RISE Grant: Proposal Writing Workshop

UAF RISE Board

February 21, 2014
Sustainability Fee and RISE Board

**Sustainability Fee** (aka Student Initiative for Renewable Energy Now) established in 2009 by UAF students. A $20 fee per student per semester.

**Purpose:**
- Funds are used to support student projects that create a more sustainable campus, and change the way we look at energy at UAF.
Grant Focus

Types of projects

1. Energy
2. Transportation
3. Purchasing
4. Waste management
5. Sustainable design
6. Education and curriculum
7. Food systems
8. Social sustainability
9. Processes and institutions
Grant Info

• Award Info:
  o $200,000-300,000 available each semester (5-10 proposals)
  o No funding maximum
  o Projects are funded for 1 year, but multiple phase projects have been funded and are encouraged.

• Eligibility: UAF students

• Funding cycle deadlines:
  o Spring - February, 2014
  o Fall - October, 2014
Required Elements

1. **Project title**

1. **Amount requested**
   - Small: Less than $2,000
   - Medium: $2,000-10,000
   - Large: Greater than $10,000

2. **Proposal author** *(must be student)*

1. **Contact information**

1. **Group/Department**

1. **Sustainability theme**
7. **Project Summary**
   - Summarize your project
   - Two to four sentences

8. **Project Description**
   - Describe the project, the goals, total funds requested and desired outcome(s)
   - If building upon previously funded project
     1. Provide copies of previously funded proposals
     2. Provide a progress report
        - Expenditures to date
        - Successes and the challenges

***Note how project will be maintained on an ongoing basis, if applicable.***
9. **Project value**
   a. Project value to UAF, students, and sustainability
   b. How project fulfills goals of the Sustainability fee:
      i. Energy efficiency and renewable energy
      ii. Money spent efficiently, responsibly, and benefits students
   c. Projected long and short-term benefits and savings
      i. Provide assumptions and details

10. **Technical advisors and collaborators**
    a. Proposals should list technical advisor or mentor (faculty, facilities services staff or administrator)
    b. You are encouraged to work with a UAF department
    c. Provide letter or email from technical advisor that verifies support for your project
    d. The Office of Sustainability can help you find appropriate advisors.
### Required Elements cont’d

#### 11. Project schedule
- Column identifies the person(s) responsible for tasks or oversight
- Row identifies specific tasks

<table>
<thead>
<tr>
<th>Project Task</th>
<th>Person(s)</th>
<th>Jul-Sep</th>
<th>Oct-Dec</th>
<th>Jan-Mar</th>
<th>Apr-Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 – Research sustainable dorm products</td>
<td>Anne</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2 – Buy Products</td>
<td>Anne</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Task 3 – Install Products</td>
<td>Anne / Michaela</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Task 4 – Progress Report</td>
<td>Michele / Chas</td>
<td></td>
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</tr>
</tbody>
</table>
12. **Budget details**

- Use a table
- Itemized costs for equipment, supplies, services, software
- Include cost estimates from manufacturer or supplier

<table>
<thead>
<tr>
<th>Project Task</th>
<th>Item</th>
<th>Units</th>
<th># Units</th>
<th>Cost/Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 2 - Buy Products</td>
<td>Organic Bed sheets</td>
<td>sheet set</td>
<td>1</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Power strip</td>
<td>each</td>
<td>1</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>Recycled Bike</td>
<td>each</td>
<td>1</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$95</strong></td>
<td><strong>$95</strong></td>
</tr>
</tbody>
</table>
13. **Budget justification**
   - Enough information to understand project and its costs
   - Large projects → more detail; small projects → less detail
   - Buying local and green products reduces energy consumption on campus

14. **Qualification & Experience**
   - Explain why you will be able to get the job done
   - Describe relevant experience (volunteer work, employment, courses, etc.)
   - Provide a resume, if helpful

15. **Outreach Plan**
   - How will you market/publicize the project
   - Detail how the project will be linked to RISE
**Evaluation Criteria**

40% - **Project Value**  
Alignment with RISE-, UAF- sustainability goals, long-term benefits

20% - **Implementation Plan**  
Reasonable & appropriate

10% - **Project Description**  
Concise, coherent, clear goals

10% - **Budget**

10% - **Budget Justification**  
Realistic, sufficient, provisions for continuity

5% - **Qualification & Experience**

5% - **Technical Advisor & Collaborators**  
Sufficient support provided
1. Student research guidelines
   - Students advised to seek funding (or match funding) from other funding sources for research projects
   - Research should increase campus sustainability or energy efficiency on campus, while providing benefits to the student body
   - No student salary

2. Student Travel Guidelines
   - Travel awards have not exceeded $1,500 per student
   - Travel should increase campus sustainability or energy efficiency on campus, while providing benefits to the student body

3. Submission guidelines
   - Required elements
   - Formatting (.doc & .pdf)
   - Email it to Michele (mahebert@alaska.edu)
Student Resources

1. Project Idea Library
   - Submit or borrow an idea (http://tinyurl.com/UAFIdeaLibrary)

2. Online access to documents
   - Proposal evaluation criteria
   - Proposal workshop presentation
   - Past proposals http://www.uaf.edu/sustainability/rise/pastproposals
   - Properly formatted proposals
   - Proposal guidelines

3. Personal assistance
   - Proposal writing workshop
   - Office of Sustainability
   - Email
Deadline
February 28, 2013, 5pm

Questions?

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or

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