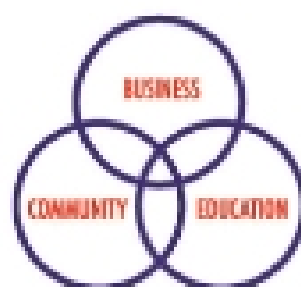


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[Home](#)

[About SBI](#)

[Member Research](#)

[Program Spotlight](#)

[Student Spotlight](#)

[Letter from the President](#)

[SBI in the News](#)

[Join Us](#)

[Conference](#)

[Journals](#)

[POY Competition](#)

[2013- 2014 POY  
Guidelines and  
Requirements](#)

[POY Forms](#)

[POY Entry and  
Payment Form](#)

[2013 POY Awards](#)

[2012 POY Awards](#)

[SBI Fellows](#)

[Student Resources](#)

[Awards](#)

[Exhibitor/Sponsorship](#)

[SBI Referral](#)

[Email Subscription](#)

[Contact Us](#)

[Events](#)

## SMALL BUSINESS INSTITUTE® PROJECT OF THE YEAR INFORMATION

### GUIDELINES

#### Sponsor

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 small business/entrepreneurship sector of the free enterprise system. SBI enhances and improves entrepreneurship education through an extensive network of Small Business Institutes® at colleges and universities throughout the United States and internationally.

#### Student Projects

SBI encourages its members and other college and university faculty to involve students in practical consulting projects. Consulting projects serve clients who own or operate local small businesses. Supervised by faculty, these projects provide students opportunities to help make lasting improvements in their clients' business operations. As a result, students learn about business, gain a sense of achievement, and earn respect. Student consulting projects culminate in a final written case report which is delivered to the client. The purpose of the Project of the Year competition is to recognize outstanding student work in consulting.

#### Requirements to Compete

Any college or university conducting student consulting projects may enter their projects in this competition, subject to the following limitations: (1) The work of the students submitted must be their own work without assistance from anyone except the supervising professor; (2) The competition has three categories of competition with awards given at both the graduate and undergraduate levels in all three categories.

- **Category 1 - Comprehensive** - deals with comprehensive business consulting analyses that analyze 3 or more functional areas of the business.
- **Category 2 - Specialized** - deals with specialized consulting analyses focusing in-depth on 1 or 2 areas such as marketing or accounting.
- **Category 3 - Feasibility Study/Business Plan** is the business plan consulting methodology in which a business plan is prepared for the business client (third party) by the students. This category does not include business plans done for the students or for students and a client. These hybrid designs may be rejected by the VP of Research & Publications unless they are specifically consulting projects for business clients.

#### Competition Period

The competition period covers the period from July 1 through June 30 previous to the submission date. Entrants must have delivered the original copy of the students' project to the client during this period.

#### Entry Deadline

The entry deadline for the SBI Consulting Project Competition is October 1, 2013. To qualify, the entry must be submitted to the SBI conference management system on or before this date. In fairness, no exceptions will be

### POY INFORMATION AND LINKS

[Guidelines](#)

[Requirements](#)

[Entry Form](#)

[POY Affidavit  
and Client](#)

[Release Form](#)

[Judging Sheet  
for Business  
Plan Analysis](#)

[Judging Sheet  
for  
Comprehensive  
and  
Specialized  
Projects](#)



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**Entry Fee** Small Business Institute® Now! [Privacy Policy](#)  
There is no entry fee for current members of SBI. The entry fee for non-SBI members is \$100. ~~The \$100 entry fee includes a maximum of two reports for the current year's competition.~~ In addition, the entry fee includes membership in SBI for the balance of the current membership year.

### Entry Specifications

- A maximum of two entries can be submitted from each university or college. Entries must be in different categories.
- A signed Client Release on the Project of the Year Competition Entry Form eliminates the need to disguise the case. If your institution prefers its case to be disguised it may do so but is not required.
- By submitting to the POY competition, you agree to act as a judge for other entries as assigned by the VP for Research & Publications.

### Electronic Submission to POY Competition

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

1. **Entry Form:** A separate Project of the Year Competition Entry Form ([click here for 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 Client's signature or a typed name will be accepted as an electronic signature.
2. **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 SBI conference management system <https://cmt.rcacarch.microsoft.com/SBI2014/> and accompanied with a PDF Entry Form as specified above.

Each submitted case should be named under the following format: School Submitting\_Entrant's Last Name\_Category (Categories are: Comprehensive, Specialized or Business Plan)\_Classification (Undergraduate or Graduate\_Project).

- **Example:**  
ABC\_University\_Smith\_Comprehensive\_Undergraduate\_Submission Project

### Entry Payment

If you are not a current SBI member, a \$100 entry fee must be paid as part of Step One (above) – Entry Form. If you do not wish to pay by credit card, please make your check payable to "SBI" and mail to: SBI, 134 Fairmont Street, Suite B, Clinton, MS 39056. No projects can be included unless one is a current SBI member or until the entry fee has been paid.

Once the payment has been made, proceed to the conference management system (<https://cmt.rcacarch.microsoft.com/SBI2014/>) where you will register and upload your POY document.

### Competition Levels

Entries for competition must have the proper classification checked on the entry form to specify how the project is to be judged. Please see the "Submission Standards" on the Evaluation Procedure document to better understand classification. A failure to correctly classify the report may result in the submission being disqualified. 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 that are SBI members and/or those that submit to the POY competition. Each judge completes and signs a Volunteer Judge Agreement attesting to his or her independence (objectivity) and agreeing to maintain client confidentiality. The goal of the program is to have each consulting report in the competition be reviewed by a minimum of three judges. All decisions regarding assignment of judges and the decisions on submissions by judges are final once approved by the VP of Research & Publications.

POY submission for the 2013/2014 cycle must follow customary SBI paper submissions guidelines below:

- Electronic submission (through the conference 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
- 1-inch margins

- 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 (<http://www.smallbusinessinstitute.biz/Default.aspx?pageId=1300012>) 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 and Publications, Shanen Gibson, [gibsons@ecu.edu](mailto:gibsons@ecu.edu)

## REQUIREMENTS

Follow these 3 easy steps to compete

**Step 1- Read and follow the complete project submission guidelines ([see guidelines above](#))**

You must first pay for your registration through [website](#) if you are not an SBI member. [click here for payment form](#)

POY submission for the 2013/2014 cycle must follow customary SBI paper submissions guidelines below:

- Electronic submission (through the conference management system)
- The entire submission must in one inclusive, contiguous file in PDF format. Any separate files (such as appendices) should be merged into that one file.
- 100 pages limit all inclusive. (each page, including title, appendices, etc. count toward the 100 page limit)
- 12 pt font for report text
- 1-inch margins
- 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.

**Step 2- Adhere to the submission deadlines**

Project Submission Deadlines

POY submission and entry form is due no later than midnight EST October 1, 2013. [Click here for "POY Submission" entry form.](#)

**Step 3- Follow project submission directions**

Project Submission Procedure

Entry form is to be submitted via electronic submission form ([click here for entry form](#)).

The POY case submission (PDF Format) must be uploaded via the SBI conference management system (<http://cml.rcacardh.microsoft.com/SBI2014/>).

If you have questions, contact Shanen Gibson ([gibsons@ecu.edu](mailto:gibsons@ecu.edu)) or call the SBI office 601-924-3489.

Requirement for Judging

Each POY faculty sponsor submitting an entry agrees to act as a judge, but will do so in a different category than that entered. Judging will be assigned by the VP of Research and Publication and is expected to be completed by December 1, 2013.