The Earth Prize 2026
Submission Portal Prep

This document will help you navigate the submission portal, which is now open. We are excited to read your applications and want to ensure you know exactly what to expect as you prepare and submit. Invest time in these steps and questions; they could put you on track to becoming one of the shared winners of the $100,000 Earth Prize.

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Before starting:

The submission deadline has been extended to **February 28, 2026 at midnight CET.**

There are two main steps to take to submit your project to The Earth Prize 2026: **1) Creating your project on Innovation Exchange**, and **2) Submitting your project to The Earth Prize Opportunity.**

Important to note:
- Only the questions marked with a red asterisk (*****) are mandatory to answer. These include *some but not all* questions when you first create your project on innovation exchange.
- **When you are completing The Earth Prize Opportunity submission, these questions are mandatory. Please put your *main focus* on answering these questions, which include your Fresh Idea Canvas :)**

First things first: Getting onto the submission platform, 'Innovation Exchange'

The submission portal is hosted on Innovation Exchange:
Innovation Exchange is a platform that allows you to submit, manage, and track your projects online, providing a central space for all participants to upload their ideas, supporting materials, and updates.

To access the submission platform if you are under 18, you first need to have parental/guardian consent.

- Your parent/guardian would have received an email from us if you provided their email address during your onboarding process or afterwards via an email we sent you. If your parent or guardian has not received an email from us, please contact us at info@theearthprize.org
- Once you have parental/guardian consent, you will receive an email from us, letting you know that consent has been approved, with details of the next steps and a link to the platform 🎉
- If you are over 18, you will already have received an email from us :)

Below are the two emails you might have received:

Email 1:

Hey ellen test,

You did it — you're officially part of **The Earth Prize 2026**, the global competition where young changemakers prove that the next generation isn't waiting for permission. ⚡

This isn't just another project. It's a movement — and you're now one of the doers.

🔥 **Step 1: Jump into the action on Discord**

You saw your invite during sign-up — here it is again. **Don't sleep on it.**

👉 Join the Discord

That's where your community lives — mentors, teammates, and innovators from **100+ countries** who are already shaping what's next.

Introduce yourself in #👋-intro and check **#announcements** for key updates.

🚀 **Step 2: Submission Portal & Next Steps**

- 🌍 Our Submission Portal is OPEN 🌍

  The submission portal is hosted on **Innovation Exchange.**

  Innovation Exchange is a platform that allows you to submit, manage, and track your projects online — a central space to upload your ideas, supporting materials, and updates.

- Please read this document carefully, as it outlines all the steps required to join the submission portal before accessing it. You'll find all the information you need there.

- And click below to join **The Earth Prize Opportunity** and submit your project:

  👉 THE EARTH PRIZE OPPORTUNITY

Email 2:

Hey ,

Good news! Your parent/guardian has approved your participation, which means you're now officially part of **The Earth Prize** community.

You're cleared to submit your project, get support from mentors, and jump fully into the experience. 🚀🌍

What's coming next:

1. Our Submission Portal is OPEN. 🌍 → **The submission portal is hosted on Innovation Exchange:** Innovation Exchange is a platform that allows you to submit, manage, and track your projects online, providing a central space for all participants to upload their ideas, supporting materials, and updates.
2. Please read this document carefully, as it outlines all the steps required to join the submission portal before accessing it. You'll find all the information you need there.
3. And click below to join **The Earth Prize Opportunity to submit your Project!** → THE EARTH PRIZE OPPORTUNITY
4. **Please make sure you access the submission portal by clicking on The Earth Prize logo!**

When you have received these emails, you can now access the portal through a link:
To do this, you must click on the hyperlinks directing you to the submission portal. In Email 1, this link is highlighted green in Step 2, first point. In Email 2, the hyperlink is coloured blue, on the first step.

You will be brought to the login page of the portal, where you will see this pop up:

It is **very important** that you **click The Earth Prize logo**, circled above, to log in. Otherwise you will not be directed to the correct location to submit your project.

Once you click this, you will receive an email to confirm your email address and sign in to The Earth Prize IdP. Enter your email address in the space shown below, click 'continue', and then select the next purple button 'Sign in to The Earth Prize IdP.
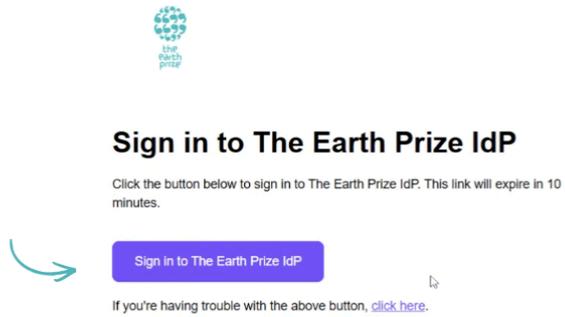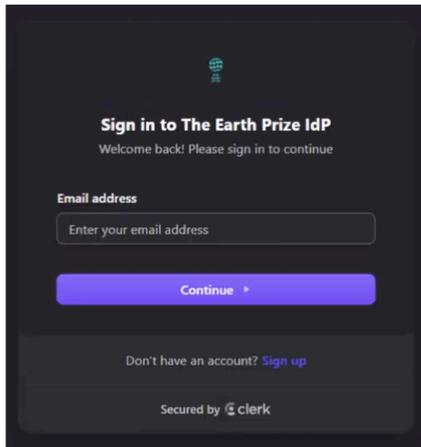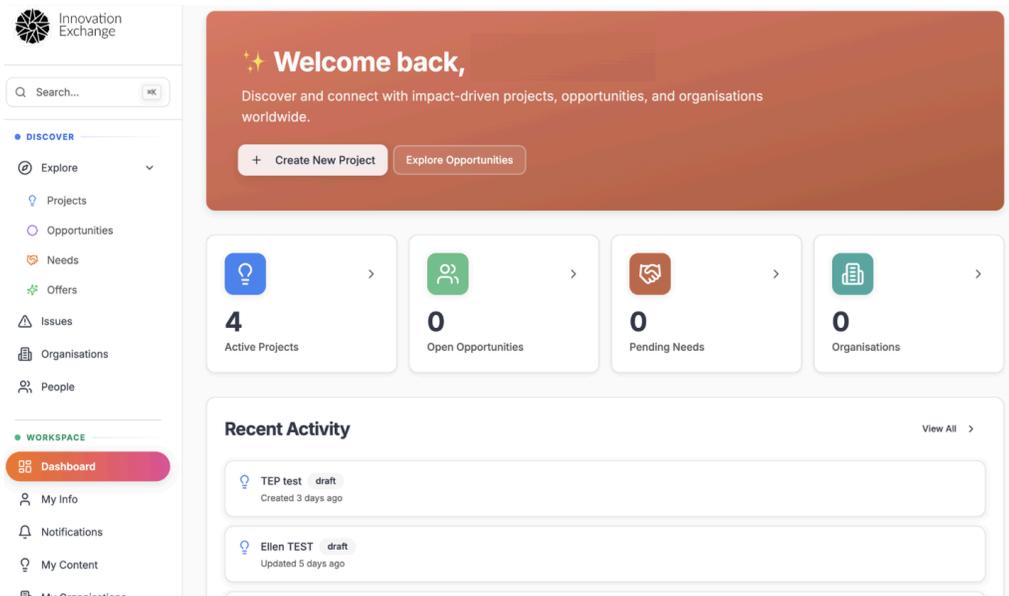
You will then be brought to the 'Explore' page of the Innovation Exchange website:
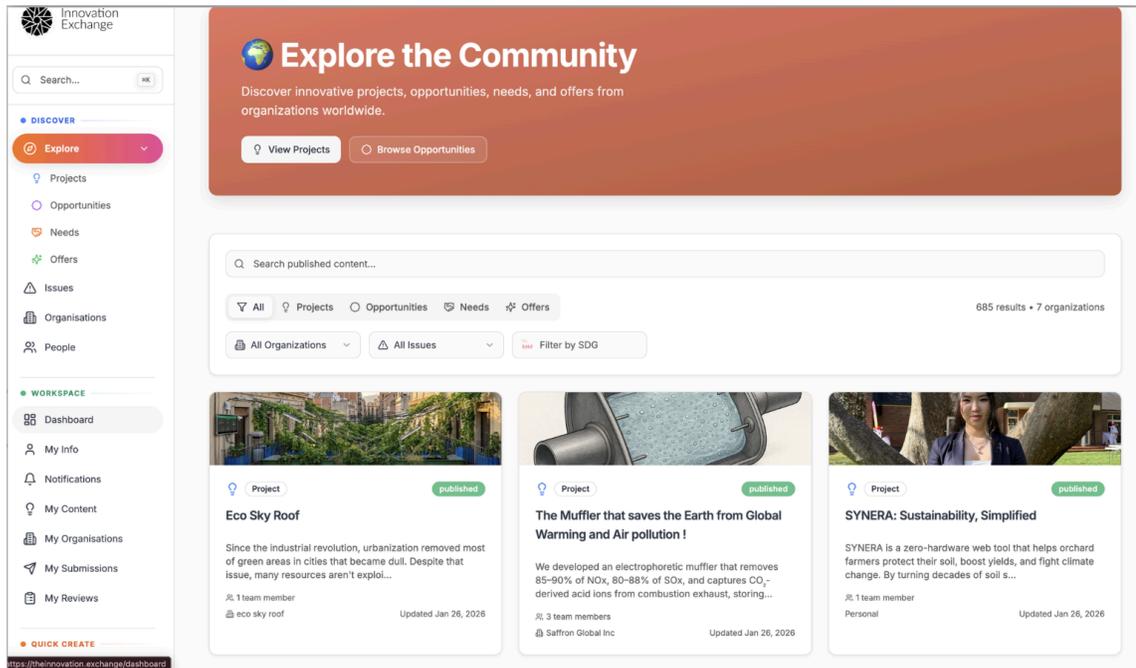
The projects you see here are public projects that have been published on the website, *not* The Earth Prize.

To create your project for The Earth Prize, please navigate to 'Dashboard' under 'Workspaces' on the left hand side of the screen:

This is where you will 1) Create a New Project for The Earth Prize, 2) View, and 3) Edit your project when it is saved as a draft.

Click on 'Create New Project' to get started, and follow the instructions below to proceed.

Creating your project on Innovation Exchange

When you select 'create new project' on your dashboard you will see the following pop up:

Remember, Only the questions marked with a red asterisk (*) are mandatory to answer. These include *some but not all* questions when you first create your project on innovation exchange.

Your fresh idea canvas questions come later, on The Earth Prize Opportunity which are mandatory. We recommend keeping your main focus on them.

You will navigate through the different sections and questions detailed below, before saving your project as a draft.

Project Basics:

- Project Ownership*****: Select 'Individual Project' even if you are a team, don't select 'Organization Project'.
- Project Title*****: Give your project a clear, descriptive name
- Summary*****: A concise overview that helps others understand what your project is about.
- Stage of Innovation: Specify here what stage of project development you are at - Have you just thought of the idea, actively testing it, or expanding your reach? Please select your answer from the dropdown menu provided.
- Project Visibility: Here you select the privacy settings of your project.
  - Public: It will be visible to anyone on the Innovation Exchange website. Anyone can discover and view all information.
  - Unlisted: Not shown in Explore. Anyone with the link can view.
  - Private: Invite only. *Can* be used for The Earth Prize Opportunity submissions but not shared publicly.

Project Details (Problem, Solution, and approach):

Remember that this section is not mandatory and will not be counted towards your reviewer score, so don't worry too much about them for now. You will be scored according to the fresh idea canvas questions on the earth prize opportunity.

- Context: Provide context about the environment or situation your project addresses.
- Problem Statement: Clearly articulate the challenge or need your project aims to solve.
- Proposed Solution: Describe your approach to addressing the problem.
- Requirements: What resources are needed to execute this project?
- Approach: How will you implement the solution? Include methodology and timeline.
- Specifications: Technical requirements, features, or detailed specifications.

Taxonomy / Attributes

- Under what **Sustainable Development Goals (SDGs)** do your problem fall into (you can choose more than one):
  - SDG1 – No Poverty
  - SDG 2 – Zero Hunger
  - SDG 3 – Good Health and Well-Being
  - SDG 4 – Quality Education
  - SDG 5 – Gender Equality
  - SDG 6 – Clean Water and Sanitation
  - SDG 7 – Affordable and Clean Energy

- ○ SDG 8 – Decent Work and Economic Growth
- ○ SDG 9 – Industry, Innovation and Infrastructure
- ○ SDG 10 – Reduced Inequalities
- ○ SDG 11 – Sustainable Cities and Communities
- ○ SDG 12 – Responsible Consumption and Production
- ○ SDG 13 – Climate Action
- ○ SDG 14 – Life Below Water
- ○ SDG 15 – Life on Land
- ○ SDG 16 – Peace, Justice and Strong Institutions
- ○ SDG 17 – Partnerships for the Goals
- **Industries:** Which industries does this project relate to:
  - ○ Accommodation and food service activities
  - ○ Administrative and support service activities
  - ○ Agriculture, forestry and fishing
  - ○ Arts, entertainment and recreation
  - ○ Construction
  - ○ Education
  - ○ Electricity, gas, steam and air conditioning supply
  - ○ Extraterritorial organizations and bodies
  - ○ Financial and insurance activities
  - ○ Household activities as employers
  - ○ Human health and social work activities
  - ○ Information and communication
  - ○ Manufacturing
  - ○ Mining and quarrying
  - ○ Other service activities
  - ○ Professional, scientific and technical activities
  - ○ Public administration and defence
  - ○ Real estate activities
  - ○ Transportation and storage
  - ○ Water supply; sewerage, waste management
  - ○ Wholesale and retail trade
- **Impact Domains:** What areas of impact does this project target?
  - ○ Climate Adaptation
  - ○ Disaster Resilience
  - ○ Education Access
  - ○ Health Equity
  - ○ Digital Inclusion
  - ○ Food Systems
  - ○ Gender Empowerment
  - ○ Youth Engagement
  - ○ Biodiversity Conservation
  - ○ Circular Economy
  - ○ Affordable Housing

- - Water Security
  - Energy Access
  - Financial Inclusion
- **Skills Needed or Developed:** e.g. Project Management, Data Analysis…
- **Target Populations:** Who are the primary beneficiaries?
- **Linked Issues:** Link this project to relevant issues or causes

Location & Timeline

- When and where will this happen: Provide the project Start Date, End Date, and the location where the project is based.

Review & Save:

Note: On the submission platform, once you save your project as a draft, you will _then_ be able to add your team photo, upload other attachments and add your teammates.

Team Creation:

- You will need to create a team to participate in the competition. Each team may have 1 to 5 members or 'contributors'. **If your team has more than one member, you must designate a *Team Leader.*** A team leader is responsible for creating the team and inviting members by entering their email addresses.
- Important: All team members must be registered on our website for the 2026 cycle of The Earth Prize before accessing the submission portal.
- **If you are participating alone, you do not need to add any team members.**
- The team leader can assign each member either editor or viewer permissions. The leader is the only person authorized to submit the project and add contributors. **On the portal, team members will appear as "contributors."**

How to add contributors on the portal as the team leader:

- Once your project is saved as a draft, simply navigate to your Dashboard under 'Workspace' on the left hand side of the screen.
- Select the project you wish to continue working on. When you click 'edit' you will see the headings for each section, go to 'Contributors'.
- Select 'Invite External Contributors', enter your teammates' name or email address, select their role (Editor or Viewer), send a personal note (if you wish) and press 'Send Invitation'.
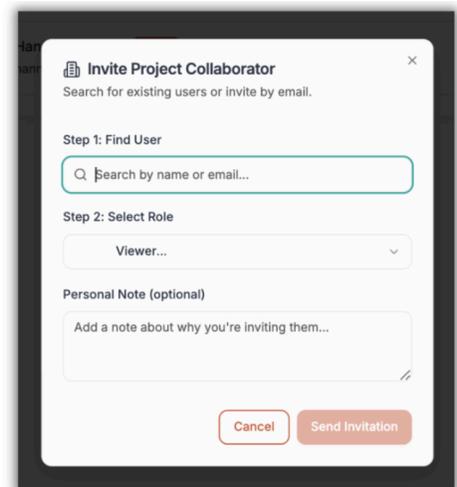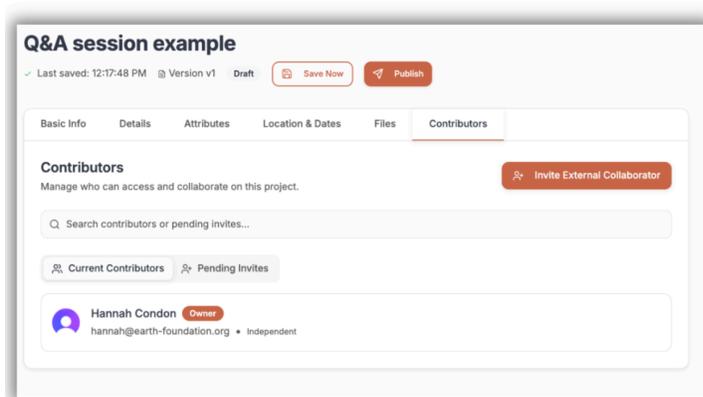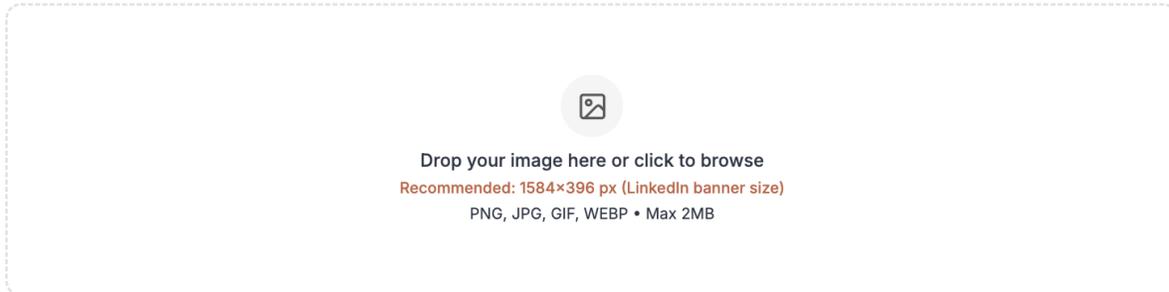
Team Photo:

- After you have saved your project as a draft on innovation exchange, go back into it to edit and scroll to the bottom of **'Basic Information'.**
- You will see a section for 'cover image' - this is where you can upload your team photo, or alternatively a logo / picture of your project:

Cover Image (Required to publish)

Image (optional)

> Drop your image here or click to browse
> Recommended: 1584×396 px (LinkedIn banner size)
> PNG, JPG, GIF, WEBP • Max 2MB

- Note: Your team photo may be used on The Earth Prize website or social media later in the competition.

✅**Tips for a great photo:** Horizontal format, Everyone smiling, Good natural daylight, Nice background (outside in nature or indoors with a tidy background)

👥**Not all in the same place?** No problem! You can create a collage (Canva works great) or take a screenshot of an online meeting together

Optional Supporting Materials:

Submit up to three (3) supporting documents if you feel are necessary to demonstrate your Fresh Idea:
- Presentation
- Video
- Documents
- PDFs
- Case Study
- Pictures of your team and your project

Publish your project :

When you are happy with your finished project, make sure you select 'publish' on your innovation exchange project. This is **NOT** submitting, that is done in the next step on the Earth Prize Opportunity…

P.S. You can still edit your project after you publish it.
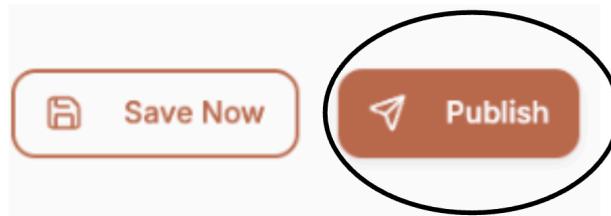
Submitting your project to The Earth Prize Opportunity

Woohoo! If you've made it this far, that means you're ready to submit to your project.

Now, you need to access '**The Earth Prize Opportunity**' to upload your project, and answer the **mandatory** Fresh Idea Canvas questions. To do this, please go to the email we sent you and follow the hyperlink to The Earth Prize Opportunity:
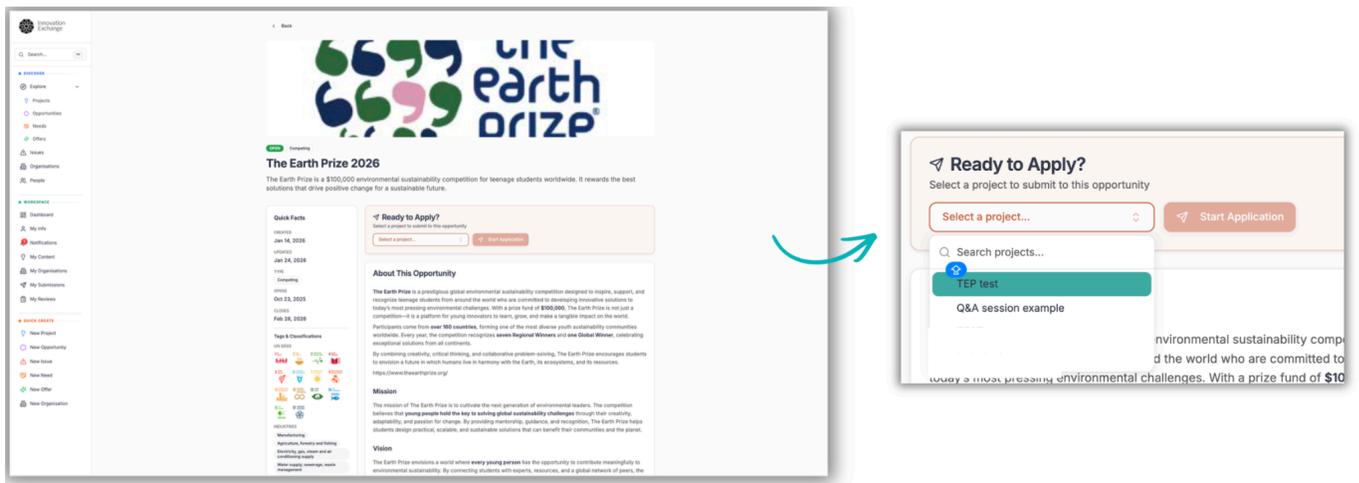
Email 1:

3. And click below to join **The Earth Prize Opportunity to submit your Project!** → THE EARTH PRIZE OPPORTUNITY

Email 2:

- And click below to join **The Earth Prize Opportunity** and submit your project:

👉 THE EARTH PRIZE OPPORTUNITY

When you are ready to submit and have followed the second link we sent you to 'The Earth Prize Opportunity', please select the project you wish to submit to The Earth Prize 2026 (*Reminder: make sure you have pressed 'publish' on your innovation exchange project before submitting on the opportunity*):

You will navigate through the different sections and questions detailed below, before submitting your project:

Application Questions:
- Name & Surname*

- Date of Birth*
- Email*
- Team name*
- What is the scale of the problem you are trying to solve?*
  - School
  - Community
  - National
  - Global
- Does it affect your*:
  - Health
  - Landscape
  - Finances
  - Access to Food
  - Living conditions
- How did you learn about the problem?*
  - Affects me directly
  - Affects my community
  - Heard about it in school
  - Read in the news
  - Documentary
  - Social media
  - I saw it
- Team Motivation Statement*
  - Please write a short paragraph describing what motivates your team to participate in The Earth Prize competition (*maximum 300 characters*). Our team will select the best answers to be featured on The Earth Prize social media.

… ***Then, you'll move onto the Fresh Idea Canvas questions*:**

Fresh Idea Canvas

For every section of your work, your team must provide a detailed description of each of the eight (8) building blocks of the Business Model Canvas. **You may use the guiding questions in each box to support your explanations.** Please ensure that you adhere to the required word count for each section.

1. Selected Problem*
   A short explanation of the environmental problem the team is addressing or has addressed. The team should be able to provide background information that defines the problem as clearly as possible *(Min length 300 characters, max length 600 characters)*

2. Proposed Solution*
   A detailed description of the proposed solution, including an outline of how it is supposed to address a clearly defined environmental challenge. *(Min length 200 characters, max length 1200 characters)*

3. Implementation*****
   A detailed description of the steps the team would need to take to implement their Fresh Idea, or that other people could take in order to replicate their Fresh Idea in a different context. *(Min length 200 characters, max length 1200 characters)*

4. Financials*****
   A detailed description of how you would allocate the $12,500 Prize money to advance your idea. *(Min length 200 characters, max length 900 characters)*

5. Longevity*****
   A detailed description of the continued development and sustainability of your idea beyond the competition. *(Min length 200 characters, max length 1200 characters)*

6. Stakeholders*****
   A descriptive statement explaining the different stakeholders involved in the project. Here the team should think about who will be interested in their project and how they will engage. *(Min length 200 characters, max length 1200 characters)*

7. Communication Plan*****
   A description of how the team will engage the public in supporting its project and proposed solution*. (Min length 200 characters, max length 900 characters)*

8. Expected Impact*****
   An explanation with references to facts, figures, and data describing the expected impact the team thinks the idea could have, or the impact the already-implemented idea has had. *(Min length 200 characters, max length 900 characters)*

P.S. You can take a look at a project template with these questions [HERE](#) ✨!

- **References***
  - Submissions to The Earth Prize must adhere to rigorous citation and referencing standards, properly acknowledging external data, research, and opinions in order to avoid plagiarism. Source referencing on The Earth Prize Submissions Platform must follow a particular footnote-based referencing standard specific to The Earth Prize competition. For instructions on how to reference you Idea, please go to the [Participants Submission Guidelines](#).

- **Describe your project as if you are talking to a 5-year-old***
  - Please describe your project as if you are talking to a 5-year-old. Use simple words and clear ideas to explain what your project does and why it matters. Keep it engaging and easy to understand so anyone can grasp your work. *(Min length 100 characters, max length 600 characters)*

- **The Earth Prize Mentor of the year vote***
  - The Earth Prize Mentors are university students from all over the world who help guide the Participants by answering their questions in The Earth Prize Mentorship Portal. The 3 best Mentors, as voted by The Earth Prize Participants, will be recognized as The Earth Prize Mentors of the Year and awarded a $2,500 prize each. Please note that your teacher cannot be nominated as your favorite Mentor.

- **Enter Your Region***
  - Please select one of the seven regions you are competing in. Check this https://www.theearthprize.org/map to see which region your country belongs to. If your team includes members from different countries or regions, please enter the region of your team lead. North America, Africa, Asia, Europe, Oceania & Southeast, Middle East, Central & South America

- **The Earth Prize research on eco anxiety, hope and action**
  - This is a 2-part survey for before and after The Earth Prize. If you already filled out the first part, it would really help us to have your answers now for the second part after taking part in the competition.

- **Press Submit! Best of luck!**

Save Draft   Submit Application