



SMALL BUSINESS INSTITUTE®

PROJECT OF THE YEAR INFORMATION

TM: CLASSES WITH CONSULTING PROJECTS

SUBMISSION SITE: <https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FSBI2024>

For Projects Completed Fall 2022, Spring 2023, Summer 2023, + Fall 2023

Awarded at the 2024 Annual Conference

The Small Business Institute® (SBI) is the premier professional association of small business/entrepreneurship educators and researchers involved in student analysis projects. Its mission is to strengthen the free enterprise system's small business/entrepreneurship sector. SBI enhances and improves entrepreneurship education through an extensive network of Small Business Institutes® at colleges and universities (SBI Universities) throughout the United States and internationally.

Client Projects

SBI encourages its members and other college and university faculty to involve students in practical consulting projects. Consulting projects serve clients external to the university or within the university; for-profit or non-profit. For student owned/operated/startup small businesses please see the [Chuck McDowell Student Venture competition](#).

The purpose of the Project of the Year (POY) competition is to recognize outstanding student work in consulting classes at universities.

Requirements to Compete

Any college or university conducting student consulting projects may enter their projects in this competition, subject to the following limitation: The work of the students submitted must be their own work without assistance from anyone except the supervising professor.

SBI University POY: The POY has 2 project types within 2 categories of competition.

Project Types:

Please note that the changes to the project types are to clarify the distinction between SBI POY

- Specialized: deals with specialized consulting analyses focusing in--depth on 1 - 2 areas of a business such as marketing or accounting.
- Comprehensive: is an in-depth plan focused on 3 or more areas of a business.

Competitive Categories

- A) Graduate Programs
- B) Undergraduate Programs

Competition Period

The competition period covers the period from **Fall 2022 through Fall 2023**. Note, that the competition period has been extended this year since our conference is in April instead of February. Entrants must submit a copy of the report that was delivered to the client during this period. Entrants must have been a student during this time frame. **They do not have to be a current student at a university at the time of the competition.** Future competitions will follow the 12-month calendar year.

Entry Deadline

The entry deadline for the SBI Consulting Project Competition is **February 1, 2024**. The entry must be submitted to the SBI conference management system on or before this date to qualify. In fairness, no exceptions will be made.

Project Entry Specifications

- **SBI Members in Good Standing at the time of submission (as Project Faculty Lead) are allowed two (2) entries at NO FEE.**
- **The entry Fee is \$155 for two (2) entries per non-SBI Member Faculty Lead** (Faculty listed as leading the Experiential Team). This entry fee includes an annual SBI membership. If paying by Credit Card – you may contact the SBI administration. Phone: 601-924- 3489 If you do not wish to pay by credit card, please make your check payable to "SBI" and mail to: SBI, PO Box 115, Clinton, MS 39060. No projects can be included unless one is a current SBI member or until the entry fee has been paid.
- **A maximum of two (2) entries may be submitted from each Faculty Lead per category with a maximum of 4 entries per School.** The first entries per Faculty Lead will be accepted, additional entries over the 2 maximum (1 per category) will be rejected.
- A signed [Client Release](#) on the Project of the Year Competition Entry Form Is required, eliminating the need to disguise the case. If your institution prefers its case to be disguised it may do so but is not required. (Note: This [link](#) is only for those submissions where the faculty member doesn't include the Client Release form in the student submission.) [client release example](#)
- By submitting to the POY competition, The Project Faculty Lead or SBI member agrees to act as a judge for 3 other entries as assigned by the VP for Research & Publications. This person will be notified through email with a link to the judging form and the project for review will be attached. Failure to review could mean your submission is withdrawn. The review must be completed within 2 weeks of delivery.
- **The registration for students presenting at the Annual Conference is \$100.**

Electronic Submission to POY Competition

Submitting to the POY competition is a two--step process, all entries must include the following:

[POY Entry Form](#): The POY Entry Form must be completed for each consulting report submitted for competition (subject to restrictions specified above in Entry Specifications). Please note that the signature section may include a photo representation of the Entrant's signature and the Client's signature, or a typed name will be accepted as an electronic signature.

Submitted Project: The submitted case and all appendices should be submitted electronically as one PDF file (including the release signed by the client eliminates the need to disguise the case. If your institution prefers its case to be disguised, that is optional). Submissions should be submitted to the POY management system [POY Entry](#).

Each submitted case should be named under the following format: **School Submitting Entrant's Last Name_Category (Categories are: Comprehensive or Specialized)_Classification (Undergraduate or Graduate_Project)**.

Example: ABC_University_Smith_Comprehensive_Undergraduate_Submission Project.

Each Entry is required to have a Client Release on file -- if you do not have the release in the 100pg PDF -- it must be submitted electronically through the affidavit of an electronic signature by the Faculty Lead for the Project, or the SBI Director. [Affidavit for Client Release](#)

Competition Levels

SBI reserves the right to not make awards if the quality or quantity of entries is deemed insufficient.

Judging Procedure

Judges for the competition are SBI Directors, former SBI Directors, and college and university faculty members who are SBI members and/or those who submit to the POY competition. The goal of the program is to have each consulting report in the competition reviewed by a minimum of two judges. All decisions regarding the assignment of judges and the decisions on submissions by judges are final once approved by the VP of Competitions.

SBI paper submissions guidelines are below:

- [Electronic submission](#) (through the POY management system)
- File Format: *one* inclusive, contiguous PDF document. Any separate files (such as appendices) should be merged into that one file
- 100-page limit all-inclusive. (each page, including title, appendices, etc. count toward the 100-page limit)
- 12 pt font for report text
- Double-spaced report text
- Each page shall be numbered consecutively

Submissions that do not conform to the submission guidelines above will not be considered for the POY competition. If you have never submitted a POY before, it is suggested that you review the scoring sheets for the competition ([SBI Judging Form: Business Plan / Feasibility Analysis](#)), ([SBI Judging Form: Comprehensive/Specialized](#)) to familiarize yourself with the characteristics that are looked for in the judging process.

For questions regarding electronic submission, please contact the Vice President for Research, Publications & POY, Dr. Jana Minifie email: jm13@txstate.edu

Ready to Submit? [Submit here.](#)

If you have questions, contact Dr. Jana Minifie by email at jm13@txstate.edu or call the SBI office at 601-924-3489.

Requirement for Submitting

Each POY faculty Lead submitting an entry agrees to act as a judge for up to 3 submissions but will do so in a different category than that entered. Judging will be assigned by the VP of Competitions. Each judge completes **and signs a Volunteer Judge Agreement attesting to his or her independence**

(objectivity) and agreeing to maintain client confidentiality.