major area requiring attention, correction, or major improvement
7-6	More than adequate response
5-4	Good/average in all criteria, or very good in some areas but weak in others with at least one or more criteria requiring attention
3-2	Inadequate response. Weak in several areas, but not necessarily absent of some merit in some areas
1-0	Totally inadequate response. Very weak in almost all areas of the criteria
0	No response given

A. Event Proposal Evaluation

Factor	Weight	Proposal Section(s)	What to Include
Impact	30%	<ul style="list-style-type: none"> Event Description Conclusion - Key Takeaways/Learning Opportunities 	<ol style="list-style-type: none"> Degree or level of potential impact on Event attendees (both now and in the future) Benefit to an underserved population?
Schedule, Goal & Strategy	25%	<ul style="list-style-type: none"> Event Goal Event Schedule 	<ol style="list-style-type: none"> Event goals and schedule are detailed and clearly outlined Includes timeline/plan for before and after Event
Evaluation Plan/Outcomes	25%	<ul style="list-style-type: none"> Event Goal 	<ol style="list-style-type: none"> Include how you plan to assess the anticipated outcomes and the overall effectiveness of the Event
Significance / Importance	15%	<ul style="list-style-type: none"> Conclusion - Why is it Important that Bit to Byte Funds this Proposal? 	<ol style="list-style-type: none"> Potential for the proposed Event to advance knowledge and understanding of a certain subject or area Potential for the proposed Event to benefit society/attendees
Budget	5%	<ul style="list-style-type: none"> Budget 	<ol style="list-style-type: none"> A link is included for each item
Originality & Creativity	0%	<ul style="list-style-type: none"> Throughout Proposal 	<ol style="list-style-type: none"> Bonus points if the proposed Event seems innovative or particularly original
Potential Challenges	0%	<ul style="list-style-type: none"> Conclusion - Possible Challenges 	<ol style="list-style-type: none"> Bonus points if the proposed Event includes potential challenges and corresponding solutions are discussed
Total	100%		

B. Project Proposal Evaluation

Factor	Weight	Proposal Section(s)	What to Include
Impact	30%	<ul style="list-style-type: none"> Project Description Conclusion - Key Takeaways/Learning Opportunities 	<ol style="list-style-type: none"> Degree or level of potential impact on students/individuals (both now and in the future) Benefit to an underserved population?
Evaluation Plan / Outcomes	30%	<ul style="list-style-type: none"> Milestone Descriptions/ Outcomes 	<ol style="list-style-type: none"> Include how you plan to assess the anticipated outcomes of each Milestone and the overall effectiveness of the Project
Plan, Steps, & Strategy	20%	<ul style="list-style-type: none"> Milestone Steps/Descriptions 	<ol style="list-style-type: none"> Project steps and descriptions are detailed and clearly outlined Sufficient planning within each milestone step
Significance / Importance	15%	<ul style="list-style-type: none"> Conclusion - Why is it Important that Bit to Byte Funds this Proposal? 	<ol style="list-style-type: none"> Potential for the proposed Project to advance knowledge and understanding of a certain subject or area Potential for the proposed Project to benefit society/attendees
Budget	5%	<ul style="list-style-type: none"> Milestone's Budget 	<ol style="list-style-type: none"> A link is included for each item A budget is included for each milestone
Originality & Creativity	0%	<ul style="list-style-type: none"> Throughout Proposal 	<ol style="list-style-type: none"> Bonus points if the proposed Project seems innovative or particularly original
Potential Challenges	0%	<ul style="list-style-type: none"> Conclusion - Possible Challenges 	<ol style="list-style-type: none"> Bonus points if the proposed Project includes potential challenges and corresponding solutions are discussed
Total	100%		

VI. Non-Award Decisions and Transactions

A. Proposal Withdraw

A proposal may be withdrawn at any time before a funding recommendation is made by the cognizant BtB Program Officer. If a proposal submitter decides to withdraw their proposal, they must send an email to BtB at Info@bittobyte.org.

In cases where BtB already has made a funding grant, proposals will not be permitted to be withdrawn via the electronic proposal withdrawal system.

B. Proposals Not Accepted or Returned Without Review

A proposal will not be accepted or will be returned without review by BtB for the following reasons.

The proposal:

1. Is inappropriate for funding by Bit to Byte;
2. Is submitted with insufficient lead-time before the activity is scheduled to begin;
3. Is a duplicate of, or substantially similar to, a proposal already under consideration by BtB from the same submitter;
4. Does not meet BtB proposal preparation checklist requirements;
5. Was previously reviewed and declined and has not been substantially revised;
6. Duplicates another proposal that was already awarded; and/or
7. Does not contain each of the required sections of the proposal.

C. Resubmission

A declined proposal may be resubmitted, but only after it has undergone substantial revision. A submitted proposal that has not clearly taken into account the major comments or concerns resulting from the prior BtB review may be returned without review. BtB will treat the revised proposal as a new proposal, subject to the standard review procedures.