

## Submission Form

This will be what innovators fill out to submit their idea or solution, so you want to ensure it is clear and concise. The easiest way to start building your form is to take the judging criteria that you have developed and ask discrete questions based off of it.

Using the example from the Operation Blue Sky: Aboriginal Health Initiative, this is how you would construct the submission form based on their judging criteria:

Submission Evaluation Criteria	Submission Form Question
Culturally appropriate and inclusive	How is your solution culturally appropriate and inclusive to Aboriginal Canadians?
Relevance to Aboriginal people in First Nations and traditional territories	How does your solution apply to the current state of Aboriginal people across various territories?
Flexible	Describe how your solution could be altered to fit the different territories and tribes.
Action-oriented, pragmatic and sustainable	Describe the practicality of your solution and how it will work for all tribes indefinitely.
Ability to exist within current legislative and fiscal environments	How does your solution fit in with the current legislation and other government environments?
Cost neutral	Outline how your solution would be cost neutral.
General appearance, intangibles, 'Wow' factor	(Note: this wouldn't be a question but where the competitor can attach a file - PDF, video link, etc. - to demonstrate this criteria)

Some sponsors simplify their submission form by having competitors only upload a PDF (or other text file) of their solution. While this is perfectly fine, just be aware that there is no guarantee that the uploaded document will address everything you need to know about their solution. Having at least a few short answer fields relating to important criteria will help ensure you get that key information.

You can also elect to have some fields be required and leave others as optional. Just click the 'Required' check-box below any fields you want to require your innovators to fill out before they're able to finalize their submission for the judging stage.