

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
- \$20 fee per student



by UAF students
per semester

Purpose:

- Funds are used to projects that create campus, and look at energy at UAF.

support student
a more sustainable
change the way we

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:**

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

- **Eligibility:** UAF students

- **Funding cycle deadlines:**

- Spring - February, 2014
- 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



Required Elements cont'd

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.*

Required Elements cont'd

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

Project Task	Person(s)	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Task 1 – Research sustainable dorm products	Anne				
Task 2 –Buy Products	Anne				
Task 3 – Install Products	Anne / Michaela				
Task 4 – Progress Report	Michele / Chas				

Required Elements cont'd

12. Budget details

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

Project Task	Item	Units	# Units	Cost/Unit	Total Cost
Task 2 - Buy Products	Organic Bed sheets	sheet set	1	\$25	\$25
	Power strip	each	1	\$20	\$20
	Recycled Bike	each	1	\$50	\$50
Total Cost				\$95	\$95



Required Elements cont'd

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

Supplementary Guidelines

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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