

**University of Idaho Sustainability Center
Request for Proposals**

Proposals Due: Friday, September 28th by 5pm

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

Put the following events on your calendar!

* Informational Forum – 4:30-6:00pm, Wednesday, September 5th, in Shoup 321.

This informal forum is intended to provide a time for you to ask questions, share experiences, and develop project ideas and meet potential team members. Everyone is welcome to attend!

* Proposal Writing/Review Workshop – 1:00-4:00pm, Friday, September 21st in Shoup 321. UISC Staff and Advisory Board will help students develop and refine project ideas, work plans, timelines, budgets, etc. *Please submit a rough draft of your proposal to uisc@uidaho.edu by 8:00 am, September 21st, and bring a hard copy to the workshop for review and mark-up.*

WORKSHOP ATTENDANCE IS MANDATORY FOR STUDENT TEAMS WISHING TO SUBMIT SUSTAINABILITY GRANT PROPOSALS TO UISC. Faculty and staff are welcome to attend, but not required.

-For questions/concerns regarding the informational forum, mandatory workshop, and/or to arrange separate meetings with UISC staff, please contact Alecia Hoene, UISC Director, at ahoene@vandals.uidaho.edu or uisc@uidaho.edu.

Student Eligibility and Requirements

Student-led projects will be funded by money received through student fees; this money is dedicated to promoting projects that advance sustainability at UI. **Proposals can request up to \$20,000 per project.**

- 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 an off-campus entity) are allowed, but students must play the central role in project design, execution, and reporting.
- Projects must be completed by June 30, 2008.

Team projects must identify a student Principal Investigator (PI) or Team Leader who will remain in charge throughout the project's duration. Grant awards are not transferable between students and must be carried out by the awarded applicant, or named team in the case of groups.

Each project must have an 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 Advisor can be the student's academic advisor. The Project Advisor must be authorized to validate that

his/her department agrees to the project being carried out, to identify any support (materials, location, money, or staff time) that will be given, to work with their departmental support staff to administer the expenditure of funds, and to describe the benefits to that department.

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

- Establish specific goals, include approaches and achievable outcomes, and show knowledge of barriers to sustainability that will be removed and/or behavior that will be facilitated, that directly improve campus sustainability. Also, the proposal should show how the actions taken will result in measurable increases in campus sustainability as opposed to just (a) awareness of the issue, or (b) capacity for future action.
 - Advance student skills, leadership, and ethical awareness.
 - Promote collaboration across disciplines and integration of curriculum, campus life, campus operations, and/or community.
 - Support the UI's strategic plan and strategic themes.
 - Contribute to environmental, social, and economic sustainability practice and knowledge for UI and the communities served.
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Faculty and Staff Eligibility and Requirements

Faculty- and staff-led projects will be funded by the Sustainable Idaho Initiative (SII) , which 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 UI, as represented by his signing the Talloires Declaration in April 2005.

Proposals can request up to \$7500 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

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.

Attention! Special consideration will be given to projects addressing the following topics!

- ✓ Reducing, Reusing and Recycling
- ✓ Climate Change
- ✓ Campus Sustainability Assessment

Reducing, Reusing and Recycling – suggested topic areas:

Conduct a recycling report card for campus buildings and departments.

Create a pilot program for a recycling “student task force” whose activities may include any of the following:

- Develop a project to increase recycling in the living communities
- Coordinate recycling for UI athletic events
- Launch campus recycling education/awareness campaign
- Host yearly Recyclemania competition (see <http://www.recyclemaniacs.org/>)
- Provide assistance to students, faculty and staff hosting Zero Waste events
- Coordinate a Move-Out program for living communities to reduce the waste – clothing, furniture, food, etc. – generated by students at the end of the school year.
- Recruit student volunteers for the activities listed above
- Report to media and UI administration on progress

Climate Change – possible topic areas:

- Energy:
 - In coordination with the Sustainability Coordinator, assess energy consumption across campus, per building, per capita, etc.
 - In coordination with UISC, conduct a temperature comfort survey in a subset of campus buildings
 - Implement a pilot program to reduce consumption in a subset of the population – living communities, the five least energy efficient buildings on campus, etc.
- Greenhouse Gas Emissions:
 - Develop a project, in coordination with the Sustainability Coordinator, to assess emissions levels for some aspect of UI operations or UI related activities

- Develop and implement a project to reduce emissions in some aspect of campus operations and activities
- Launch an educational campaign to raise awareness of the issue
- Transportation:
 - Develop a pilot program to reduce motorized travel to campus and/or improve student use of alternative transportation

Campus Sustainability Assessment

Develop a project, in coordination with campus Sustainability Coordinator, to characterize the state of UI's sustainability in one, or a combination, of the following topic areas:

- Recycling/solid waste
- Energy
- Climate/air emissions
- Transportation
- Water
- Food and Food Systems
- Land Management
- Built Environment

Although proposals related to recycling, climate change, and a campus sustainability assessment 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.

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

- a. Title
- b. Student-led: Name of Student PI/Team Leader, mailing address, vantage mail, major, college, level in school, expected graduation date, and academic advisor
Faculty- and staff-led: Name of PI, position/title, unit/department name, mailing address, email and telephone number
- c. Project Dates (project must be completed by June 30, 2008)
- d. Name of Project Advisor (student-led only)
- e. Names, titles and unit/department/employer of participants (faculty, staff-led only)
- f. Amount Requested
- g. Project Synopsis (2-5 sentences)

(Section II) 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. Outline specific, measurable 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. 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/workplan: For each month of the project, describe key activities, milestones, and outcomes.

(Section III) Plan for Future Action:

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).

(Section IV) Team Members Qualifications and Interests (not to exceed 2 pages): 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.

(Section V) Budget (Template provided - 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.

(Section VI) Letters of Support: Letters of commitment must be emailed by the writer or submitted with the proposal. For student-led projects, one letter must be from the Project Advisor and one must be from the student's academic advisor (or lead student's, for group proposals), to confirm that the student is in good standing and qualified to carry out the project. 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

The due date for all proposals is 5:00 pm, September 28th. Student-led proposals must be submitted electronically to uisc@uidaho.edu, and faculty- and staff-led proposals to Rosemary Streatfeild in Environmental Science (streatf@uidaho.edu). Late submissions will not be accepted.

Projects awarded funding will be announced no later than 5:00 pm, October 12th.

Project proposers may be invited for an interview/discussion with the UISC staff and Advisory Board or the Sustainable Idaho Steering Committee during the week of October 8-12.

Project Administration for Student-Led Projects

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

Project PIs and their 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.
- 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 Director.
- Submit a final report (4-6 pages) and final expense report at the end of the project.

Project Administration for Faculty- and Staff-Led Projects

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 February 29, 2008. A two-page final report and budget reconciliation are also required by June 30, 2008.

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

For student-led projects: Grant payments will be disbursed depending on project needs as outlined in the required budget and management timeline. Payments will be given in percentage-based installments as determined and agreed upon by the applicant and the UISC Project Coordinator, with the final payment made upon completion of the project. Grant funds must be disbursed through an authorized administrative office on campus. *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 Project Coordinator, and concurrence of the UISC Director, if satisfactory progress is not made according to the proposal timeline.**

QUESTIONS? Email uisc@uidaho.edu.

For faculty- and staff-led projects: Grant payments will be distributed to the PI's financial unit.

QUESTIONS? Contact the Environmental Science Program by phone at 885-6113 or by email at streatf@uidaho.edu.

Cover Sheet: Student-Led Projects
University of Idaho Sustainability Center Project Proposal

Date submitted:

Project Title:

Student PI/Team Leader:

Campus Mailing Address:

Vandal Mail:

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

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

Academic Advisor's name, email, and department:

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.

Advisor Signature: _____

Unit or Affiliation:

Mailing Address:

Email:

Project Advisor's name, email, and department (if different from Academic Advisor):

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.

Advisor Signature: _____

Unit or Affiliation:

Mailing Address:

Email:

Project Dates: _____

Amount Requested: _____

Project Synopsis (2-5 sentences):

Cover Sheet: Faculty- and Staff-Led Projects
University of Idaho Sustainability Center Project Proposal

Date submitted:

Project Title:

PI:

Campus Mailing Address:

Email and Phone Number:

Name(s) and email addresses of additional student 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.

UISC Grant Budget Template

	Requested Funds	Match
1. Personnel (salary 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 <p style="text-align: right;">total equipment</p>	0	<input type="text"/>
3. Travel trip description trip description <p style="text-align: right;">total travel</p>	0	<input type="text"/>
4. Other direct costs a. Materials and supplies (forms, tests, data collection, etc.) b. Publications/documents for dissemination c. Computer services f. Other <p style="text-align: right;">total other directs</p>	0	<input type="text"/>
total budget request	0	0

Budget Justification:

Information and Links for UISC Project Proposals

The following is provided as a guide to help you and your team select and design a winning project in sustainability for the UI campus community. This is not an exhaustive list. There are countless ways in which students can create and increase campus sustainability. Areas include:

- Energy
- Water
- Buildings & Grounds
- Transportation
- Food
- Hazardous Waste
- Technology Development
- Purchasing, Consumption & Waste
- Student Life
- Outreach to City, State & Region
- Meetings, Conferences, and Events
- Research
- Development & Marketing
- Recruitment & Retention
- Policy and Training
- Integration with Curriculum
- Communications, Information, and Assessment.

The sections below include some basic sources of online information in the following areas:

1. **What is Sustainability?**
2. **UI Background Documents**
3. **Potential partners in UI sustainability projects** – a partial list!
4. **Ideas for Campus sustainability projects** - what students and other campuses have done, and a list of some of the many ideas UI students have come up with. This is only a start on the many things that could be done.

1. What is Sustainability?

From the UK Sustainable Development factsheets (definitions, and also indicators): [UK Sustainable Development](#)

Talloires Declaration, international university pledge for sustainability, signed March 2005 by UI President Tim White: http://www.ulsf.org/programs_talloires.html

2. UI Background Documents

President White's Plan for Renewal of People, Programs, and Place:
<http://www.uihome.uidaho.edu/default.aspx?pid=80328>

3. Potential Partners in Sustainability Projects

Sustainable Idaho: <http://www.webs.uidaho.edu/envs/sustainability.htm>

Environmental Club: <http://stuorgs.uidaho.edu/~envclub/>

Soil Stewards: <http://stuorgs.uidaho.edu/~soilstewards/>

Ecology and Conservation Biology Club: <http://www.cnr.uidaho.edu/nrecb/>

Wildlife Society: http://www.uidaho.edu/student_orgs/wlfsoc/

UI Habitat for Humanity: <http://stuorgs.uidaho.edu/~uihabitat/>

S.O.P.E. (Student Organization of People and the Environment):
<http://stuorgs.uidaho.edu/search/org.php?id=223>

SfS (Students for Sustainability): <http://stuorgs.uidaho.edu/search/org.php?id=636>

GPSA (Graduate & Professional Student Association) Environmental and Social Sustainability webpages:
http://www.gpsa-idaho.org/index.php/UI_Sustainability

Environmental Law Society: <http://www.law.uidaho.edu/default.aspx?pid=66319#els>

UI Recycling, Surplus, and Solid Waste: <http://www.dfm.uidaho.edu/default.aspx?pid=90327>

UI Energy Conservation: <http://www.dfm.uidaho.edu/energy>

Sustainability Efforts by UI Facilities: <http://www.dfm.uidaho.edu/default.aspx?pid=89946>

Moscow Recycling Center: <http://www.moscowrecycling.com/>

Palouse Clearwater Environmental Institute (PCEI): <http://www.pcei.org/>

4. Ideas for Campus Sustainability Projects

AASHE - (Association for the Advancement of Sustainability in Higher Education) <http://www.aashe.org/>

AASHE Digest of Campus Sustainability 2005: *the best roundup of ideas in action on North American campuses right now!*

<http://www.aashe.org/resources/pdf/AASHEdigest2005.pdf> Over 250 stories on campus sustainability (including UI) in eight categories: Institutional Change; Education & Outreach; Social Responsibility; Green Building; Energy & Climate; Food & Agriculture; Transportation; Waste, Water, Procurement, and Landscaping.

Campus Ecology - a program of the National Wildlife Foundation: <http://www.nwf.org/campusecology/>

Inform, Inc. - Ideas to to reduce pollution and waste, promote sustainable product designs, and convert to cleaner-fueled transportation. <http://www.informinc.org/>

USLF - University Leaders for a Sustainable Future <http://www.uslf.org/>

Second Nature - Co-founder of Campus Sustainability Day <http://www.secondnature.org/>