

**University of Idaho
Sustainable Idaho Initiative
Request for Proposals**

Proposals Due: Friday, February 2, 2007, 5:00 p.m.

The Sustainable Idaho Initiative (SII) invites proposals for faculty or staff-led projects that support campus sustainability. The SII was developed by a group of faculty, staff, students and community members as a strategic initiative in support of President Tim White's commitment to an economically, environmentally, and socially sustainable future for the UI, as represented by his signing the [Talloires Declaration](#) in April 2005. It also meets the criteria for his Plan for Renewal and will help implement the UI Strategic Plan.

The projects can incorporate teams of faculty, staff, students and/or community members or organizations, in order to contribute to overall knowledge, awareness and experience in sustainability practices at the UI and in the communities in which we operate.

In this first round of SII grants, we will favor projects or applied research with high visibility, clear effectiveness, and measurable outcomes that will be achieved by the end of Summer 2007. Grant requests may be up to \$7,500. Grant money may be used for participant time, project materials, costs associated with travel, and dissemination of results.

Eligibility and Requirements

Applicants shall be:

- Any UI faculty and staff, or group thereof;
- If there are participating students, they must be enrolled during all semesters in which the proposed project will be performed, be in good academic standing, and making satisfactory progress towards their degrees;
- Partnerships with off-campus entities are encouraged.

Evaluation Criteria

Proposals will be evaluated by a sub-committee of the SII Steering Committee, and selected for their relevance to the goals of the SII, which are:

- transform the academic environment to educate students, faculty, staff and community members to understand, practice and teach sustainable behaviors in their lives and careers.
- stimulate applied research to create knowledge about sustainability that positively impacts the campus and society.
- model sustainability to make the UI a leading sustainable institution of higher education.

Proposals will also be judged on the degree to which projects:

- Establish specific goals, approaches and achievable outcomes that directly and measurably improve campus or community sustainability;
- Raise awareness of sustainability practices and knowledge at UI and the communities served;
- Promote collaboration and team-building across disciplines and integration of curriculum and campus operations;
- Support the UI's strategic plan and strategic themes.

Proposal Sections

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

Cover Page (template provided): This must include:

- a. Project title;
- b. Name of PI, position title, unit/department name, mailing address, email and telephone number;
- c. Project dates;
- d. Names, titles and unit/department/employer of participants;
- e. Amount requested;
- f. Project synopsis (2-5 sentences).

Project Goals and Activities (not to exceed 5 pages)

1. Project Goals and Description: Describe how the project will advance campus sustainability;
2. Project Justification: List specific goals and activities of the project;
3. Project Outcomes: Describe specific outcomes and expected results of the project. Explain the short-term results of the project during the grant period. Explain the anticipated long-term environmental, social or economic benefits for the campus community. Explain how results will be disseminated to campus and community;
4. Timeline/workplan: For each month of the project, describe timing for key activities, milestones, and outcomes;
5. Evaluation: Provide information on how project progress and outcomes will be monitored, measured and communicated. Clearly relate these measures to project goals and Evaluation Criteria (above).

Participant Tasks and Qualifications (not to exceed 2 pages): Describe the tasks of all participating team members involved in the project, and provide a brief summary of qualifications of the participants.

Budget (not to exceed 2 pages): Identify main categories of anticipated project expenses, as well as any additional funding sources. Justify with a narrative explanation.

Letters of Support: Letters of support that is pledged by participating organizations can be included with the application as email attachments or hard copy.

Other Supporting Materials: 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

Proposals must be submitted electronically or as hard copy to Jena Gram, Administrative Assistant in Environmental Science (jgram@uidaho.edu) by Friday, February 2, 2007, 5:00 pm PST. Late submissions will not be accepted.

Project teams may be invited for an interview/discussion with the SII Steering Committee Sub-Committee. Awards will be announced in Monday, February 12, 2007.

The cover page template and budget template are attached as appendices to this RFP. These documents are also available through the Environmental Science Program at:
<http://www.webs.uidaho.edu/envs/>.

Project Administration

Applicants are responsible for measuring and assessing project success. Documentation of progress through a brief mid-term report will be submitted to the SII Steering Committee Sub-Committee by Monday, May 14. A three-page final report and budget reconciliation are also required by Monday, September 10, 2007.

Project PI's must:

- Submit signed grant agreement within 2 weeks of receipt of award notice.
- Work with UI and SII to facilitate media coverage in ways that highlight sustainability projects and participants.
- Complete project objectives outlined in grant agreement during stated project period.

Award Administration

Grant payments will be distributed to the PI's financial unit.

QUESTIONS? Contact the Environmental Science Program by phone at 5-6113 or by email at envs@uidaho.edu.

Cover Sheet
University of Idaho Sustainable Idaho Project Proposal

Date submitted:

Project Title:

PI:

Campus Mailing Address:

Email & Phone no.:

Name(s) and email addresses of additional team member(s) (use second sheet if needed):

Project Dates: _____

Amount Requested: _____

Project Synopsis (2-5 sentences):

Signature of PI _____

Signature of Chair or Supervisor _____

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

Sustainable Idaho Grant Budget Template

	Requested Funds	Match
1. Personnel		
name		
name		
name		
total salaries	0	<input type="text"/>
2. Fringe benefits		
name		
name		
name		
total fringe	0	<input type="text"/>
3. Operating Expenses		
item		
item		
total operating expenses	0	<input type="text"/>
4. Travel		
trip description		
trip description		
total travel	0	<input type="text"/>
total budget request	0	0