



## University of Idaho Sustainability Center Request for Proposals (RFP)

**Proposals Due: Sunday October 18<sup>th</sup>, 2020 by 11:00pm**

The U of I Sustainability Center invites proposals for student-led projects that advance campus sustainability. Projects can be led by one or more students or student associations. The maximum award for each project is \$3,000. Projects must be completed by Friday, April 16<sup>th</sup>, 2020.

The U of I Sustainability Center is a student-led, student-funded organization with the mission to further our University's commitment to an environmentally sustainable, socially just and economically viable future.

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### Eligibility and Requirements

1. Applicant(s) must be:
  - a. Full-time U of I undergraduate, graduate, or law student(s)
  - b. Enrolled during all semesters in which the project will be executed
  - c. In good academic standing and making satisfactory progress towards their degree
2. Partnerships with non-students (i.e. faculty, staff, or off-campus entities) are allowed, but students must play the leading role in project design, execution, and reporting.
3. Projects that involve a team of individuals must identify one student as the **Principal Investigator (PI)** who will be the main contact for the team. The PI will be responsible for making sure team is meeting deadlines, staying within budget, and reporting to UISC throughout the project's duration.
4. Grant awards must be carried out by the PI or team members identified in the proposal.
5. Each proposal must name a Project Advisor, who can be staff, faculty, a qualified community member, or an academic advisor, who will commit to working with the PI or team for the duration of the grant. The Project Advisor must be able to identify any support (materials, location, money, or staff time) that will be offered by their department/unit, and to describe the benefits of the project to their department/unit.
6. **Projects must be completed by Friday, April 16<sup>th</sup>, 2020**

## Proposal Guidelines

The proposal must have 1.5 spacing, 12-point font, with one-inch margins and consecutive page numbers. The following sections are required:

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

1. Title
2. Name of student PI, local mailing address, PI's university e-mail address, major, college, level in school, expected graduation date, and academic advisor
3. Project Dates (project must be completed by Friday, April 16<sup>th</sup>, 2020)
4. Name of Project Advisor
5. Amount Requested (maximum of \$3,000; does not include outside funding)
6. Project Synopsis (2-5 sentences)
7. Statement of support from PI's academic advisor (see template on page 5 for example)

### **(Section II) Project Goals and Activities (not to exceed 3 pages):**

1. **Description:** Provide relevant background information about the project as well as the project's purpose and pertinence to campus sustainability. Describe program activities and any data to be collected.
2. **Project Outcomes:** Outline specific, short-term results of the project including how the project will advance campus sustainability, along with the anticipated long-term environmental, social and economic benefits for the campus community.
3. **Outreach Plan:** Describe your plan to provide education and/or information to the university community about the project.
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 Timeline:** For each month of the project, describe key activities, milestones and outcomes. Include a timeline of project progress (i.e. events, meetings, goals). Successful applicants will be required to submit progress reports and schedule regular check-in meetings with the UISC Projects Coordinator, which can be included in your timeline.
6. **Longevity:** Describe how the project will continue to give back to the U of I community into the future. Projects should be designed as to be finished within the academic year. However, many projects require maintenance beyond the grant period. Describe who will continue to progress or maintain this project and its associated deliverables and what support (financial or otherwise) will be used to assure long-term impact.
7. **Evaluation:** Describe the measurements/metrics you will use to measure the outcomes of your project, and the resources required to carry out this evaluation.

### **(Section III) Team Members Qualifications and Interests (not to exceed 2 page):**

If applying with a team, provide a brief summary of qualifications of the participating team members. Outline roles (project tasks) assigned to each team member. Identify how this project will contribute to each member's professional and personal goals.

#### **(Section IV) Budget (not to exceed 2 pages - template provided, page 6):**

Identify and itemize project costs including current pricing, tax, shipping and fees, 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 are not required, but if submitted they must be accompanied by a letter of commitment from the donor. If your project includes payment for work carried out by students, the rate of pay is \$12.00/hr for graduate students and \$10/hr for undergraduate students, plus 3% fringe (benefits).

If your proposal is successful, the budget as outlined within your proposal will be set. You may not request additional funding; however, under limited circumstances, funding already granted may be used for different purposes than were originally outlined. Budgets should be thoroughly researched and calculated to avoid such situations. Any changes to your project's budget will need to be approved by the Sustainability and Student Engagement Coordinator and the Projects Coordinator, in advance.

#### **(Section V) Letters of Support:**

1. Letter from the Project Advisor identifying their commitment to work with the applicant(s) for the duration of the project.
2. Additional letters may be submitted from supporting faculty, staff, administrators, and community entities describing support that will be given, and to show that proposed project is viable.

#### **(Section VI) 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.

\*\*\*Please submit the proposal as one electronic document, in word .docx or .pdf format, including all sections as outlined above.

#### **Proposal Submission**

The due date for all proposals is Sunday, October 18<sup>th</sup>, 2020. Proposals must be submitted electronically to [uisc-projects@uidaho.edu](mailto:uisc-projects@uidaho.edu). **Late submissions will not be accepted.**

Projects awarded funding will be announced no later than Monday, October 26<sup>th</sup>, 2020 at 5:00 pm.

## Evaluation of Proposals

Proposals will be evaluated by UISC Projects Coordinator, the UISC Advisory Board, and technical experts as needed. To ensure the best possible chance of your project receiving funding, please verify the completeness of your proposal by reviewing the following questions:

- Am I eligible to receive grant funding?
- Does my proposal address a sustainability issue or provide sustainability education on campus?
- Does my proposal cite specific goals, outcomes and approaches that illustrates 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?
- Do I have all of the required sections in my proposal?
- Do I have all of the necessary letters of support?

## Requirements of Project PIs:

- Submit signed grant agreement within two weeks of award notification.
- 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. Media coverage generally includes a project completion press release in the spring and poster presentations during Earth Fest.
- 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 Projects Coordinator with guidance from the UISC Sustainability and Student Engagement Coordinator.
- Submit a final report (4-6 pages) and final expense report at the end of the project, due by Friday April 16<sup>th</sup>, 2020

## Award Administration

Grant payments will be disbursed based on the project budget and project administration timeline. You may not request additional funding. The UISC retains 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 Sustainability and Student Engagement Coordinator, if satisfactory progress is not made according to the proposal timeline.

## QUESTIONS?

Email the Sustainability Center Projects Coordinator at [uisc-projects@uidaho.edu](mailto:uisc-projects@uidaho.edu) or call 208-885-0125.

**Cover Sheet**  
**University of Idaho Sustainability Grant Proposal**

**Date submitted:**

**Project Title:**

**Principal Investigator:**

**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):

**Academic Advisor Confirmation:**

I confirm that \_\_\_\_\_ (student PI) is in good academic standing, capable of carrying out the proposed project, and that the project fits within the student's academic plan.

\_\_\_\_\_  
Academic Advisor (Signature)

\_\_\_\_\_  
Academic Advisor (Please Print)

**Budget Template.** Use the following categories and adapt/expand as needed. Be sure to describe each expense in the narrative budget justification. Expenses should be exact costs, and including shipping if it applies.

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

**Budget Justification:**

\*Salary should be \$10/hr for undergraduates and \$12/hr for graduate students. Please add a 3% fringe fee to the total salary as required for payroll. For example: if total payroll equals \$100, request \$103.