



2019 Green Fund Student Research Grant Application Guidelines

The UT-Austin Green Fund is dedicated to environmental services, projects and research at UT-Austin. The fund itself is a tuition allocation collected on a per-semester basis. The student majority Green Fund Committee (GFC) was established to review the applications submitted to the competitive grant program and award funds to projects. Additional Green Fund and GFC background is available at <http://www.utexas.edu/sustainability/greenfund>

Based on applications from previous years, students at UT-Austin have demonstrated the desire to conduct research involving the campus environment, ecosystem, and inhabitants. This is a special category for funding student research under faculty supervision. Undergraduates may request \$2,500 and graduates \$5,000 for research at any stage. The Green Fund Committee will fund up to ten undergraduate research proposals and up to ten graduate research proposals each year.

Please use this guide in preparing your project narrative and budget. You must upload your completed budget sheet and project narrative on the grant application [website](#).

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 be a co-applicant and be willing to establish an account and assume responsibility for any awarded funds.

Projects will be evaluated and scored on how well each applicant completes the requirements and addresses the guidelines laid out in this document. In addition, the Committee may set arbitrary funding guidelines for itself each year to ensure that funds are distributed among a diverse group of applicants, departments, and topic areas. Previous funding history and past performance will also be taken into consideration.

Requirements

DEADLINE: SUNDAY, February 17, 2019 at 11:59 P.M.

**Applications MUST be submitted via the grant application website:
<https://greenfund.infoready4.com/>**

- The grant application website runs on IE 9+, Chrome, Firefox 3T, and Safari for Macintosh.
- A current UT EID and password is required to access the Green Fund application website.
- There will be no deadline extensions.
- Once you have logged into the grant application website at https://greenfund.infoready4.com, select the **Student Research Application**

- 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.
- Create a document of your project narrative that addresses all the questions in the Project Description, Timeline and Budget Justification sections described below and upload your narrative with your application.
 - Project description shall be no more than 5 pages. The entire document, including Timeline and supporting documents may not exceed 10 pages.
 - All text should be in Times New Roman, 12 point, with 1” margins. The only font exceptions allowed are for text found in graphic or design files.
- 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 Fund/Office of Sustainability communications may result in a withdrawal of supporting funds. Notify the Green Fund Coordinator if the primary contact changes or if there will be any necessary break in communication.
- Any enrolled UT-Austin 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.

Guidelines

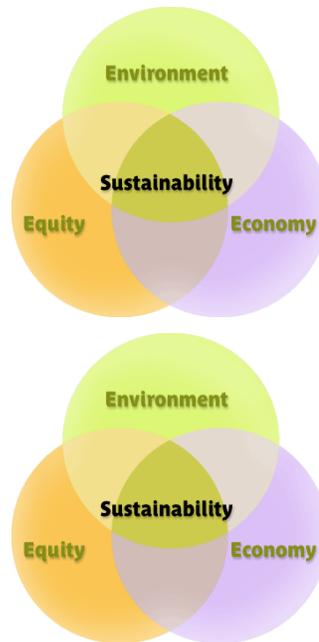
- The Green Fund cannot support projects already mandated by law or UT-Austin policy directive (e.g., standards for green building in new construction), since UT-Austin is already obliged to allocate funds for such projects.
- The Green Fund may be used for infrastructure improvement projects, i.e., up-grading current facilities so that they are energy efficient, but it may not be used for financing new infrastructure projects in full, (e.g., substantial renovations and/or new buildings). Departments are encouraged to find matching funds for infrastructure improvements that fit the mission and intent of the Green Fund.
- Most 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. Projects that have already received review and approval are stronger candidates for funding.
- Projects may consist primarily of research, guided by a faculty member. Research supported by the Green Fund grant program is limited to Texas. Research with relevance to campus and the central Texas region will be given the highest priority for funding, but any research related to energy efficiency, water, soil and air quality, social/anthropological study of resource consumption, and similar sustainability topics will be considered. Deliverables such as publications, presentations, or curriculum are highly encouraged.
- All proposed research must have clearly defined, measurable outcomes.
- Staff and faculty compensation estimates should be considered provisional until reviewed and approved by department chairs or staff supervisors. Estimates are only to give the Committee an approximate feel for the size of the allocation.
- Similarly, consultant services, construction, and materials purchases should be submitted as best estimates only, since all purchases will be subject to UT-Austin procurement procedures.
- Proposals may include establishing scholarships for students pursuing sustainability educational goals, such as degrees, internships, and research projects.
- 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).

Green Fund Application Narrative

I. Project Description

Please incorporate the following **required** elements:

- i. The project description may be no more than five (5) pages out of the 10 maximum for the application. 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 fund support. If your project is on-going or closely related to a past funded Green Fund 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 Fund grant program. Please describe where your project lies within the following diagram and how your project will benefit the campus community (e.g., number of kWh saved, gallons of water saved, safer work conditions, enhanced quality of life, etc):



- 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.

Address as many of the following questions as possible:

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

- vii. Describe the methods to be employed in your research, including any work completed to date.
- viii. Are there any estimated cost savings to campus (e.g., number of kWh saved, gallons of water saved, etc.)? If none, please explain.
- ix. Are there any estimated social equity benefits to campus (e.g., safer work conditions, enhanced quality of life, etc.)? If none, please explain.
- x. Does your project tie into any broader or existing campus sustainability initiatives? If so, how?
- xi. If your research team is partnering with other organizations, departments, or off-campus entities, please explain their involvement.
- xii. What is your planned deliverable or deliverables for this project?
- xiii. 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?

II. Project Timeline

List major tasks and milestones chronologically. Estimate how long each task will take to be completed. Funds will be available in July 2019. 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 grant funds

III. Project Budget

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

Graduate research grants must be supported by a cash match, at a minimum of 25% of the requested amount (e.g., 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. CHECK YOUR MATH: ensure that the spreadsheet equations show the correct results before converting to PDF. Also, cross-check any mentions or explanations of budget in other parts of your application to ensure that you are asking for the same amount in all

locations, and that all budget categories are referred to consistently (e.g., do not say that you are asking for \$500 in laboratory supply purchases in your description and list \$200 for laboratory supplies in your budget spreadsheet).

- iv. 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 but may not serve as the required 25% cash match for graduate research projects. 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 as these may count toward the 25% cash match for graduate research.
 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. Budget 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 Fund 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 the Green Fund. If you request travel, please provide a detailed justification for the expense.

IV. 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?