

University of Rochester Science Policy Initiative Policy Memo Competition

Format, Rules, Guidelines, and Resources

Timeline and Links

Milestone	Date/Time	Links
Competition announcement	Monday, April 19	Rules and judging criteria: https://bit.ly/3sy9Ha6
Team registration	Friday, May 7, 11:59 pm	https://bit.ly/32qsMR5
Office hours	Khang: Mondays 10:30 am – 12:00 pm Wesley: Thursdays 6:00 – 7:00 pm	Khang: https://rochester.zoom.us/s/9271082404 Wesley: https://rochester.zoom.us/j/98694655617
One-page memo submission	Friday, May 14, 11:59 pm	https://bit.ly/3alaFjZ
Deadline for resolving presentation accommodations (see “Format and Guidelines”)	Tuesday, May 18, 11:59 pm	Email khuynh2@ur.rochester.edu
Public presentation	Friday, May 21, 1:00 – 3:00 pm	Zoom: https://bit.ly/3n07gfB

Eligibility

As we encourage competitors to submit to any of the ongoing competitions to the *Journal of Science Policy & Governance*, the eligibility criteria roughly reflect those of the journal. To enter the competition, all authors must be affiliated with the University of Rochester.

Additionally, the main author(s) must meet one of the following criteria:

- Current student, postdoctoral associate, or equivalent at the University of Rochester
- You are currently a policy fellow
- You are taking a leave of absence from UR for an internship
- You are a recent graduate within five years of earning your last degree (associate’s, bachelor’s, master’s, doctoral, or equivalents)

Teams

- Rules and Guidelines
 - There are no limits to group size (we recommend 1-5).

- Teams must adhere to eligibility criteria (outlined below).
- Teams must submit their coauthors and topic via the registration link below. This information will not be shared publicly.
- Teams are free to change their topic after the registration deadline.
- To enter the competition, each team must register by the registration deadline.
- Registering for the Competition
 - Sign up link (one entry per team): <https://bit.ly/32qsMR5>
 - Registration deadline: Friday, May 7, 11:59 pm
- Need help finding a team or topic?
 - Fill out this form: <http://bit.ly/3tuDdi9>

Format and Guidelines

Part 1: One-Page Policy Memo

- Format
 - 1-page memo on a science policy topic
- Rules and Guidelines
 - The memo must be addressed to a specific audience.
 - The memo should not include an author list.
 - The main body of the memo should fit within one page. The final submission should look neat and professional. Authors are discouraged from manipulating the font, font size, margins, or other formatting parameters in a way that makes the memo difficult to read or appear unprofessional.
 - References can be included as a footnote or reference list and do not count towards the page limit. Authors are still encouraged to keep their submissions within one page.
 - There is no standard format. Adopt a layout that best conveys your position to your chosen audience. Refer to the judging criteria when formulating your memo.
 - Memos submitted late will not be considered and result in disqualification.
- Submission
 - Submission link: <https://bit.ly/3alaFjZ>
 - Submission deadline: Friday, May 14, 11:59 pm
 - Files should be submitted as a .docx or similar format.

Part 2: Public Presentation

- Format
 - 10-minute presentation slot comprising of:
 - 5-minute PowerPoint presentation to a public audience
 - 5-minute period of questions from the judges and audience
- Rules and Guidelines

- Presentations must cover the information conveyed in the memo and be addressed to the same audience.
- All coauthors of the written memo must participate in the presentation.
- Exceptions to these rules will be considered on a case-by-case basis. Classes, conferences, or illness are examples of perfectly valid excuses.
 - These exceptions or requests must be *resolved* (not initiated) by Tuesday, May 18, 11:59 pm. Email Khang at khuynh2@ur.rochester.edu for questions.
- The entirety of the competition event will be recorded and publicly archived on YouTube.
- Failure to adhere to the time format will result in penalties as outlined in the rubric. Competitors will be timed, but no time warnings will be given.
- Failure to deliver a presentation or adhere to the guidelines may result in disqualification.
- Public Presentation
 - Zoom registration: <https://bit.ly/3n07gfB>
 - Event: Friday, May 21, 1:00 – 3:00 pm

Judging

The rubric for the competition can be found here: <https://bit.ly/3sy9Ha6>. Both parts of the competition will be judged by Elaine Smolock, Ph.D., Scott Steele, Ph.D., and Khang Huynh.

Feedback and/or rubrics from the competitions will be provided at the conclusion of the competition.

Prizes

We will reward the top three teams, based on competition scoring, with a cash prize.

- 1st place: \$200
- 2nd place: \$100
- 3rd place: \$50

Resources

Office Hours

The members of the E-Board will host office hours to help policy memo teams with all aspects of the writing process, including finding teams, selecting and refining topics, and broad revisions.

- Khang: Mondays 10:30 – 12:00.
 - <https://rochester.zoom.us/j/9271082404>
 - khuynh2@ur.rochester.edu
- Wesley: Thursdays 6:00 – 7:00.
 - <https://rochester.zoom.us/j/98694655617>

- o wesley.chiang@rochester.edu

Sample Policy Memos

Examples of one-page (and *JSPG*) memos, sorted by topic, can be found here:
<http://bit.ly/3bMEXwZ>

Questions

Reach out to Khang, who is the main contact for the competition, at khuynh2@ur.rochester.edu. You may also attend his office hours.

Submit Your Memo to a Peer-Reviewed Policy Journal

JSPG Memo Competitions

We encourage entrants to turn their one-pagers into longer memos as applicable to *JSPG* calls for submission and vice-versa.

Intersectional Science Policy. For its Third Annual International Science Policy Memo Competition, JSPG and the National Science Policy Network are seeking 2000-word papers raising awareness of intersectional science policy issues that directly affect marginalized scientists and communities.

- Submission deadline: May 2, 2021.
- \$2250 prize pool.
- Official call for submissions: <https://bit.ly/3v5Lzy4>
- Have a topic, but need a group? Want to find a group? Fill out this form here: <http://bit.ly/3tuDdi9>

Standard issue. Standard call for papers invite submissions addressing any dimension of policy or governance issues relating to science, technology, and innovation ranging from climate action to space policy to innovation ecosystems.

- Submission deadlines: May 30, 2021; November 14, 2021
- Submission guidelines: <https://bit.ly/3rXVV05>