

Department of the Interior
Recommended Contents of Clearance Package for Prize Challenge

The clearance package for any prize challenge/competition offered by DOI bureaus or offices should include:

1. A brief (summary) *Note to Reviewers* drawn mainly from Item 3, *Prize Challenge Details*, below. Specifically, this should include:
 - a. Tagline
 - b. Goal/Summary
 - c. Statement of how this advances DOI/bureau mission and goals
 - d. Summary of prize(s) and recognition
 - e. Bureau/office contacts (including those from other bureaus that may have collaborated on this prize development)
 - f. Any other items deemed critical.
2. The draft *Federal Register Notice* required under 15 USC § 3719, if that is the authority being used to offer the prize challenge/competition.
3. A summary of the prize challenge, its rationale, and administrative and other details as specified in the following paper titled, *Specifics of the Prize Challenge*.

Specifics of the Prize Challenge

Tagline:

[Tagline of the challenge for branding and public relations]

Goal/Summary:

[What is the prize and what is it for? Any second or third prizes? Goal and vision of the challenge. Challenge overview included]

[Note whether the challenge is offered under the authority of 15 USC § 3719. If so, the draft Federal Register Notice should be attached.]

URL:

[URL of challenge description and information]

Scope:

[Scope and focus of the challenge]

Background:

[Recognized need for, and background on, the challenge]

[How does this advance mission?]

[Provide evidence of consultation during the challenge development]

[List who/what organization(s) outside of Department have been consulted]

[Note whether or who the bureau is getting or plans to get assistance from to operate and manage the competition and associated logistics]

[If a monetary prize is being offered or requires bureau expenditures, there should be an affirmative statement that projected expenses have been obligated]

Why is this a Prize Challenge?

[This should address why a prize, and not a regular procurement]

Data Sources, if relevant:

Note: This is only relevant for challenges that require the use of specific data, as identified by challenge organizers

[Bureau should identify list of data sources for the challenge, including URLs and brief descriptions.]

Prizes & Evaluation Criteria:

[Categories and descriptions of prizes]

[Recognition including official announcements, including place/date/time, if known]

[Eligibility for each category, if appropriate]

[Criteria that the submissions will be judged upon for each category]

Process for Registration and Submission

[Includes steps and deadlines for registration and submission through the challenge platform]

Timeline for the Challenge/Competition:

[Includes identifying the following:

Planning period (including challenge scope and process development, requirements planning, etc.)

Submission Period

Period for Selecting Judging Panel and Public Voting (if applicable)

Recognition and Application Demonstration Period

Application (or entry) Availability Time Frame

Feedback and Follow up Period]

Judge(s):

[Identification of judges, if selected]

[Judge Conflict of Interest acknowledgements]

Identification of Any Non-Bureau Person(s)/Entities Involved in Administering or Helping with the Challenge:

Communications:

[Outline of public relations and promotion of the challenge. Potentially includes social media, Other Federal Agencies, OSTP, Agency outreach Offices, press releases, webinars, etc.]

[Where advertised?]

Assessment/Follow-up to Submitters:

[Define the format and outline for feedback on data accessibility, usability, use, lessons learned from submitters. Define how this will be implemented through an assessment or follow up with the participants]

Individual(s) and Offices Managing the Challenge:

[Identification and contact information for managers of the challenge (to respond to questions/issues)]