**Application Process**

All interested potential participants must submit an application to be considered an official entrant to the Cornell Cup on Arm. All applications must be submitted online by the announced deadlines where the following rules apply. No late applications past the final deadline will be considered.

1. Each team consist of only 3-5 students
2. All student team members must be full-time undergraduate or Master’s of Engineering students at an accredited college/university.
3. Each team must have at least 1 faculty advisor.
4. A student may submit only one application.
5. The potential project concept submitted in the application must for be an original work to be developed by the student team. It cannot be a project developed for a previous competition, including previous Cornell Cup on Arm competition. However significant enhancements on existing projects are welcome, so long as proper credit is given and the distinction between existing work and new work is clearly made. Teams will only be judged upon the new work that is completed during that competition year,
6. All projects must be developed using hardware that is based on Arm technology. The application must be submitted as no more than 1 MS Word file and 1 Excel file and an optional PDF for the timeline if needed.
7. The application must address all application questions (except the timeline) within the Word file within a total of no more than 12 pages, single spaced, 11 pt Calibri font, with 1” margins.
8. Additional pages and files may be included as part of an appendix but these will only be reviewed by the judging committee at their discretion. If you would like to guarantee that a part will be reviewed, please make sure to include it within your allowed 12 pages.
9. The abstract must not exceed 200 words
10. The abstract and the team’s picture and must be allowed to be made public and shared by the competition or its sponsors. Examples of sharing could include posts on the competition’s public website, the competition’s social media, sponsor’s publications, etc..
11. All figures and tables included in the application must be labeled and include a unique number and caption
12. A list of all references cited within the application must be included within the Word file. This list of references does not count toward the main 12 pages.
13. The timeline may be included as a part of the Excel file or the optional PDF file. Legibility of all aspects of the application to the reviewer is part of the submitting team’s responsibility.
14. Additional sheets within the same Excel file may be used as part of the application’s appendix.
15. Each team, including the advisor, must also agree that if selected as a Semi-Finalist that they will make themselves available to present on-line at one of the Semi-Final project review meeting times offered by the competition judging committee. These Semi-Final meetings are typically scheduled for the end of January thru the beginning of February of the competition year

The applications will be collected online and then be reviewed by a judging panel with members from several different colleges and companies. In determining the application’s score, the applications will be blind reviewed, i.e. the judging panel will not be made aware of the college or faculty associated with the application. All teams will be notified by no later than ***TeamSelectionDate*** as to whether they have been selected as Semi-Finalists and all teams will be required to acknowledge their acceptance by ***TeamCommittmentDate*** with the submission of a complete Application Pledge and any requested team information such as contact info.

By acknowledging its acceptance, the team agrees to participate in all aspects of the Cornell Cup on Arm including but not limited to designing and implementing their Arm based prototype, participating in the required Semi-Final review, submitting their competition final report on time, submitting and required competition feedback materials, and traveling to and fully participating at the final Cornell Cup on Arm for that academic year. Incomplete participation in any of these aspects can result in team score penalization, team disqualification, and/or in extreme circumstances potential return of provided resources. Teams who do not fulfill their obligations also may not be allowed to participate in next year’s event.

Monetary support for the team should be treated as a student competition team donation and not as money to support academic research. It is the responsibility of the student team’s advisor to receive and utilize the monetary support appropriately for the support of their own student competition team, which may include but is not limited to equipment and travel support.

**Entry Development Rules**

The following rules apply for each team in the completion of their entry. Please be sure to check the Final Report Rules, Expo Booth & Poster Rules, and Competition Event Rules for additional details on those components

1. The project entries must be developed using hardware that is based on Arm technology.
2. Each team must attend all meetings (if any) set up competition provided experts or similar meetings with other sponsor representatives.
3. If a change needs to be made on the team roster, the Cornell Cup on Arm should be contacted within 2 business days of the change via the contact information on the Cornell Cup on Arm website.
4. Each Semi-Final team must attend an on-line Semi-Final project review meeting set up with the judging committee.
5. All Semi-Final teams must sign up by ***SemiFinalSignUpDate*** for their Semi-Final project review meeting at one of the meeting times offered by the competition judging committee.
6. Semi-Final review meeting consists of a presentation that the Semi-Final team must give and should last no more than a half-hour. This presentation is then followed up by a half-hour of Q&A and feedback from the attending judges.
7. The advisor of the Semi-Final team is encouraged to attend the Semi-Final review, but cannot aid in the presentation and should leave the questions to be answered by the team.
8. Finalist teams will be notified of the results of the Semi-Finals by ***FinalistAnnouncementDate.*** Finalist teams will also be notified then of how the finalist benefits of that year will be awarded to them.
9. Each Finalist entry must include a final report that meets all of the Final Report Rules and addresses all of the judging criteria for that year. The submission of that report via the Cornell online system is due on ***FinalReportSubmissionDate***.
10. Each entry must follow the rules, including performing any required tests and performance metrics, for any and all awards they are competing for that year and provide the required information in the final report.
11. Each Finalist entry must include a poster and presentation to be part of the Cornell Cup on Arm Expo that meets the presentation and expo requirements for that year and specific challenge.
12. Each team must complete an Expo space request form by ***ExpoSpaceRequestDate*** to request the amount of space and any other special needs they may have to demonstrate their entry. (A standard space size will be provided by the competition rules committee). The competition rules committee will respond to these requests by ***ExpoSpaceResponseDate*** with the actual allotted space or other special support being provided.
13. Any safety, operation, or other concerns for having an entry present at the competition event are the responsibility of the team and their faculty advisor for the entirety of the event.
14. Each entry must include a working proof-of-concept prototype that can be demonstrated at the Cornell Cup on ArmExpo. If demonstration requirements, such as size or safety concerns, cannot be met at the competition event expo, special permission can be granted by the competition rules committee to have acceptable demonstration videos and/or other performance measurements.
15. If any third party’s intellectual property will be used during the contest, participants shall secure such rights through proper licensing at its own cost. Participants shall be liable for the loss and claim resulted from the infringement of third party intellectual property, and protects the Cornell Cup on Arm organization its members, and its sponsors against any claim to the loss of damages.
16. The contest project intellectual property shall be owned by the participant university. The Cornell Cup on Arm, Arm and any other competition sponsors shall have the right to freely use and publish (not involved in technical detail) the contest project. If Arm or any sponsors will use the contest project for any other purpose, they should negotiate with the university, and sign a related agreement.
17. The competition rules committee will hold final say as to the interpretation of all of these rules and whether these conditions have been met.

With regards to rules #10-12, the demonstration rules, demonstration concerns and any special permission requests must be brought up as soon as possible but no later than ***DemonstrationSubstitutionDate***. These concerns and request can be made via the Cornell supported online information pages and the Cornell Cup on Arm Rules Committee will then determine whether the location of the competition event expo will be able to accommodate the team’s needs and approve the substitute demonstration.

**Final Report Rules**

The following rules apply for each team in the completion of their final report.

1. The final report must be submitted as 1 Word file within a total of at least 30 pages and no more than 50 pages, single spaced, 11 pt Calibri font, with 1” margins. These page requirements do not apply to any required appendixes and similarly any required appendixes do not count towards the number of pages requirement
2. The final report must address all topics in the competition’s final report rubric. However, the required timeline and budget may be included in a separate PDF and Excel file respectively if the team chooses so. Additional sheets within the same Excel file may be used as part of the application’s appendix.
3. Additional pages and files beyond those required for the final report may be included as part of an appendix but these will only be reviewed by the judging committee at its discretion. If you would like to guarantee that a part will be reviewed, please make sure to include it within your allowed 50 pages.
4. The final report requires a title page including at least the title of the project and the team name. The title page does not count towards the number of pages requirement.
5. The final report must include a table of contents following the title page. The table of contents does not count towards the number of pages requirements.
6. All figures and tables included in the final report must be labeled and include a unique number and caption
7. A list of all references cited within the final report must be included within the Word file. This list of references does not count toward the number of pages requirements.
8. Legibility of all aspects of the final report by the reviewer is part of the submitting team’s responsibility.
9. Final reports must be submitted on ***FinalReportSubmissionDate*** by 11:59 PM (PST).
10. As additional time could significantly improve a final report’s quality, any final reports submitted late will be significantly penalized for every day it is late.

**Competition Event Rules**

The rules for the Competition Event are as follows:

1. All event entries must meet all of the Entry Development & Project Completion Rules to be eligible to be a part of the Cornell Cup on Arm Competition Event.
2. All teams must have their expo materials, including but not limited to their prototype and their poster, setup no later than ***ExpoSetupEndTime*** at the beginning of the first day of the event.
3. Each entry must be present for the entirety of the competition event expo and a member of the student team must be with the entry at all times during the times when the competition event expo is open.
4. At least 50% of the student team as well as the primary faculty advisor must attend the final competition event, however the entire team is more than welcome and it is highly encouraged that the entire team attends.
5. All attending students and their faculty advisor must participate in a 6-minute poster presentation and entry demonstration followed by a 3 minute Q&A period, to the judges at their Expo booth at the time announced by the first day of the Cornell Cup on Arm Competition Event.
6. A team’s failure to demonstrate the performance of their entry at the Cornell Cup on Arm Competition Event Expo can result in elimination from prize consideration. Exceptions to this rule may be granted due to safety or venue constraints and an alternative demonstration means may be approved, as stated in Entry Development Rules section.
7. The available space provided at the Expo will be provided to teams will be listed on the Expo space request form. As a good rule of thumb, a standard professional convention booth area is between 8’x8’ to 10’x10’ with a 6’ x 2’ table.
8. The required poster should be appropriate for the venue and recommend sizes are between 2’ x 3’ to 3’ x 4’. More than one poster may be brought if desired by the team so long as they all fit within the team’s allocated space as described in the Expo space request form.
9. The poster is considered a part of the expo demonstration and is the full responsibility of the team, including providing their own easel or other display mechanism. Hence, any potential concerns regarding the poster should also be included in the Expo space request form.
10. During the Cornell Cup on Arm Competition Event Expo all competition participants will be able to have a single vote in the People’s Choice Award.
11. All attending students must participate in a 12-minute PowerPoint presentation to the judges, followed by a 6-minute question period by the judges. The team’s faculty advisor is encouraged to attend, however, only the student team members will be allowed to present and answer questions. These presentations and questions will be held at the time and location announced by the first day of the competition event.
12. The PowerPoint presentation and all associated files (such as needed videos) must be submitted during the competition registration period by delivering it on a USB flash drive.
13. The PowerPoint presentation should only use fonts available with standard installation of the current version of Microsoft Office.
14. All competition attending students are expected to attend all presentations and talks throughout the competition event (unless they conflict with their entry’s judging)
15. All teams must clean out all of their expo materials out of the Expo area starting at ***ExpoCleanupStartTime*** and be finished no later than ***ExpoCleanupEndTime***.
16. All of these competition rules must be met to be eligible to win any award in the Cornell Cup on Arm Competition.
17. The competition rules committee will hold final say as to the interpretation of all of these rules and whether these conditions have been met.

**Judging Procedures**

The rules for the Judging Procedure are as follows:

1. All judges will be identified as potential judges by ***JudgeSelectionDate*** by Cornell University.
2. All selected judges must commit to being a judge for that year’s competition by ***JudgeCommittmentDate***, by completing a judge’s agreement form which can be submitted online at the Cornell website.
3. Judges will be offered an honorarium for their efforts that can be used at their discretion, including travel. This honorarium will be provided by the competition sponsors but will be administered through Cornell.
4. ***StudentReviewerSelectionDate*** by Cornell University.
5. All selected PhD student reviewers must commit to being a reviewer for that year’s competition by ***StudentReviewerCommittmentDate***, by completing a student reviewer’s agreement form.
6. Significant effort will be made to ensure that the rules and judging criteria are as clear as possible to all participants. However in order to maintain fairness, Judges will not be allowed to discuss with teams any conversations had with the rules committee or each other regarding the competition judging procedures. Student teams should instead direct any questions to the competition rules committee directly.
7. If a reviewer feels there is a conflict of interest, the reviewer should bring this to the attention of the competition rules committee immediately and the competition rules committee will decide on the proper course of action.
8. Teams will be notified by ***ApplicationAcceptanceDate*** as to their acceptance through the Cornell.
9. If a reviewer feels there is a conflict of interest the reviewer should bring this to the attention of the competition rules committee immediately and the competition rules committee will decide on the proper course of action.
10. All judges are required to attend a mandatory meeting with the competition rules committee to review the judging criteria with the prior to the first day of the Semi-Finals or Finals event they are judging.
11. All judges are expected to review the summaries of the teams’ reports prior to the first day of the Cornell Cup on Arm Competition Event. These summaries however are only for the judges’ consideration.
12. On the first day of the competition, all judges will view the students’ prototype demonstration at the expo booths, largely for the determination of the demonstrated capabilities judging category score.
13. The demonstration should last 9 minutes including questions from the judges.
14. Points may be deducted from the presentation judging category if the student team takes too long.
15. Starting in the afternoon of the first day all Judges are expected to review teams’ final PowerPoint presentations. Each team should be held to a 12-minute presentation, allowing ~6 minutes for questions thereafter.
16. At the end of the last presentation, judges are then given until ***JudgesScoresDueTime*** to examine their scores as a whole and finally submit their answers to the competition rules committee.
17. Judges scores will be tallied by removing both the highest and lowest score for each category and then averaging the remaining scores for that category. The averaged scores will then be summed for a final total score for that entry.
18. The top 3 highest total score winners will be awarded first, second, and third Cornell Cup on Arm Grand Prizes respectively. This will take place in during the late afternoon / early evening of the last day of the event.
19. The votes from the competition main event participants will determine the People’s Choice Award. The People’s Choice Award will go to the team receiving the most participants’ votes but did not win one of the 3 grand prizes.

The reviewing policies for the Judges will be determined during the summer and will be available at the time of the final rules release in August. The reason for the two phases of the scoring is to help with continuity in the scoring, i.e. every team has been seen at least once by the Judges before the PowerPoint presentations, which will help to give the Judges a better idea as to the range of entries. As a tie breaker all judges are allowed to vote for one and only one of the tying entries as the ultimate winner.

Although at least one judge will be from Arm and one from Cornell, the rest of the Judges will be selected not only on their personal qualifications but as a way to reach out to other companies that the competition would like to encourage to participate.