

hundrED

HundrED Submission Guide

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This document includes all the questions in the submission flow for creating a public innovation page and/or applying to a HundrED collection. Please refer to the respective collection page for the relevant application deadline.

[Create and submit your innovation page here.](#)

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Key points:

- ★ To be considered for a collection, you **must submit** your innovation. Unlike previous years, innovations will no longer be automatically considered for the annual Global Collection.
- ★ **Complete** all the required details to create your innovation page and **publish** the page to confirm your submission for the collection. You will not see the submission status on your innovation Owner dashboard **until** these mandatory sections are completed.
- ★ **Fill in** all details in the “Information for Review” section to be eligible for shortlisting and selection, ensuring a thorough and fair evaluation.
- ★ You can always edit/update your innovation page and submission to a collection from your “Owner dashboard”. The **Pink button** on the “Owner dashboard” will prompt you of any required actions needed to complete your page and submission.

Please start familiarising yourself with the submission flow at least some days before the deadline. Some questions have a word limit, others are multiple-choice questions, and some of them are optional. You can always go back to your innovation page and make edits (even after the deadline), unless we request otherwise.

We also recommend that you have the following materials to assist you in creating the best innovation page possible:

- Information about your innovation, including an overview of the process, the theory behind it, and your target audience.
- Promotional materials, such as images, taglines, videos, articles, interviews, or any research that demonstrates impact or scale.
- Links to your innovation’s online presence, including social media profiles and webpage with more information.
- At least two members of your team to be listed as owners.

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org

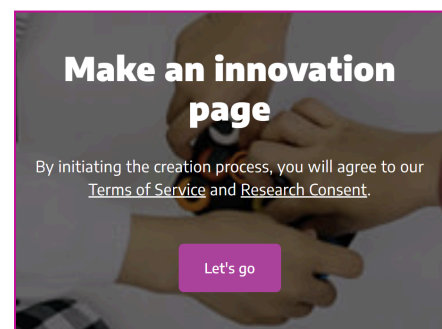
Let's start:

Creating a new innovation page

If you don't have a HundrED account, you will be prompted to create one. If you log in as a new user, begin using the innovation page creation wizard by clicking "Let's go".

By initiating the innovation page creation process, you will agree to our [Terms of Service](#) and Research Consent.

Research Consent: I consent to the review of my innovation by HundrED, HundrED Partners, and members of the HundrED Academy and/or Advisory Board for research purposes. The HundrED Research Team has the freedom to submit my innovation page to reviews for any relevant collections. I understand that if selected to a collection, HundrED reserves the right to modify and/or copy edit my innovation page for publication or promotional purposes.



GDPR (General Data Protection Regulation): I consent to HundrED's right to archive and utilise the innovations that have been shortlisted or selected, including the associated 'Innovation pages.' These rights are reserved by HundrED in the event that the original owner of the innovation is no longer active on the HundrED website(s), and their account, along with associated data, needs to be removed in accordance with GDPR requirements for data protection.

1. Public Innovation Page

Innovation in Brief

Let's start with the introductions. Please describe your innovation in a clear and compelling manner.

- What is the name of your innovation? *Try to make this concise.* (50 characters)
- What is the tagline of your innovation? (100 characters)

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- Describe your innovation with a short elevator pitch. A good elevator pitch describes the problem your innovation is solving, a unique solution it offers and the key benefit of your innovation in just a few sentences. (400 characters)
- Year of Establishment of the innovation (Select from dropdown menu)
- Language of the innovation (Select from dropdown menu)

Keywords

Select up to two keywords in each category that match your innovation:

- Key focus
- Key methods
- Core skills
- Tools used

These keywords will make your innovation page easier to find. *Click on “Show more” to reveal more categories.*

Add cover image and video

Please add a cover image (max 10 MB—larger images will not be uploaded) for your innovation. You can also embed a video. **Please ensure you only add content that you have copyrights for.**

Location

In this section we ask you to fill in information about where your innovation was founded and where it is currently operating.

- Country where the innovation was first **established**. *This will appear in your innovation page as the main location.*
- Countries where the innovation is currently in use. Please add all that apply.

Introduction

Please introduce your innovation to a general audience.

- Why did you create this innovation? *Explain the need you saw and the problem you are trying to solve.* (1500 characters)

- What does your innovation look like in practice? *How does your solution address the need or problem? Do you have any evidence that it works? Does it use technology, proprietary curriculum, or methods?* (1500 characters)
- How has it been spreading? *What are some main achievements of your solution over the last 1-2 years? What are your goals for the next 2-3 years?* (1500 characters)
- How have you modified or added to your innovation? (optional) *This optional section is intended for innovators who already have an innovation page. If there have been significant modifications or additions to your innovation, please explain them here.* (1500 characters)
- If I want to try it, what should I do? *If someone wants to adopt your solution to their context, what steps do they need to follow? Who should they contact?* (400 characters)

The Change You Wish to See

What long-term goals and dreams do you have with your innovation? Please describe the change you wish to see in education.

- What is the change that you hope to see in education through your innovation? (1500 characters)

Target group

We would love to learn more about your target group. Who is your innovation mainly for?

- Who is the key target group for this innovation? (Select from dropdown menu) *Click on  to get a detailed description.*
- How many individuals from the target group does your innovation reach? Add yearly data to update the chart. *Please enter the cumulative total reached by your innovation as of each year (not the yearly increase) to show its scaling over time. The most recent three years will appear on your public page.*
- Type of Education. (Select from dropdown menu) *Click on  to get a detailed description.*
- Scope of Practice (Select from dropdown menu).

Implementation steps

In this part we would like you to explain how your innovation works in practice. What main steps do you expect people to do when they try your innovation out for the first time? Please provide concrete instructions for your target group.

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- Add step-by-step instructions. Please describe the main steps that people are expected to do when they put your innovation into practice for the first time.
 - **Title** of the step (100 characters)
 - **Description:** Please provide a brief step-by-step guide for your target audience on how to implement your innovation (500 characters)
- If needed, you can reorder the steps using the drag-and-drop feature.

Web presence

- Please provide links to your innovation's website and social media channels. These links should reflect your innovation as accurately as possible. We recommend that the link take readers directly to information about your innovation rather than your greater organisation's home page.

Please note: You can add links, photos and text for media, articles, reports, etc., that highlight your innovation and its impact once you have completed the creating your innovation page.

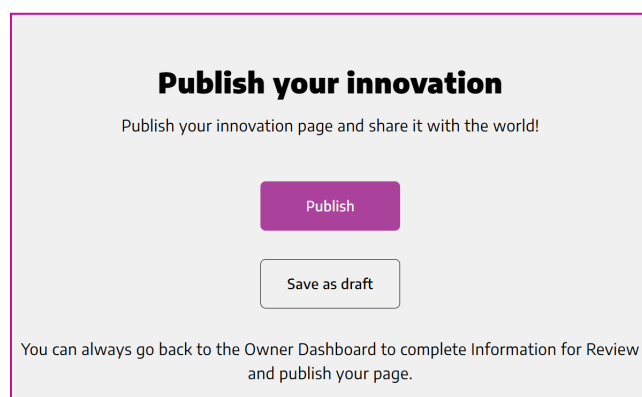
Owners of the Innovation page

Please provide the contact information for the people responsible for updating the information on this HundrED innovation page. We will contact the owners of the innovation page for communications related to the innovation selection process.

- It is recommended to have **at least two owners** on your innovation page to ensure timely communication flow. Add co-owner(s) by clicking on the “+Invite owner” button.

Publish your innovation

At this point, you have now provided basic info for your public innovation page. Thank you! **Publish** your innovation page and share it with the world! Click the button, “Publish” to do so. If you are not yet ready to publish, you can choose to save the page as draft. You can go back to the Owner dashboard to complete and publish your page.



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Reminder: You have to publish your page to be considered for the next stages of the selection process.

When you click the **“Publish”** button, your innovation page will be completed and published on the **HundrED website**. You will then be redirected to the **Owner dashboard**.

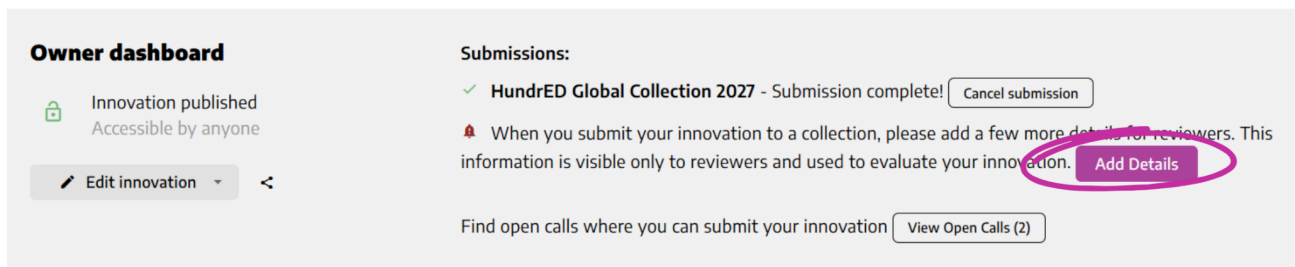
Media

Once you are done creating your innovation page, you can add content to your Media section, which is only accessible from the Owner dashboard view. Scroll down on your innovation page to find “Media” and then click on the “Add” button. Media can include articles, reports, links, photos, videos, and other supporting materials that help showcase your innovation, its implementation, and its impact. Please make sure that any links and materials you share are publicly accessible.

Note: The following sections are only relevant if you are applying to a HundrED collection. If you are only creating a public innovation page, you may skip the details for Information for Review.

2. Information for Review

Clicking on the “**Add Details**” button will take you back to the submission flow, where you will be asked to provide additional information for review. These details are mandatory for eligibility for shortlisting and selection, and they help us ensure a thorough and fair evaluation. **Please be reminded that this information is accessible only to the HundrED team and Review Board.**



Novelty & Advantage

Now this is your opportunity to inspire people. Please explain what makes your innovation stand out from others.

- What is novel about the innovation? (400 characters)
- Compared to existing solutions, what advantages does your innovation offer? (400 characters)

Impact

Tell the reviewers more about how your innovation makes a difference and how it has scaled to date.

- What changes do you see when your innovation is implemented in your target group? (1000 characters)
- How long does it take for the outcomes to be visible? (400 characters)
- What is the estimated total number of learners/children your project has reached so far? *If your target group is different from learners, please estimate how many children you are reaching through that target group. If your target group is already learners, please enter the total number of learners your innovation has reached to date.*

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Monitoring & Evaluation

Tell us how you are gathering and using data to measure the impact of your work.

- Describe what kind of data you are collecting to measure the impact of your innovation. *You can also refer to research that supports your work here.* (400 characters)
- Add a link to an impact report or similar. *You can also add links to research that supports the work you are doing.*

Accessibility

Please provide information about the languages and accessibility of your innovation.

- In what languages are your materials? (Select from dropdown menu)
- In which languages, if any, do you provide training for using your innovation? (Select from dropdown menu)
- Is your innovation open source? (Yes/No question)
- Does this innovation require an internet connection? (Yes/No question)

Organisation

Some innovations are developed by existing organisations. Is your innovation part of the work of a larger organisation? Please fill in answers for a few additional questions. Otherwise, you can skip this part.

If your innovation is part of a larger organisation, (e.g. a school, school network, or NGO) please answer the following questions. If not, please skip this part.

- What is the name of the Organisation? (100 characters)
- Type of organisation? (Select from dropdown menu)
- Year of Establishment of the Organisation (Select from drop-down menu)

Resources

This section is all about resources. How many people are making your vision come true? What kind of funding do you have to support your operations?

- Annual budget (in USD)
- Funding Methods (Select from drop-down menu)
- Cost per child (in USD)
- Number of full-time paid employees (Select from drop-down menu)

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- Number of part-time paid employees (Select from drop-down menu)
- Number of volunteer staff (Select from drop-down menu)

At this stage, you will be redirected to the “Owner’s dashboard” once again. You have successfully completed your page, published it, and provided all the necessary details for a thorough and accurate review of your innovation. **Congratulations!**

Owner dashboard

 Innovation published
Accessible by anyone

 Edit innovation

Submissions:

 **HundrED Global Collection 2027** - Submission complete! [Cancel submission](#)

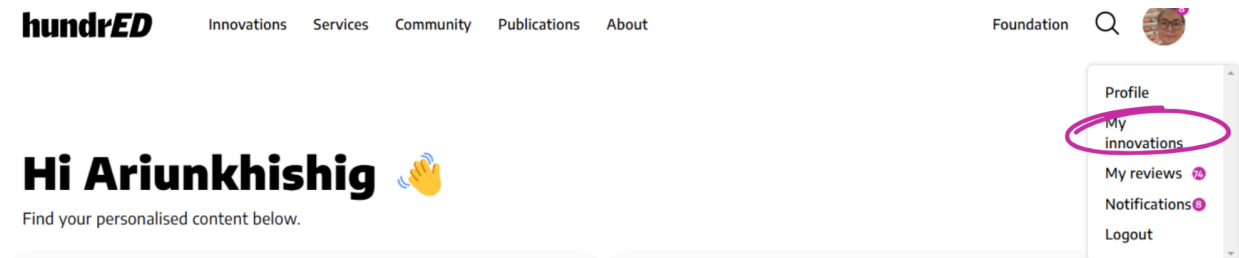
 Reviewer information is complete. Your innovation is ready to submit to a HundrED Collection. [Edit Details](#)

Find open calls where you can submit your innovation [View Open Calls \(2\)](#)

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More about your “Owner dashboard”

How to get to “Owner dashboard” for an innovation page?

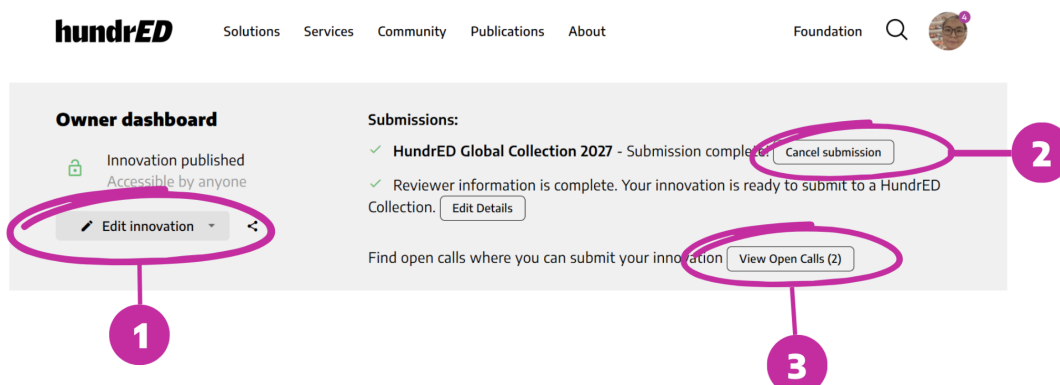


Log in to your HundrED account. Click on your profile picture on the top right corner to go to “My innovations.” This will take you to all the innovation pages you created. Click on the relevant innovation page to proceed.

What do different buttons mean on your “Owner dashboard”?

In general, a **pink button** will prompt any required actions, whether it's completing missing information or publishing your page. At any time, you can visit your Owner dashboard to edit and update your page as needed. The **Owner dashboard** may appear differently depending on the stage of completion. Each view reflects your progress, guiding you through the necessary steps to finalise your submission.

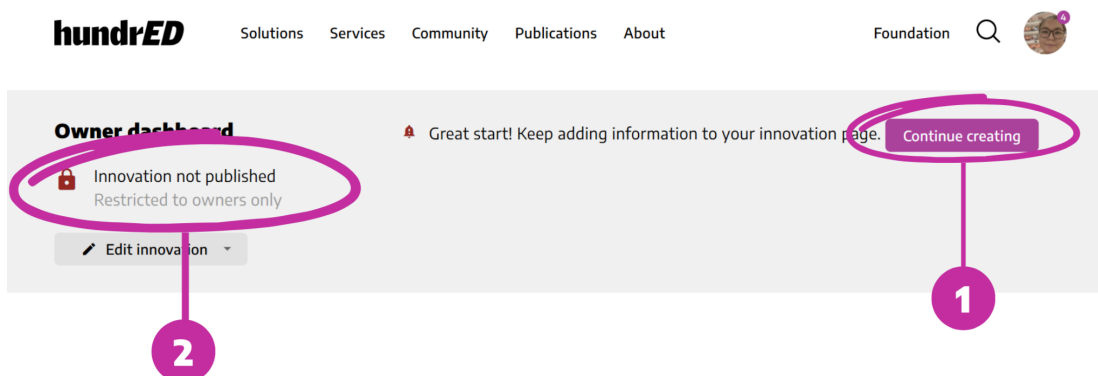
Case 1: You have completed all the details for the **public innovation page** and **information for review**. You also published your page and submitted your innovation to the collection (e.g. HundrED Global Collection 2027 for demonstration purposes). Then your “Owner dashboard” will look like this.



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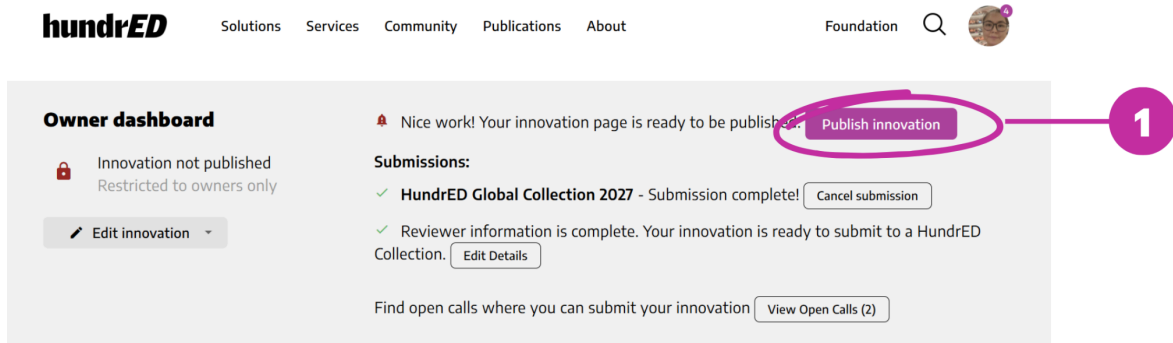
1. If you need to edit or update both public and review related information, click the **“Edit Innovation”** button and select the section you wish to modify. Additionally, you can edit some public information directly on your innovation page by hovering over the relevant area and clicking the **“Edit”** button when it appears.
2. If you need to cancel your submission, you can do so by clicking on the **“Cancel submission”** button.
3. Click the **“View Open Calls”** button to explore and apply for other ongoing calls for Spotlight Collections.

Case 2: You have **not completed** all the details for the public innovation page and your page is **not published**. *You will not see the submission status on your innovation Owner dashboard unless these mandatory sections are completed.*



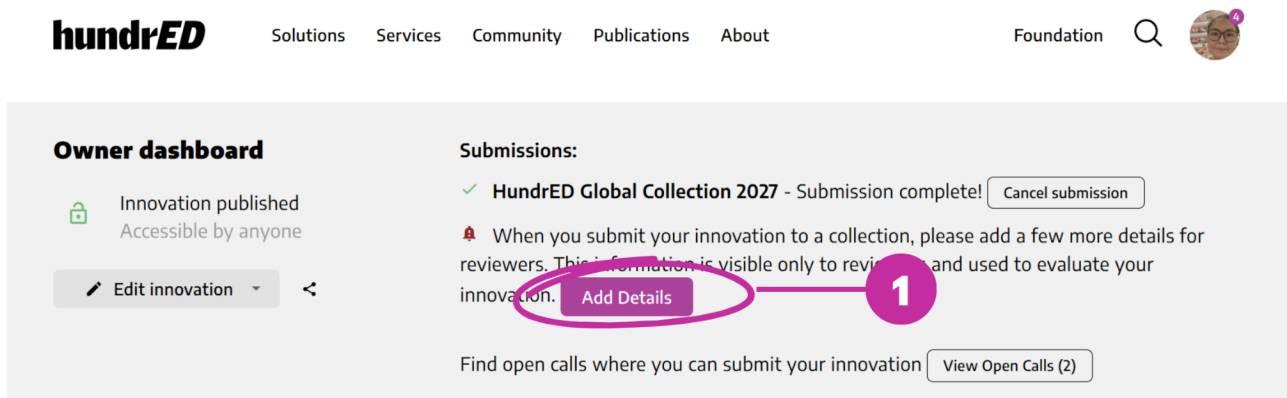
1. Click on “Continue creating” to complete filling in mandatory information for your public innovation page.
2. This indicates your page is not published. Once you complete all mandatory fields, you will be prompted to publish your page with a black button. (See Case 3)

Case 3: You have **completed** all the details for the public innovation page, but your page is **not published**. You will now see the submission status on your innovation Owner dashboard.



1. Click on “Publish innovation” to publish your innovation page at HundrED.

Case 4: You have completed all the details for the public innovation page and your page is published, but you have **not completed** filling in information for review. You need to add those details to ensure thorough and fair review of your innovation.



1. Click on “Add Details” to fill in information for review.



Make sure to visit your Owner dashboard every four months to make updates to your innovation page.

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