Office of Sustainability
Student Grant Opportunity
Proposal Guidelines
Review of Infrastructure, Sustainability and Energy (RISE) Projects

If you have an idea about how to make UAF a better and more sustainable place to live, learn, and work, this is your opportunity to make a difference. Since 2009, when the student body voted to contribute to the sustainability fund, students can apply for project and/or program funding to reduce UAF’s non-renewable energy consumption or promote sustainability of the UAF student body or campus (for more details see the UAF Campus Sustainability: Recommendations from the Chancellor’s Sustainability Transitions Team, July 2008). We are looking for a wide variety of proposals that address various issues including energy, transportation, purchasing, waste management, sustainable design, education and curriculum, food systems, social sustainability, and processes and institutions. For instructions on how to apply, read on!

Background Award Information:

- Each academic year, we have $200,000-$300,000 available for Sustainability projects, which we split between spring, summer, and fall semesters.
- In the past, 5 to 10 proposals have been funded per semester, however this is only limited by the number of quality proposals we receive and available funds.
- Most projects are funded for one year, though longer-term funding is available for large multi-year projects or programs.
- After proposals are submitted, the RISE board (that’s us!) evaluates them and provides a recommendation to the Chancellor who makes the final decision.

Eligibility Information: To submit a proposal you need to be a UAF undergraduate or graduate student and enrolled at the university when the proposal money is allocated.

Deadline: February 28 2013 at 5 p.m. Alaska time

All proposal submissions should be emailed to mahebert@alaska.edu (Michele Hèbert, Rasmuson Room 407; 907-474-5070).

Grant Guidelines If you have an idea that you think would benefit UAF, even if you don’t have all the expertise or resources to see it through, go ahead and submit a proposal! We will do all we can to fund your idea and team you up with someone that can help figure out the
details and make it happen. We accept and evaluate proposals three times a year (see schedule below). If you have a great idea but don’t have the time to develop it yourself, another option is to submit it to the Idea Library (see section below on Student Support or click here to share your idea).

**Proposal size (funding levels):** We welcome proposals of all sizes, from $100 one time purchases, to multi-year programs requiring tens of thousands of dollars. Regardless of size, all projects should have clear goals and show how they will benefit UAF. Generally, the larger a project is the more detail, explanation, and budget justification we expect in the proposal. A small project (requesting less that $2000) might consist of two single-spaced pages describing the goals, implementation plan, impacts/project value, and budget. A medium project ($2000-10,000), might be three to five pages long outlining the same categories but in more detail. For a large project (greater than $10,000), four to seven pages laying out detailed justification and plans for implementation may be necessary. Authors submitting large projects are also required to give a brief presentation to the RISE board (see Proposal Presentation section below). Every project is unique and your particular project may require more or less detail depending on the complexity of the proposed work, the amount of funding requested, or its particular stage of development. Remember that these funding levels are just provided to give general guidelines. As you develop your proposal, focus on doing the most benefit, not worrying about cutting your project so it fits it into a particular funding level.

**Project types:** Proposed projects and programs could include funding for infrastructure, outreach, student research, salary, and travel. Because the sustainability fund comes directly from the student body and the Chancellor’s match, proposals that demonstrate direct benefits to sustainability efforts related to the student body or the UAF campus will be given preference. To give you an idea of our priorities, Figure 1 (see below) shows the percentage of project types that the RISE Board anticipates funding in the future. These percentages don’t represent quotas or hard cutoffs and are subject to change in any given semester depending upon the quality and goals of the proposals submitted to the Board. For additional information about student research or student travel, please see the information below.
Figure 1. Percent breakdown of project types expected to be funded. If your project does not fall into these categories don't fret! We welcome novel projects.

**Student research guidelines:** Monies collected from Sustainability fee are intended to be allocated to projects that invest in energy efficiency programs and renewable energy projects with an emphasis on projects related to sustainability that directly benefit students. If a project related to a student’s academic research fits within this framework, they may elect to submit a proposal to the RISE board. Generally, the RISE board does not expect to allocate more than 10% of its’ budget to student research projects. Students are advised to seek funding from their academic departments or other external funding sources for research projects. Projects with matching funds will be considered favorably.

**Student travel grant guidelines:** The Board will accept proposals to fund student travel, but the travel must clearly demonstrate a benefit to sustainability efforts that relate to the UAF campus or student body. Approved travel support will meet the objectives and goals of the Office of Sustainability as specified in the “transition report.” Proposals for student travel are encouraged to include justification that describes why the travel is necessary (i.e. why the same experience/service cannot be obtained locally or remotely). Historically, travel awards have not exceeded $1500 per student. Projects for smaller budget requests or those with matching funds (from departmental or other sources) are more likely to be successful. Recipients of travel awards will be expected to submit a written travel report and an expense report after completing their travel. Travel reports should describe what was learned, who was met, and how the travel experience benefits sustainability efforts on the UAF campus or within UAF student body (or will in the future).
Proposal Content and Format

Proposal quality and basic expectations: While quality of writing is not the primary criterion for proposal evaluation, a well-written proposal shows attention to detail and reflects positively on the proposed project. Use headings that correspond to the required elements identified below. Use proper spelling, grammar, and have a teacher or friend proofread to give feedback before submitting the proposal. Click here to download a properly formatted proposal template.

REQUIRED ELEMENTS
1. Date
2. Project title
3. Amount requested
4. Proposal author/s (first author must be student)
5. Contact information
6. Academic department, year in school, undergraduate or graduate standing
7. Sustainability theme (Choose one or more from this list or create your own)
   - Energy
   - Transportation
   - Purchasing
   - Waste Management
   - Sustainable Design
   - Food systems
   - Education and Curriculum
   - Social Sustainability
   - Process and Institution
8. Project Summary
   - Summarize your project in two to four sentences.
9. Project description
   - Tell us about your project and how you came up with the idea.
   - Define the project goals, total cost, and expected benefits.
   - If this proposal builds upon previously funded proposals, please mention that here and provide a progress report on the previously funded project.
   - How will you measure results (survey, cost savings, waste reduction)?
10. Project value
    - Detail the project’s value to the student body and UAF campus in terms of sustainability.
    - Explain how your project fulfills the goals of the Sustainability Fee (fee goals are to
promote energy efficiency programs and renewable energy projects). Keep in mind that the students fund the Sustainability Fee, so we have the responsibility to spend money efficiently, responsibly, and in a way that benefits students.

- Describe how your project will involve students in accomplishing its goals.
- Projected long and short term benefits and savings of the proposed project should be adequately documented with assumptions and details provided.

11. **Implementation plan**
- Describe how you are going to get the project done and lay out how the project goals will be met.
- Present a timeline with important events in a table.
- Include a column that identifies the person(s) responsible for each implementation step and/or oversight
- Specify when funds will be spent and when project completion will occur.
- Example table:

<table>
<thead>
<tr>
<th>Date</th>
<th>What will be done</th>
<th>Responsible person</th>
<th>Funds used</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2013</td>
<td>Order bike racks</td>
<td>John Smith</td>
<td>$10,000</td>
</tr>
<tr>
<td>June 2013</td>
<td>Submit work order</td>
<td>John Smith</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

12. **Outreach Plan** – What is the plan for letting students and the broader UAF community know about the project and that it was funded with the Student Sustainability Fund. Include a table that identifies what will happen, the person(s) responsible and dates. All promotional materials much contain the UAF Sustainability Logo.

Example outreach plan

<table>
<thead>
<tr>
<th>Outreach Activity</th>
<th>Venue</th>
<th>Date</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written article</td>
<td>Sun star, Daily Newsminer</td>
<td>Mid June</td>
<td>John Smith</td>
</tr>
<tr>
<td>Public Service Announcement</td>
<td>Cornerstone, Sun star, radio</td>
<td>Mid June</td>
<td>John Smith</td>
</tr>
<tr>
<td>Class/Workshop</td>
<td>Outdoor adventures</td>
<td>Late June</td>
<td>Local expert</td>
</tr>
<tr>
<td>Flyers</td>
<td>Around campus</td>
<td>June</td>
<td>Julie Jones</td>
</tr>
<tr>
<td>Radio program</td>
<td>KSUA, KUAC, KIAK</td>
<td>July</td>
<td>Julie Jones</td>
</tr>
</tbody>
</table>
13. **Budget**

The proposal should include itemized costs for equipment, supplies, services, software, etc. Specific estimates provided by the manufacturer or supplier are preferable. Proposals which have already researched and identified costs will be reviewed favorably. Specify your intent to carry out the project and spend the award funds within the project timeline (typically no more than one year).

Example budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Supplier</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycle bins</td>
<td>Amazon.com</td>
<td>100</td>
<td>each</td>
<td>$15</td>
<td>$1500</td>
</tr>
<tr>
<td>Shipping</td>
<td>Amazon.com</td>
<td>1</td>
<td>per shipment</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Print flyers</td>
<td>FedEx</td>
<td>100</td>
<td>each</td>
<td>$0.15</td>
<td>$15</td>
</tr>
<tr>
<td>Signs</td>
<td>UAF</td>
<td>2</td>
<td>each</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,840</strong></td>
</tr>
</tbody>
</table>

14. **Budget justification**

Explain why you chose the proposed suppliers/manufacturers and how the equipment, supplies, services etc. will accomplish your project goals. Mention if you have asked for or received an educational discount (many suppliers, especially local ones, will offer a discount if you describe what you are using the materials for).

Please provide enough information for the Board to review the proposal to best understand the project and its associated costs. The larger the project, the more detailed you should be.

15. **Qualification & Experience**

Explain why you are qualified to carry out this project and any relevant experience you might have (volunteer work, employment, courses, etc.)

16. **Technical advisors and collaborators**

All projects must list at least one technical adviser or mentor, such as a faculty, facilities services staff or administrator willing to be an adviser on the project. Describe the role your adviser/s will play and their relevant expertise.
Provide name, departmental affiliation (if applicable), and contact information. Submit a letter or email from your listed technical adviser/s verifying their interest and commitment to your specific project. This documentation may be simple such as an email explaining their interest, or it could be more extensive if the adviser will play a large role in realizing the project.

17. **Attachments:** Attached any explanatory elements in PDF format such as letters of support from technical advisors, quotes from suppliers, engineering drawings of projects, diagrams or photograph of project components or plot plans for field experiments.

**Preparation and Submission**

**Proposal presentations:** All proposal authors are invited to have a 5-minute discussion about your idea with the RISE board. This is a chance for you to get some early feedback on your ideas and a chance to ask the board any questions about current efforts or feasibility. The discussion will not be considered during the proposal review process, but provide a good opportunity for the board to address questions or concerns that may help the author increase the likelihood of writing a successful proposal. For proposals that exceeds $10,000, the authors should provide a 10-minute presentation about their proposal to the Board. All proposal authors should contact the Office of Sustainability (mahebert@alaska.edu) to arrange to discuss your project with the Board.

**Submission Guidelines:** Proposals should be written in a 12 point font and should include the REQUIRED ELEMENTS listed above in the specified order. Format your proposal so it is easily readable. Proposals should be submitted in a single electronic document (pdf format), but attach a duplicate MSWord document (.doc) of your proposal text as well. If you need assistance getting the proposal into a single pdf document, contact the Office of Sustainability or a computer help desk at least 24 hours before the proposal submission deadline. If possible include letters of support in the pdf document. Otherwise forward emailed letters or have your technical advisor email it to the Office of sustainability. **Submit all proposals via email to the Office of Sustainability (mahebert@alaska.edu).**
Schedule

The call for proposals will be advertised and available on the Office of Sustainability website approximately 6 weeks prior to the submission deadline. We will also send out a notice via email to the “all students” and “all graduate student” email lists at that time. The general the academic year is as follows:

Fall Submissions
- RFP announcement ..................................... Aug. 27, 2012
- Proposal writing workshop ............................. September 26, 2012
- Discuss your proposal with the Board .......... October 2, 2012
- Submission deadline ..................................... Oct. 17, 2012

Spring Submissions
- RFP announcement ..................................... Nov. 15, 2013
- Submission deadline ..................................... Feb. 28, 2013

Summer Submissions
- RFP announcement ..................................... April 11, 2013
- Submission deadline ..................................... June 6, 2013

Proposal Evaluation and Awards

Evaluation criteria: Funding decisions will be made based primarily on the potential impact of the proposed project, and the likelihood that the project will be successfully carried out. The Project Value and Implementation Plan sections of your proposal are particularly important to identify the specific benefits from your project and to demonstrate project feasibility. Because the original purpose of the sustainability fee was to reduce UAF’s non-renewable energy consumption, preference is given to projects or programs that accomplish that goal. Click here to see the specific evaluation criteria used by the board.

After submission: Proposals will be collected by the Office of Sustainability and then submitted to the RISE Board for evaluation. The RISE Board will submit recommendations for proposal funding to the Chancellor who will make the final decision on funding projects.

If your proposal is funded: You will need to fill out a Purchase Requisition form to request use of the funds that have been awarded for your proposal. The form is a Word document and is available for download here.
**Progress reports:** A progress report for each project is due at the end of each fiscal year. It is important that the report be received in order for subsequent proposals to be considered for future funding. Your progress report should include an itemized account of how the money was spent. We will email you a reminder about the progress report when the deadline approaches.

**Student Support**

**Proposal writing workshop:** A Board sponsored proposal writing workshop will be held 2 weeks prior to the submission deadline each semester. This is a great opportunity for you to ask questions about the proposal process or about the amount of detail appropriate for a project. General guidelines will be developed by the Board based upon past submissions.

**Proposal idea library:** Many students may want to contribute ideas about how to make UAF more sustainable but don’t have the time or experience necessary to write a whole proposal. If you have an idea, even if you don’t plan on submitting a proposal, please contribute your idea to the proposal idea library. The idea library is a publicly available resource where students interested in starting a proposal can go to harvest and generate new ideas. You can submit ideas at any stage of development to the idea library, from one-sentence concepts to nearly developed proposals. Anyone, affiliated with UAF or not, can submit ideas to the idea library, but funding will only be distributed if a UAF student, faculty, or staff picks up the idea and their proposal is approved by the RISE board. While you can submit ideas anonymously, if you leave contact info, an interested student will be able to get in contact with you in case they have any follow up questions. Click here to go to the proposal idea library.

**Long-term/ongoing projects:** If your project or project idea includes efforts or infrastructure that require financial support for more than one year it may be eligible for long-term funding. This doesn’t change how or what you need to include in your original proposal, but you may specify that you think the project would be appropriate for long-term funding. If your project is given long-term/ongoing status a steering committee may be appointed and/or there may be additional oversight from the Office of Sustainability to provide resources and ensure efficient implementation. For more details see the Long-term/Ongoing project guidelines.

**Our commitment to students:** The RISE Board and the Office of Sustainability are committed to collaborating with students to make UAF a more environmentally and socially sustainable institution. If you have any questions, comments or concerns about the proposal process or any of our efforts, please let us know. Feel free to email any board members or stop by one of our meetings, held almost every week at 1pm on Tuesdays. Contact the Office of Sustainability for information about our next meeting.
Final Details

The deadline for final submission to the RISE is firm. Proposals received after the deadline may be considered under the next call for proposals. RISE anticipates that it will solicit proposals once a semester (fall, spring and summer).

Requests to amend proposals: Requests to amend previously approved proposals should be submitted by email (pdf format) to the Office of Sustainability which should be immediately forwarded to the RISE Board Chair and the Board. Any request should include justification for the proposed amendment as appropriate (may include budgetary quotes from a vendor, changes to previous assumptions, etc.). The Board may choose to consider the request, but this is not guaranteed. It is reasonable to expect that the Board may request that the proposal author attend a Board meeting to address questions regarding the original proposal or the requested amendment. The Board will be given time to review and discuss the requested amendments. Depending upon the academic and holiday schedule, it is reasonable to expect that the Board will make a decision regarding any request no less than two, but within four weeks of the date the request is submitted. The Board will not reconsider any proposal that has been denied funding until it the proposal is modified and/or resubmitted in a subsequent proposal request cycle.

Conflict of interest statement: A conflict of interest is defined as an actual or perceived interest by a proposal author in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Funding will not be approved if it is deemed that an author stands to benefit disproportionately from the funding of the proposal. However, projects that benefit the whole student body (or at least which are equally accessible to the whole student body) are encouraged. Concerning the RISE board itself, the board will not fund proposals from any of its current acting members, nor can the RISE board itself put forth proposals.

Procurement Requirements: All proposals are subject to procurement requirements established by the state of Alaska and the University of Alaska Fairbanks. Refer to UA Regulations 05.06 for more information at http://info.alaska.edu/bor/contents/pt5.html

If you have questions about the proposal process please contact the UAF Office of Sustainability at 907-474-5070.