University of Idaho Sustainability Center
Request for Proposals

Proposals Due: Tuesday, October 1st, 2013 by 10:00pm

The UI Sustainability Center invites proposals for student-led projects that advance campus sustainability. The UISC was established as a result of a student-funded initiative in 2006 to further our University's commitment to an environmentally sustainable, socially just, and economically viable future.

Student-led projects can request up to $3,000. All project ideas are welcome, yet special consideration will be given to projects that address any of the following: **Climate Change & Carbon Neutrality, Campus Food Systems, Campus Waste Reduction (Reducing, Reusing & Recycling),** and **Campus Culture Shift**.

Eligibility and Requirements

- Applicant(s) must be UI undergraduate, graduate, or law student(s).
- Applicant(s) must be enrolled during all semesters in which the project will be executed.
- Applicant(s) must be in good academic standing and making satisfactory progress towards their degree.
- Partnerships with non-students (i.e., faculty, staff, or off-campus entities) are allowed, but students must play the central role in project design, execution, and reporting.
- Projects that involve a team of individuals must identify a student as the Principal Investigator (PI) or Team Leader who will remain in charge throughout the project's duration.
- Grant awards must be carried out by the student or named team, in the case of groups. **Grant funds are non-transferrable between students**.
- Each proposal must name a Project Advisor, who can be staff, faculty, administration, or qualified community member, and who will commit to working with the student or team for the duration of the grant. The Project Advisor can be the student's academic advisor. The Project Advisor must be authorized to identify any support (materials, location, money, or staff time) that will be given, and to describe the benefits to that department.
- **Projects must be completed by April 25, 2014**.

Proposal Guidelines

The proposal must be single-spaced, in 12-point font, with one-inch margins, and consecutive page numbers. The following sections are required:

(Section I) Cover Page (template provided, page 5): This must include:

1. Title
2. Name of Student PI/Team Leader, local mailing address, student's university e-mail address, major, college, level in school, expected graduation date, and academic advisor
3. Project Dates (project must be completed by April 25, 2014)
4. Name of Project Advisor
5. Amount Requested (maximum of $3,000, does not include outside funding)
6. Project Synopsis (2-5 sentences)

<u>(Section II) Project Goals and Activities (not to exceed 5 pages)</u>

1. Project Goals and Description: Describe how the project will advance campus sustainability. Describe program activities and the staffing of the project. Explain what data will be produced or collected, including hours worked and other contributions.

2. Project Outcomes: Describe specific outcomes and expected results of the project. Outline specific, short-term results of the project along with the anticipated long-term environmental, social and economic benefits for the campus community. A plan for presentation of the results to campus or other relevant groups must be included.

3. Outreach Approach: Describe your approach to providing information to the university community about the project and how it will be clearly identified as a measure toward sustainability. Also include plans for creating and displaying permanent interpretive signage that will serve an informative role describing the project and its goals; required of all permanent projects/installations.

4. Participation and Support: Describe the roles of any faculty, staff, administrators, community members and other students who will participate in the project. Identify existing, known, or expected support (financial or otherwise), and any academic credit that may be received.

5. Project Administration: Describe the project timeline. For each month of the project, describe key activities, milestones, and outcomes. Also include plans for documentation of project progress and plans for regular meetings with the UISC Project Coordinator to discuss progress.

<u>(Section III) Plan for Future Action</u>:

1. Describe how the project will continue to give back to the UI and the UISC. Who will keep the project successes going? How will the project be supported/funded in the future?

2. Evaluation: Provide information on how project progress and outcomes will be monitored and measured. Clearly relate these measures to project goals and evaluation criteria (above).

<u>(Section IV) Team Members Qualifications and Interests (not to exceed 2 pages)</u>:

Provide a brief summary of qualifications of the participating team members proposing the project. Outline project tasks assigned to each team member. Identify how this project will contribute to each member's future professional and personal goals.

<u>(Section V) Budget (not to exceed 2 pages - template provided, page 6)</u>:

Identify anticipated project expenses including materials, salaries, travel if applicable, costs of reporting, as well as any additional funding sources. Justify with a narrative explanation. Note whether outside support is pending or already committed. Funding/labor matches must be accompanied by a letter of commitment from the donor.

(Section VI) Letters of Support:

1. Letter from Project Advisor giving their commitment to work with the applicant for the duration of the project.

2. Letter from applicant's academic advisor confirming that student is in good academic standing and qualified to carry out the project.

3. Letter of support from UI Facilities Services detailing their support of the proposed project. Contact the UISC Projects Coordinator for information on the appropriate member of facilities to contact regarding your project.

4. Other letters are required from supporting faculty, staff, administrators, and community entities describing support that will be given, and to show that proposed projects are in a position to move forward immediately once funding is awarded.

   Letters of support must be emailed by the applicant or submitted with the proposal.

(Section VII) Other Supporting Materials (where appropriate):

These may include references, diagrams, photos, drawings, and other materials that directly facilitate evaluation of the proposal. These may be submitted electronically or in hard-copy format.

Proposal Submission

The due date for all proposals is 10:00 pm, Tuesday, October 1st, 2013. Proposals must be submitted electronically to uisc-projects@uidaho.edu. **Late submissions will not be accepted**.

Projects awarded funding will be announced no later than Tuesday, October 8, 2013 at 5 pm.

Applicants may be invited for an interview/discussion with UISC staff and Advisory Board during the week of October 7-11.

Evaluation of Proposals

Proposals will be evaluated by UISC student staff, the UISC Advisory Board, and technical experts as needed, to select proposals that best meet UISC priorities. To ensure the best possible chance for your project to receive funding, please verify the completeness of your proposal by reviewing the following questions:

- Am I eligible to receive grant funding?
- Does my proposal cite specific goals, outcomes and approaches that show a knowledge of barriers to sustainability that will be overcome, directly improving campus sustainability?
- Does my proposal show that the project will result in specific short-term and long-term benefits for the campus community as opposed to just an awareness of an issue or a capacity for future action?
- Does my project advance student skills, leadership and ethical awareness?
- Does my project promote collaboration across disciplines and integration of curriculum, campus life, campus operations, and/or community?
- Does my project support the UI's strategic plan and strategic themes?

- Does my project contribute to environmental, social, and economic sustainability in practice and knowledge for UI and the communities served?
- Does my proposal address at least one of the following: **climate change & carbon neutrality, campus food systems, campus waste reduction (reducing, reusing & recycling), campus culture shift**?
- Do I have all of the required sections in my proposal?
- Do I have all of the necessary letters of support?

Project Administration

PIs are responsible for measuring and assessing project success. Documentation of progress through written reports submitted to, and meetings with, the UISC Projects Coordinator is required and those activities should be described in the proposal. The Project Advisor must attend at least one progress meeting per month with the Project Leader and UISC Projects Coordinator.

Project PIs and the Project Advisor must:

- Submit signed grant agreement within two weeks of award notification.
- Provide photos of team members and brief statements of personal background, reasons for participating, and goals for the UISC project information web pages, and other promotional materials.
- Work with UI and UISC to facilitate media coverage in ways that highlight UI students and the UISC, along with major partners. Provide UISC with copies of all coverage.
- Complete project objectives outlined in grant agreement during stated project period. Failure to show adequate progress at regular meetings may result in project termination. Such termination is at the discretion of the UISC Student Programs Coordinator.
- Submit a final report (4-6 pages) and final expense report at the end of the project.

Award Administration

Grant payments will be disbursed depending on project needs as outlined in the required budget and project administration timeline. Payments will be given in percentage-based installments as determined and agreed upon by the applicant and the UISC Projects Coordinator, with the final payment made upon completion of the project. Grant funds will be disbursed through UISC. We retain the right to examine use of funds and expenses related to projects. **Project funding may be suspended and/or terminated upon review and recommendation of the UISC Projects Coordinator, and concurrence of the UISC Student Programs Coordinator, if satisfactory progress is not made according to the proposal timeline.**

QUESTIONS? Email uisc-projects@uidaho.edu.

Need Ideas or Inspiration?

Be sure to check out the Student-Led Grant page at the UI Sustainability Center website for more information about the program. You can read through the grant process step-by-step here. If you would like to see examples of past grant projects, check out this webpage. If you need ideas or inspiration for a grant project, be sure to pan and zoom through the UISC

Student-Led Grant Program Prezi found here.

Potential Projects:
Climate Change & Carbon Neutrality
- Setting up a student/faculty task force to complete an ACUPCC Green House Gas emissions report or campus sustainability plan (or both). Incentivize the students with credit or internship hours and faculty involved receive budget benefits for their departments and programs.
- Help U-Idaho become an AASHE STARS.
- Put solar powered lights in the New Arboretum using low cost PVC, recycled water bottles and low-energy light bulbs or LED lights.
- Locating a building on campus that could make use of a small wind turbine and use it as a case study for the potential savings that U-Idaho could make by switching to partial wind energy.
- Past energy assessment projects can be updated. These could be reinitiated or expanded by 1) implementing an education campaign, 2) calculating savings in cooling costs, (3) anticipating energy usage in new buildings planning, or 4) conducting an accurate census of computers and consumption campus-wide.

Campus Food Systems
- Expand the Food to Farm program to Denny's and Einstein's Bros Bagels and Coffee. Grant funds could go toward the purchase of bins and bags.
- The Food to Farm program needs assessment (including volunteer program, contamination levels, transitioning away from single use disposable products) as well as and funding for various improvements.
- Determine the feasibility of a biodigester for the livestock area on the U-Idaho campus to use for electricity and/or heating.
- Work with the UI Student Club Soil Stewards to apply for funding to establish the Soil Stewards' organic farm on-campus or any other improvements needed.
- Repeat 2008 "Attitudes about Food" Survey to determine student priorities concerning local food systems.
- Create a "living wall" (also known as a "vertical garden") on campus (see more information here). Mark Miller (from the UI Commons and SUB) has already expressed interest and support for this project.

Campus Waste Reduction (Reducing, Reusing & Recycling)
- Start a U-Idaho "Bag-Less" campaign or develop appropriate ASUI and U-Idaho Senate Faculty policy. The U-Idaho bookstore has already expressed interest in this project.
- Fundraise for more water bottle refill stations throughout campus.
- Start a campaign to ban the sale of plastic water bottles on campus. Read more here.
- Conduct a research project on the use of water on campus and ways to reduce U-Idaho water consumption.
- Consider pitching alternatives to plastic products to Campus Dining. Read more here.
- Set up a campus-wide plan for comprehensive recycling infrastructure

Campus Culture Shift

- Conduct a survey on the student populations' analysis of the sustainability efforts on this campus. This will help us figure out what the UI's weak links are.
- Create a workshop series on energy use with Greek houses and as well as UI residence halls.
- Develop a film/documentary series on sustainability-related issues.
- Run a student/peer-to-peer behavior change energy program.
- Become a Focus the Nation chapter.
- Each year the UISC gives away reusable water bottles, reusable bags or other goods to incoming students. Instead of just giving away these goods, develop an idea to have recipients let the UISC take their photo and ask them to declare how they plan to reduce waste or live more sustainably, in their own words. The quotes and photos obtained can become part of a photo-based collage on the UISC website. The best bits can be turned into e-posters. This could increase culture change by using peers as leaders and the public statement helps individuals keep their pledge.

Cover Sheet
University of Idaho Sustainability Center Project Proposal

Date submitted:

Project Title:

Student PI/Team Leader:

Local Mailing Address:

Student E-Mail Address:

Major, College, Level in School, and Expected Graduation Date:

Team Members: (use second sheet if necessary)

    Name: Email address:

    Name: Email address:

Academic Advisor:

    Name: Email address:

    Department:

Project Advisor:

    Name: Email address:

    Department/Affiliation:

Project Dates: _____

Amount Requested: _____

Project Synopsis (2-5 sentences):

Advisor Confirmation:

    I confirm that _____ (student PI/leader)
    is competent and capable of carrying out the proposed project, and that the
    project fits within the student's academic plan.

_____   _____

    Academic Advisor (Signature)   Project Advisor (Signature)

_____   _____

    Academic Advisor (Please Print)   Project Advisor (Please Print)

Budget Template. Use the following categories. Expand as needed. Be sure to accompany with a narrative budget justification.

UISC Grant Budget Template	Requested Funds	Matched Funds
1. Equipment / Capital Expenditure		
Item / Description	0	
Item / Description	0	
total equipment	$0	
2. Travel		
Trip Description	0	
Trip Description	0	
total travel	$0	
3. Other direct costs		
Materials and supplies	0	
Publications/documents for dissemination	0	
Computer services	0	
Other	0	
total other directs	$0	
4. Personnel*		
name/role	0	
name/role	0	
name/role	0	
total salaries	$0	
Total Budget Request	$0	

Budget Justification:

*Salary not to exceed $10/hr for undergraduates, $12/hr for graduate students. Please add a 1% fringe fee to the total salary as required for payroll. For example: if total payroll equals $100, request $101