

PURPOSE OF THE REQUEST FOR PROPOSAL

The UW is now accepting proposals for 2015-2016 Green Seed Fund Grants. With these grants, the UW seeks to engage faculty, students, and staff in opportunities that advance sustainable research while contributing to campus sustainability goals. Successful proposals will use the campus as a living, learning laboratory and help the UW find solutions to the most pressing environmental issues.

Proposals for this cycle of funding should be related in a direct way to the theme of water, such as:

- Irrigation/irrigation scheduling
- Repurposing waste water from Central Plant cooling towers
- Improving management of stormwater run-off
- Assessing the value of already-installed rain gardens, bioswales, and cisterns. For example, see previously-funded Campus Sustainability Fund Projects: <http://csf.uw.edu/projects/all-approved>
- Water reclamation. For reference, see a related project at Emory University: http://sustainability.emory.edu/cgi-bin/MySQLdb?VIEW=/viewfiles/view_press.txt&pressid=977
- Landscaping/zero-scaping, including landscape typologies that reduce reliance on water, while maintaining and enhancing the rich and diverse campus landscape quality, including vegetation type, irrigation, and maintenance
- Large scale, system oriented projects, or projects that could be replicable to multiple parts of campus

DUE DATES

All proposals are due by 5:00 p.m. on December 3, 2015. Completed materials will be routed to the review committee. Any proposal received after the time and date specified shall be considered late and will not be reviewed.

Event	Date
RFP Announcement	10/22/15
Proposals Due	12/3/15
Notification	1/15/16
Project Start Dates	2/1/16

REVIEW COMMITTEE COMPOSITION

The committee is composed students, faculty and staff from these areas:

1. Office of Planning & Budgeting
2. Finance & Facilities
3. Facilities Services
4. Faculty Appointment
5. Faculty Appointment
6. ASUW Appointee
7. GPSS Appointment
8. Administrative – UWS appointed

Faculty Senate, ASUW and GPSS appointments will be for a one year term.

ELIGIBILITY

We encourage proposals that work cooperatively in presenting integrated solutions. Grants are open to UW Seattle, UW Bothell, UW Tacoma, UW Medical Center, and Harborview. Research teams are required to include at minimum a faculty, student and staff member with each individual playing an active role. Applicants will also be required to provide letters of support from any campus unit (Facilities, Housing & Food Services, Office of Planning and Budgeting, etc.) potentially impacted by the proposed scope. **Applicants should also follow their unit or department’s usual internal process for submitting grant proposals, including securing Dean’s office approvals.**

LENGTH OF RESEARCH PROJECT

Projects should be approximately one year in duration (February 2015-> February 2016) and should not exceed two years. If a project goes beyond one year, the team is still required to submit interim or draft recommendations at the end of each calendar year and request an extension. (see Reporting Requirements below).

FUNDING AVAILABILITY

Approximately \$250,000 of funding is available for Fiscal Year 2015-16. The average award will be \$25,000-75,000. Funds will be transferred to research accounts by February 2, 2016. Funds can be used to support research, education, and engagement expenses such as:

- Graduate and undergraduate student support

- Equipment, supplies and participant payments
- Travel expenses associated with the conduct of the research or educational project
- Travel expenses incurred to report research findings at a conference
- Workshops and symposia on sustainability science and/or practice
- Community meetings to convene stakeholders or disseminate findings

PROPOSAL FORMAT

Proposals should include the following sections or components. Please scroll down to Appendix A: DETAILED PROPOSAL REQUIREMENTS for additional information on these proposal elements.

- Abstract
- Scope, Approach and Methodology
- Relevance to UW Sustainability Goals
- Deliverables/Anticipated Outcomes
- Detailed and Itemized Budget
- External Funding Sources
- Timeline
- Project/Research Team Staffing
- Investigator/Collaborators Contact Information

Proposals will only be accepted through online submittal process. Candidates will be able to save proposals in process, and return to them at their convenience.

REVIEW CRITERIA

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of projects:

1. Completion of all required proposal components in the correct format. (5 pts)
2. The extent to which the project/research teams proposed solution has the potential to help the University of Washington achieve its Sustainability Goals. The review committee will take direction from the Environmental Stewardship Committee in determining priority sustainability focuses for the UW in a given year(s) and award Innovations in Sustainability Seed Grants with this hierarchy in mind. (50 pts)
3. Quality and relevance of the interaction with required campus operations department for the completion of the project (30 pts)
4. An assessment of the project team's ability to deliver the indicated service in accordance with the specifications set out in the RFP. (15 pts)

AWARD NOTIFICATION

All submitters will be notified of the status of their proposal by January 15, 2016. Awards will be transferred to the lead investigator's general fund account following the award. Graduate and undergraduate student funds will be transferred to the major professor/faculty supervisor's account. Funded proposals should plan to begin work no earlier than February 1, 2016.

REPORTING REQUIREMENTS

Grant awardees will be required to provide brief quarterly updates during the duration of the project. Depending on the nature of the project, the update may be requested as a short written report, in person meeting or PowerPoint. Reporting format will be discussed and determined at the Award Notification Meeting, and can change after the meeting with consensus from the project leads and Green Seed Fund Grant team. At the end of each calendar year, a research brief with the abstract, findings, and recommendations will be required. Recommendations will be submitted to the Environmental Stewardship Committee, the Senior Vice President for Finance & Facilities, the Vice Provost of Planning and Budgeting, and the Provost.

Appendix A: DETAILED PROPOSAL REQUIREMENTS

TITLE & ABSTRACT (no more than 1 page)

Please include a short, descriptive title of the project. The abstract should identify the main features and benefits of the proposed work.

SCOPE, APPROACH, AND METHODOLOGY (no more than 4 pages)

Provide a summary of the background and rationale for the proposal, and a specific description of the methods and activities for which support is requested. Describe how & which campus operations department(s) will be engaged, along with labor hours required for operations involvement and any facility modifications required.

RELEVANCE TO UW SUSTAINABILITY GOALS (no more than 2 pages)

List the specific goals and objectives of the proposal and how the accomplishment of these objectives will help the University achieve its sustainability goals.

DELIVERABLES/ANTICIPATED OUTCOMES (no more than 2 pages)

Describe what outcomes should be expected at the conclusion of the research project.

DETAILED AND ITEMIZED BUDGET (worksheet and one page narrative)

Include an itemized breakdown by project phase and estimates of travel expenses within the provided matrix. On the worksheet, note the general fund account number where funds should be transferred. Write a budget narrative that briefly describes the items requested and how they relate to the project. No indirect cost recovery is required and should not be included in the request. Funding for international travel will not be granted.

EXTERNAL FUNDING SOURCES (no more than 1 page)

Describe the potential for any external funding or continuation of the project/research in addition to this grant opportunity. Projects that are part of larger projects or have the ability to be continued past this seed grant funding period are preferred.

TIMELINE (no more than 2 pages)

Describe the anticipated timeline to accomplish the goals of the proposal. Please include major milestones. Please remember that projects should be approximately one year in duration (e.g. February 2015 -> February 2016) and should not exceed two years.

PERSONNEL

Describe the roles of the lead investigator, the collaborating investigator(s), and any other personnel involved in the project. Include titles and brief descriptions of their experience and anticipated contribution to the project.

LETTERS OF SUPPORT

Attach letters of support from partners, community members, and on-campus units for your work. Letters are required for staff and student lead investigators by their supervisor or major professor/faculty supervisor, respectively.

CONTACT

Any questions concerning the proposal should be directed to:

Name	Green Seed Fund Project Coordinator
Address	B40 Gerberding Hall - Box 351248, Seattle, WA 98195
Email	greensdc@uw.edu
Website	green.uw.edu/green-seed-fund