2018 Green Fee Student Research Grant Application Instruction Booklet

The UT-Austin Green Fee is dedicated to environmental services, projects and scholarships at UT-Austin. The fee itself is collected with tuition on a per-semester basis. The student majority Green Fee Committee (GFC) has been established to review and award funds to projects. Additional green fee and GFC background is available at http://www.utexas.edu/sustainability/greenfee

Based on applications from previous years, students at the University of Texas at Austin have demonstrated the desire to conduct research involving the campus environment, ecosystem, and inhabitants. Research grants are available for undergraduates for $2,500 each, and for graduates for $5,000 each. The Green Fee Committee will fund up to ten undergraduate research proposals and up to ten graduate research proposals.

Please use this booklet in preparing your application. In addition to the general instructions and guidelines below, there are six (VI) parts to a complete application. Please be sure you refer to the booklet frequently while composing your application.

Requirements

**DEADLINE: SUNDAY MARCH 11th, 2018, 11:59 P.M.**

VIA EMAIL TO greenfee@austin.utexas.edu

- Your research may be new or ongoing, but must fulfill an academic objective such as course credit, publication, and/or degree requirements.

- Graduate research proposals require 25% matching funds provided by another grant and/or by the academic department supporting the researcher(s). Details for defining matching funds are found below in the Budget section.

- Undergraduate research projects do not require matching funds.

- Research grant applications shall be no more than 10 pages maximum.

- All narrative text should be in Times New Roman, 12 point, 1.5 line spacing, with 1” margins. The only exceptions allowed are in graphics or design files.

- Please create a single PDF of your entire completed application prior to submission. Your source files may be of any type (Word, PowerPoint, Excel, etc.) but you must “print to” or “save as” pdf and assemble the pdfs into a single file before sending.

- The application must be submitted electronically; hardcopy submissions will not be accepted.

- The primary contact(s) provided by you in the first section of the application must be valid and reachable through August 2018 at the phone and email addresses provided. Failure to respond to Green Fee/Office of Sustainability communications may result in a withdrawal of supporting funds. Notify the Green Fee Coordinator if the primary contact changes or if there will be any necessary break in communication.
Guidelines

- Any University student may submit a research grant application. Each project must have at least one primary individual contact, but projects may be the work of one or more students in collaboration. Faculty members are not eligible for research grants; faculty seeking research support should submit the regular Project Application.

- The student or student team must be supported by one primary academic department, which will receive the funds on their behalf.

- Individuals and organizations external to UT-Austin may not submit proposals. They may be named as part of the stakeholder team, but not as the main implementation unit.

- The green fee cannot support projects already mandated by law or UT-Austin policy directive (e.g., standards for green building in new construction), since UT-Austin is already obliged to allocate funds for such projects.

- The green fee may be used for infrastructure efficiency improvement projects, i.e., up-grading current facilities so that they are energy efficient, but it cannot be used for financing new infrastructure projects, e.g., new buildings.

- Many proposals require additional review and approval by academic or operational units of the university. The GFC shall determine when a proposal requires such additional approval and assist applicants with seeking approvals.

- Research supported by the Green Fee grant program is limited to Texas. All research grant recipients are required to present at conference, symposium or public event on the UT campus, regardless of research completion.

- All proposed research must have clearly defined, measurable outcomes.

- Consultant services, construction, and materials purchases should be considered best estimates only, since all purchases will be subject to UT-Austin procurement procedures.

- If research results are expected to have on-going benefits (e.g. annual cost savings), the project plan must include a mechanism for reporting these benefits back to the GFC and relevant units within the University.

- Projects must address how the research outcomes might be shared, such as in publication or presentations.

- The grant amount offered is for approximately one year (twelve months) of funding. If you intend to conduct research over multiple years, you may ask for an amount up to the grant total for each year ($2,500 for undergraduates and $5,000 for graduates).
Application Sections

I. Cover Form and Faculty Support

The cover form provides names and contact information for the grantee(s), and verifies that the content of the application is accurate. The template for this form is on the final page of this instruction booklet. You will need the names and contact information for each of your team members.

A member of the faculty must lend his or her support to this project. The research may be conducted as part of a course or degree requirements, as a supplement to your academic program, and/or for publication. In other words, the research must have specific academic and professional benefit to you. Ideally, you are not approaching a faculty member for the first time regarding this research, but in any case the faculty member must sign the cover sheet expressing awareness of the research project and agreement to review it for academic merit, methods, and rigor. Alternately, the faculty member may send an email confirming his/her support to greenfee@austin.utexas.edu.

II. Abstract

Provide a 400-500 word summary of your project idea, including:

a. Start date
b. End date
c. Approximate total cost
d. Amount requested from Green Fee
e. Whether this is a multi-year request
f. State the research question, or purpose
g. The research methods to be employed
h. The anticipated finding(s)

III. Description

a. Instructions:
   i. Use Times New Roman, 12 point font, 1.5 line spacing, and 1 inch margins top, bottom, left, right. Proposals not meeting these formatting requirements will not be reviewed.
   
   ii. Results of Prior Green Fee Support. If your project is on-going or closely related to a past funded Green Fee project, please include a summary (500-1000 words) of your past project results. You should address accomplishments and challenges, expenditures, and a justification for continuing.
iii. There are many aspects to sustainability and all are valued in the Green Fee grant program. Please describe where your research lies within the following diagram:

![Sustainability Diagram](image)

iv. Write the description in third-person. It should be informative to other people working in the same or related fields, and understandable to a scientifically or technically literate lay person.

b. Guidelines:

Address as many of the following questions as possible:

i. Clearly state the problem(s) to be addressed and/or to be resolved; the hypothesis or hypotheses to be tested, and the overall objectives of your proposed project.

ii. How does your research relate to the campus? Discuss the disciplinary, and if appropriate, regional context, and document the importance of your project.

iii. Describe the methods to be employed in your research, including any work completed to date.

iv. Are there any estimated cost savings to campus (e.g., number of kWh saved, gallons of water saved, etc.)? If none, please explain.

v. Are there any estimated social equity benefits to campus (e.g., safer work conditions, enhanced quality of life, etc.)? If none, please explain.

vi. Does your project tie into any broader or existing campus sustainability initiatives? If so, how?

vii. If your research team is partnering with other organizations, departments, or off-campus entities, please explain their involvement.

viii. What is your planned deliverable or deliverables for this project?

ix. If your project is implemented, does it require any on-going funding after its completion? If yes, what is your strategy for supporting the project after this initial period to cover replacement, operational and renewal costs?
IV. Timeline

List major tasks and milestones chronologically. Estimate how long each task will take to be completed. Funds will be available in July 2018. At minimum, the following items should be included on your timeline:

a. Target dates for start and completion of research. (Note that the funds are intended to cover a consecutive 12-month period - some variance is acceptable)
b. Approximate dates of major purchases
c. Approximate dates of selecting consultants or vendors (if applicable)
d. Date by which you expect to have spent all Green Fee funds

V. Budget

The Office of Sustainability is happy to consult on budget development; contact us at greenfee@austin.utexas.edu

Graduate research grants must be supported by matching funds, at a minimum of 25% of the requested amount. (If you are requesting $2000, you must show $500 in matching funds.)

a. Instructions:
   i. Use the Excel spreadsheet provided as a separate download to create your budget.
   ii. You may make additional copies of the budget sheet or add lines to a budget category.
   iii. List all budget items for which funding is being requested under the appropriate category. Not every proposal will include expenses in every budget category.
      1. In-kind support such as faculty, staff, or RA time, facility usage, supplies, or equipment access is permitted as matching funds, but an approximate monetary value must be assigned to them and confirmed by an email or letter from a responsible party.
      2. Departmental monetary support (scholarships, grants) and external monetary support related to the student’s research are also permissible.
      3. If any additional fund requests are in the proposal stages, please be sure to list these as well.
      4. You must include written proof of all matching funds of any kind with your application.
b. Guidelines:

Research grants are available for undergraduates for $2,500 each, and for graduates for $5,000 each.

i. Consultants/Professional Services: List any non-UT personnel involved in the proposal, independent companies or vendors providing any type of consulting or professional services. If you have price quotes from vendors or historical budget information for projects that have occurred previously or are on-going, please submit those with this application. Final pricing and contracting for consultants must be handled through the academic unit that has agreed to support the Green Fee research project.

ii. Capital Costs & Supplies: List the estimated cost of durable goods and equipment (solar panels, lab equipment, etc.) in your proposal and provide supporting documentation to the best of your ability. Also list any construction or installation costs. Also include here consumable goods and supplies (growth media, slides, etc.) in your proposal.

iii. Travel: Travel is not a generally encouraged category of expense, but the GFC recognizes that a limited amount of travel may be justifiable for certain projects. International travel cannot be supported by Green Fee funds. If you request travel, please provide a detailed justification for the expense.

VI. Budget Justification and Other Funding

a. Provide explanation of the major budget items.

b. If any part of your project requires any on-going funding after its completion, what is your strategy for supporting the project after this initial period to cover costs?
2018 Green Fee Student Research Grant Cover Form

Project Lead Information

Primary Contact Name: 
Major and Department: 
Organizational Affiliation(s): 
Email Address: 
Phone Number: 

The information provided for the primary contact must be valid at least through August 2018. Please inform the Green Fee Coordinator if your contact information changes.

Grantee Team Information

Add more names if needed.

Name: 
Major and Department: 
Organizational Affiliation(s): 
Email Address: 

Name: 
Major and Department: 
Organizational Affiliation(s): 
Email Address: 

By signing below I am indicating the information in this application is true to the best of my knowledge, and I am assuming responsibility for this research proposal, should it be awarded funds. I understand that failure to respond within 30 days to an offer of funds may result in my funding being withdrawn and reallocated.

_____________________________________________________

Applicant Signature Date

Faculty Support Statement

By signing below I am confirming that this applicant intends to initiate or continue with the research described in this application, with the support of the named departments and my mentorship and/or supervision. I agree to review the research results for academic merit, methods, and rigor.

_____________________________________________________     ____________________
Signature Date

Printed Name, Title, and Department