



REQUEST FOR PROPOSALS

LETTER OF INTENT DEADLINE: **5PM, NOVEMBER 18, 2019**

PROPOSAL DEADLINE: **5PM, FEBRUARY 28, 2020**

PURPOSE

The Innovation Fund supports Bicentennial Priority Three, “Catalyzing Research,” offering “support for innovative campus living laboratory initiatives that provide opportunities to integrate campus operations, faculty and student research, education, student life, and community engagement to applied, solutions- oriented sustainability research.”

To advance the work of Sustain IU as they work to make IU a leader in campus sustainability, the Provost allocated \$50,000 per year for each academic year from fall 2016 to spring 2019, to support the Sustain IU Innovation Fund.

The fund offers an exciting opportunity to build and leverage [Sustain IU](#) capacities to generate productive operations—academics solutions for sustainability, all while welcoming new campus collaborators to participate. Through a competitive process, the Innovation Fund will catalyze campus efforts that fulfill the following goals:

- Leverage Working Group structure to create and fund at least one major innovation per year that measurably advances campus sustainability by using campus as a lab.
- Improve IUB’s score in at least one category of the [AASHE STARS](#) metric.
- Provide high-impact learning experiences for students.
- Make measurable progress towards one or more [IU Bicentennial Strategic Plan](#) goals.
- Generate success stories to publish in university and public media to create opportunities for sustainability advancement.

ELIGIBILITY

Faculty and staff at IU Bloomington are eligible to submit proposals for the fund. We also strongly encourage individual students and student organizations to be involved in proposal development, however they should contribute either through Working Groups or by identifying both a faculty and staff project lead outside of the Working Groups. Because of the interdisciplinary nature of the sustainability challenge and because funded projects must advance operational sustainability (air & climate, building, energy, food & dining, grounds, purchasing, waste, water, etc.) and generate high impact learning for students, we expect that the most competitive proposals will come from teams that include faculty, operations staff, and students. In many respects, these “teams” already exist in the form of seven [Sustain IU Working Groups](#) in key sustainability thematic areas—Energy and the Built Environment, Sustainable Computing, Food, Transportation, Resource Use and Recycling, Education and Research, and Land Use and Environmental Quality. Since this organizational structure is already in place, all proposals are required to consult with Sustain IU Working Groups, both to strengthen team expertise and to vet proposal feasibility. Should a proposal transcend a specific working group thematic area (e.g. land use and energy and built environment), proposal

teams are encouraged to partner across Working Groups. Given the competitive nature of this process, not all submitted projects will be funded in the first year.

Resubmissions, however, will be encouraged and the Sustain IU is committed to pursuing development opportunities for all project proposals. In summary, the following requirements determine eligibility:

- Proposals originating from teams outside of Sustain IU working groups must consult with at least one Working Group and procure a letter of support from the Working Group co-chairs that describes the partnership.
- Each proposal must have at least one staff operations lead and one faculty lead. The faculty and staff leads should play a leading role in drafting the proposal and will be responsible for implementation and project deliverables.
- Proposals may utilize connections external to IU; however, each proposal must primarily address sustainability at IU's Bloomington campus.

THE AWARD

Sustain IU is committed to funding at least one project in academic year 2018-2019. Proposal budgets may be up to, but not exceed \$50,000.

APPLICATION PROCESS AND TIMELINE

The important stages of the application and review process are listed below.

The proposal process seeks to generate innovation through two-way communication between Sustain IU staff and proposal teams. Sustain IU will be available to provide face-to-face feedback to proposal teams in the spring semester.

- Letters of intent are due **November 18**, 5:00 p.m. The letter of intent should be less than 2 pages single-spaced and is required in order to move on to full proposal submittal. Late submissions will not be accepted.
- Sustain IU staff are available to meet with proposals teams during the following weeks: **December 9-13; January 6-10**. Consultation with Sustain IU staff is not required but strongly encouraged.
- Full proposal due: **February 28**, 5:00 p.m. Submissions that are late or incomplete will not be considered.
- The Innovation Fund 2019-2020 winning proposal will be announced at the Spring Sustainability Symposium—April 17, 2020.

EVALUATION OF PROPOSALS

Evaluation of proposals will be conducted through a two-stage process. Stage one includes review of letters of Intent by Sustain IU staff, followed by face-to-face (optional) meetings between proposal teams and Sustain IU staff. Proposal teams that choose not to meet with Sustain IU staff will receive a short letter from Sustain IU that summarizes staff thoughts on the submitted letter of interest; Sustain IU initial feedback letters will be emailed by December 2nd. Strong proposals that fulfill the goals of the Innovation Fund, as outlined below, will be encouraged to submit a full proposal for stage two review. Stage two includes review and final decision by the Innovation Fund Review

Committee comprised of the following members: the Faculty Co-chair of the Campus Sustainability Advisory Board (CSAB); the Operations Co-chair of CSAB; University Director of Sustainability; IUB Provost (or designee); and the Vice President of Capital Planning and Facilities (or designee).

EVALUATION CRITERIA

- Connects with sustainability, defined as “thriving within our means to achieve balance between environmental health, economic prosperity, and social equity.” Competitive proposals will address ecological capacity, social equity, and prosperity in creative, synergistic ways.
- Includes the potential to scale--up and increase sustainability impact.
- Improves IUB’s score in at least one category of the Association for the Advancement of Sustainability in Higher Education Sustainability Tracking and Assessment Rating System (AASHE STARS). See [STARS credits and technical manual](#).
- Fulfills specific element(s) of the IU Bicentennial Plan.
- Contributes to engaged learning in sustainability through solutions-based research (e.g. graduate research, internships, undergraduate research, class-based experiential learning, or leadership engagement through existing student organizations).
- Advances sustainability in innovative ways. We seek projects that establish IU as a recognize leader in sustainability, including by valuing interdisciplinary and transdisciplinary collaboration.
- Feasibility. Proposals might demonstrate this with letters of support from relevant units on campus, monetary or in-kind assistance, or demonstrated connection to existing campus goals and plans.
- Offers potential for future fund development in sustainability or the likelihood of external support; or leverages existing Sustain IU and campus resources to increase project impact (e.g. Student Sustainability Fund, Sustainability Research Development Grant program, or the Sustainability Course Development Fellowship)

QUESTIONS

For initial questions concerning eligibility, award specifics, application procedures, and how to begin collaborating with existing Sustain IU Working Groups, please email: sustain@iu.edu.



LETTER OF INTENT

SUSTAINABILITY INNOVATION FUND 2019-2020

DUE: 5PM, NOVEMBER 18, 2019

1. Title, list of expected team members, names of faculty and staff project leads, and the Working Group(s) that the team intends to consult with.
2. A brief project description that explains the following:
 - How the project advances campus sustainability and why it would be beneficial for IU's campus.
 - How the project will improve [IUB's STARS rating](#).
 - A description of how the project plans to meet engaged learning requirements (e.g., classes, undergraduate and graduate research, or through student organizations).
 - A brief statement that demonstrates how the project will advance specific IU Bicentennial priorities and action items.
3. Brief budget overview that outlines main project costs.

EMAIL PDF FILE TO SUSTAIN@IU.EDU

A complete submission must include all components listed above and be uploaded as a single pdf file. Late or incomplete submissions will not be reviewed.

PLEASE CONTACT SUSTAIN@IU.EDU FOR ADDITIONAL INFORMATION.



FULL PROPOSAL GUIDELINES

SUSTAINABILITY INNOVATION FUND 2019-2020

DUE: **5PM, FEBRUARY 28, 2020**

1. Title of proposal, list of expected team members, and name and contact information for faculty and staff project leads.
2. Full project description that explains the following (5 pages single-spaced):
 - How the project advances campus sustainability and why it would be impactful for the campus. The project description should make clear what is innovative about the project by demonstrating the multidisciplinary or transdisciplinary approach, by showing how other campuses are (or are not) advancing in this particular area of sustainability, or in other ways. The description should also address the potential to scale-up innovations, impact, and feasibility.
 - An explanation of how the project will improve [IUB's score](#) in at least one category of the Association for the Advancement of Sustainability in Higher Education Sustainability Tracking and Assessment Rating System (AASHE STARS). See [STARS credits and technical manual](#). Ideally, projects will advance IU in terms of operational sustainability (air & climate, building; energy, food & dining, grounds, purchasing, waste, and water) and in one of the following areas: Engagement, Academics, and Planning and Administration.
 - An explanation of how the project advances specific IU Bicentennial plan priorities and action items.
 - A description of how the project will create engaged learning opportunities for students (e.g. classes, undergraduate research, graduate research, or through student organizations).
 - Plans to monitor, evaluate, and improve the project beyond the funding year.
 - Plans to share results with University community and beyond (conferences, events, publication, etc.).
 - Documentation of efforts to acquire external funding support or a plan to secure external funding in the future.
3. Detailed budget including costs for operational sustainability and costs to facilitate student engagement.
4. Letter(s) of support from Deans, Department Chairs, or teaching faculty related to academic engagement aspects of the proposal.
5. Letter(s) of support from the appropriate VP Capital Planning and Facilities staff person (e.g. projects that would be implemented on the campus grounds must have approval from the University Landscape Architect).
6. CV or resume of the faculty and staff project leads.
7. A letter of support from Working Group co-chairs (not required if co-chairs are project leads).

UPLOAD AS ONE PDF FILE TO: <https://sustain.iu.edu/~sustain/machform/view.php?id=27158>

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