

## Guide: How to submit your 10-Page Research Synopsis on HeroX

Please use this step-by-step guide to learn how to submit your 10-Page Research Synopsis report on HeroX. **Your 10-Page Research Synopsis is due on Wednesday, December 13 at 12:00pm ET sharp.** If you run into any issues, contact us immediately at [AlgaePrize@theAlgaeFoundation.org](mailto:AlgaePrize@theAlgaeFoundation.org).

**STEP 1:** Visit the [HeroX home page](#) and click on “MY ENTRIES”.



American-Made Challenges 6,404 Share Following (645)

### The U.S. Department of Energy AlgaePrize 2023-2025

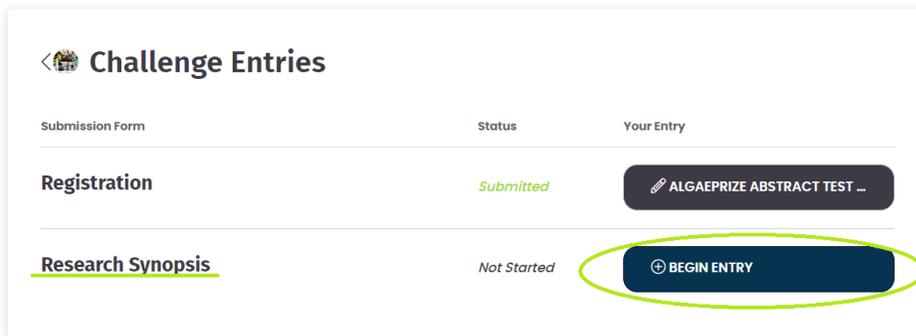
The AlgaePrize is a national algal-based competition that challenges students to become the next generation of bioeconomy professionals.

Education

Stage: Enter Prize: \$215,000

**MY ENTRIES** MY TEAM

**STEP 2:** Click the “BEGIN ENTRY” button that is attached to the *Research Synopsis* submission form.



### Challenge Entries

Submission Form	Status	Your Entry
Registration	Submitted	ALGAEPRIZE ABSTRACT TEST ...
<u>Research Synopsis</u>	Not Started	<b>BEGIN ENTRY</b>

You will then be taken to the submission form page.

- **IMPORTANT:** If you see a blue notification at the top labelled “You are a member of [your team name]. If you want to create this entry as a team submission, please ask your Team Captain (team captain’s name) to do that” - **you must stop and have whoever is assigned as your Team Captain on HeroX to submit the 10-Page Synopsis/entry**
- You will know who your team captain is in HeroX as they will have “Captain” next to their profile name

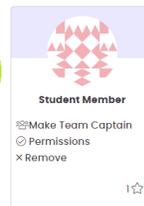
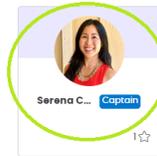


## Create Submission

Save & Preview

You are a member of **AlgaePrize Sample Team**. If you want to create this entry as a team submission, please ask your Team Captain ([Serena Chen](#)) to do that.

Section 1: Introduction



**STEP 3:** Begin filling out the sections and fields. Everything marked with an asterisk (\*) is required.

- **IMPORTANT: In Section 2: Eligibility, you must select “Submit as a team”** - if you do not see this option, it is because you are either not the team captain or you have not yet formed a team. Make sure your team captain is submitting the entry and that you have your team added to HeroX.

Section 2: Eligibility

Submit as a team

**AlgaePrize Sample Team**

This submission will be connected to your team.

**STEP 4:** Once you have filled out ALL the required information, select the “SAVE & PREVIEW” button at the bottom of the form.

Is there any information you would have liked to see before registering for AlgaePrize?

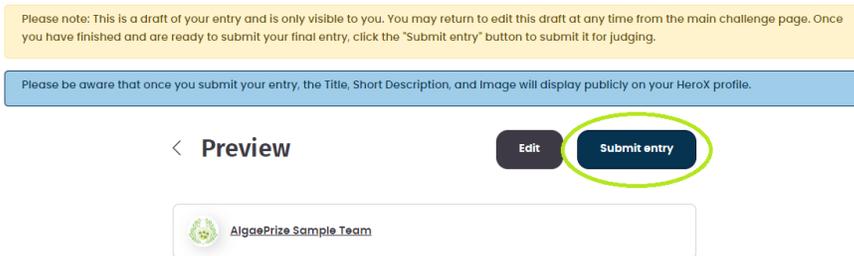
*Is there any information you would have liked to see before registering for AlgaePrize?*

0/100000

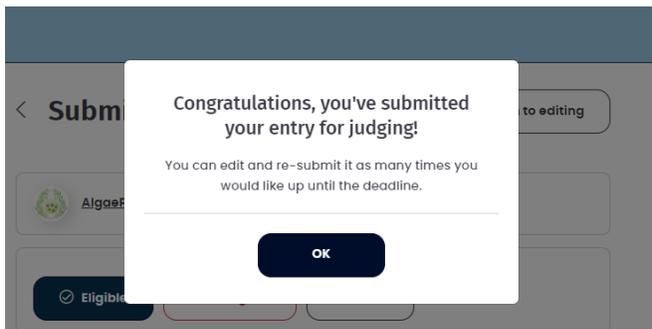
- If you missed filling out a field or section, you will get the following message "Submission form is not complete. Please fill all the required fields". This means your submission is incomplete and you will not see a "Submit entry" button to complete your submission.



- If you have successfully completed all fields and sections, you will see a button option to “Submit entry”. Review all of your work and select that button when you are ready. You may also click out of the form and revisit to finish your entry at a later time.



- Once you have successfully submitted your entry, you will get the following pop-up on your screen.

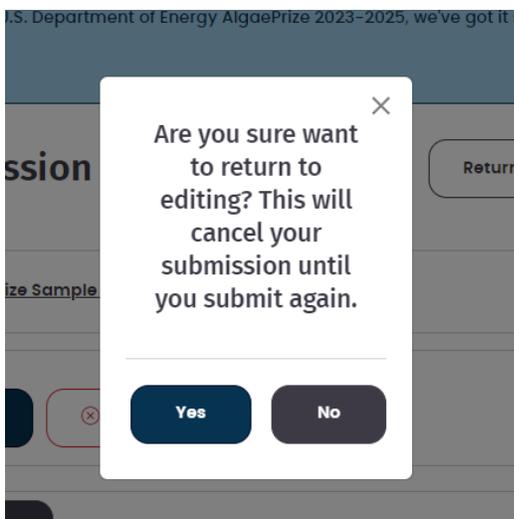


**EDITING & RE-SUBMITTING:** Please note that you may adjust your entries and re-submit as many times as you would like up until the deadline of December 13, 2023 at 12:00pm ET.

- To revise your entry, go back to your [“MY ENTRIES” page](#) and select your synopsis title button to edit further.

Submission Form	Status	Your Entry
Research Synopsis	Submitted	<div style="border: 2px solid green; border-radius: 10px; padding: 2px 10px; display: inline-block;">✎ TEST</div>
	Not Started	<div style="border: 2px solid green; border-radius: 10px; padding: 2px 10px; display: inline-block;">⊖ BEGIN ANOTHER ENTRY</div>

- This will take you to your submitted form. To edit, select the “Return to editing” button at the top of the form.
- You will receive a pop-up asking “Are you sure you want to return to editing? This will cancel your submission until you submit again”. If you want to edit your submission, select “Yes” - this will NOT remove any of the information you already filled out; all information you previously filled out will remain on the form.



- When you are done editing, make sure you repeat the process of submitting by selecting the “Submit Entry” button at the top or bottom of the form.