

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

Proposals Due: Friday, October 16, 2009, 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 former President Tim White's commitment to an economically, environmentally, and socially sustainable future for 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.

Eligibility and Requirements

Proposals can request up to \$5000 per project. Grant money may be used for student participants' time, project materials, costs associated with travel, and dissemination of results. *Faculty summer salary and travel are not considered appropriate expenses.*

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 UI and in the communities in which we operate.

Applicants shall be:

- Any UI faculty and staff, or group thereof;
- Student participation is encouraged; 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

We will favor projects or applied research with high visibility, clear effectiveness, and measurable outcomes. Proposals will be evaluated by a sub-committee of the SII Steering Committee, and selected for their relevance to one or more of 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

Preference will be given to proposals that 1) include a strong environmental service learning component that engages participants from UI and the communities in which we operate, and/or 2) include interdisciplinary collaboration across two or more departments or colleges. Tip: You may wish to contact the CAPP Service Learning Center at (208) 885-7183, or contact UI Sustainability Coordinator Darin Saul at (208) 885-0124 to learn about the Sustainability Center's ongoing efforts in service learning.

Although proposals with the above components will be given special consideration, all ideas are welcome!

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:

1. Project title
2. Name of PI, position title, unit/department name, mailing address, email and telephone number
3. Project dates (**project must be completed by October 31, 2010**)
4. Names, titles and unit/department/employer of participants
5. Amount requested
6. 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. 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. Explain the short-term results of the project during the grant period, and the anticipated long-term environmental, social or economic benefits for the campus community. A plan for presentation of the results to campus or other relevant groups must be included.
3. 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.
4. Timeline/work plan: For each month of the project, describe timing for key activities, milestones, and outcomes;

Plan for Future Action:

1. Describe how the project will continue to give back to UI. 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).

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 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. Faculty summer salaries and travel expenses will not be funded.

Letters of Support: Letters of commitment must be emailed by the writer or submitted with the proposal. Supporting faculty, staff, administrators, and community entities (e.g., businesses, organizations, agencies) are required to describe the support that is pledged or pending, and show that proposed projects are in a position to move forward immediately once funding is awarded.

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 to Alecia Hoene in Environmental Science (hoene@uidaho.edu) by Friday, October 16, at 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 no later than October 30, 2009.

The cover page template and budget template are attached as appendices to this RFP.

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 April 30, 2010. A two-page final report and budget reconciliation are also required by October 31, 2010.

Project PI's must:

- Submit signed grant agreement within two weeks of award notification.
- 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 hoene@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 (student salaries not to exceed \$10/hr for undergraduates, \$12/hr for graduate students) name/role name/role name/role <p style="text-align: right;">total salaries</p>	0	<input type="text"/>
2. Equipment/capital expenditure item item item <p style="text-align: right;">total equipment</p>	0	<input type="text"/>
3. Operating expenses and other direct costs (materials and supplies, publications/documents for dissemination, computer services, other) item item <p style="text-align: right;">total operating expenses</p>	0	<input type="text"/>
4. Travel trip description trip description <p style="text-align: right;">total travel</p>	0	<input type="text"/>
total budget request	0	0