Greening IUPUI Grant Fund Guidelines

IUPUI provides up to $25,000 annually to fund student, faculty, and staff initiatives that advance sustainability at IUPUI. Preference is given to initiatives that have wide-spread campus/community impact and help IUPUI achieve the goals of the [IU Climate Action Plan](#).

Grant Application Guidelines

- Eligibility:
    - Current IUPUI students, faculty, and staff may apply
    - Students must have a faculty or staff member's support and designate them as the project contact person on the application
- Fund use:
    - See *Appendix A* for a clarification of fund use and limitations
- The Grant Application should align with one or more of the following areas:
    - Academics and Research

        Education, Academics, Best practices, Faculty engagement and development, Sustainability literacy, Course development in sustainability, Course learning outcomes in sustainability, Immersive academic experiences, Campus as a living laboratory, Student research with tangible, practical campus impact
    - Campus Engagement

        Campus partners, Campus engagement, Engagement with art and music, Engagement and awareness on campus, Alumni, Philanthropy, Student orientation, Student life, Staff engagement, Student programs, Domestic and international immersive sustainability experiences, Health, Wellness, Equity
    - Campus Operations

        Operations, Environment, Energy, Waste, Conservation, Transportation, Purchasing, Supply Chain, Built Environment/Energy, Utility, Land, Air, Water, Recycling/Waste Minimization, Dining services, Food and beverage purchasing, Purchasing, Travel

The Proposal and Award Process

PHASE I: Proposal Preparation and Submission
1. Opportunity Announced – The Greening IUPUI Grant will be announced on IUPUI Sustainability's social media pages, website, e-newsletter, and other outlets.
2. Proposals Submitted
   I. To preview the application, visit this link.
   II. To apply: Greening IUPUI Grant Application (note: link is live during submission window)
3. Proposal Received – An acknowledgment of receipt will be sent to the email provided in the application. If you do not receive an email confirmation, contact sustindy@iupui.edu.

PHASE II: Proposal Review and Processing
4. Grant Review: Proposals will be reviewed by the Greening IUPUI Grant Review Committee. If questions arise during the review process, the committee reserves the right to contact the applicant with questions that must adhere to a deadline determined at the discretion of the committee. Proposals will be evaluated based on the following criteria:
   i. Contributing to IU's Climate Action Plan
   ii. Long-term impact for IUPUI
   iii. High-impact learning experience(s)
   iv. Visibility
   v. Student involvement
   vi. Reasonable timeline and feasibility
   vii. Financial considerations
5. Reviewer Recommendation: The Greening IUPUI Grant Review Committee recommends the best grant applications(s) for funding based on the evaluation criteria outlined above.
6. Applicant Notification: Applicants will be notified of the Greening IUPUI Grant Review Committee's decision.
7. Administrative Review (if needed): In some cases, the grants recommended by the Greening IUPUI Grant Review Committee may require further review by the university unit(s) that will be involved in carrying out the funded project(s). This second review process may require additional processing time that will be up to the discretion of the unit(s) involved. Recommended grant applications may be reviewed on their business, financial, and policy implications. The committee will notify applicants if Administrative Review is required. *Please note grants undergoing Administrative Review may ultimately be denied, though the Committee makes every effort to avoid this fate.*

PHASE III: Award Processing
8. Award Finalized: Pending a successful Administrative Review (if needed), funds will be made available for implementing the recommended project(s).

Post-Award Responsibilities

- A report must be submitted to IUPUI Sustainability within 90 days of project completion that documents the following:
  - Direct and indirect impact of the funded project at IUPUI or in the community
  - Whether the goals of the funded project were met
  - A final budget outlining when, how, and where funds were utilized
- Grant recipients are *required* to acknowledge receipt of Greening IUPUI Grant fund support from IUPUI Sustainability in any presentation or publication of work funded by the grant

For questions or additional information, contact:
IUPUI Sustainability
Health Science Building, Room 4018
1050 Wishard Blvd
Indianapolis, IN 46202
sustindy@iupui.edu
317-278-1308

APPENDIX A

Fund Use and Limitations

- Funds must be used within 2 fiscal years of award unless the application explicitly states funding is for multiple years and provides a timeline
    - Funds not utilized will roll back into the Greening IUPUI Grant account to fund future projects
- Funds cannot be used as a stipend or salary supplement for faculty or staff members
    - Funds can be deposited into a faculty member's research account for travel, supplies, etc.
- Funds can be used as a stipend, scholarship, or hourly wage for students
- Funds can be used if a faculty member desires to create an immersive experience (academic or research based) for a student or group of students that will enhance their course
    - Example: A field trip to a location that requires funds for travel, overnight stay, tickets, or other experiences
- Funds for research projects are limited to funding research with practical campus impact
    - Examples: student research project on recycle bin locations and how they impact recycling behavior and performance; undergraduate or graduate student capstone or course projects with a focus on campus sustainability
- Funds will not be awarded for past projects and cannot be used retroactively (i.e.: for projects that have already occurred or are currently existing)
- Funds must be used in compliance with all IU Fiscal Policies: http://policies.iu.edu/policies/categories/financial/
- For all other fund use questions, please email IUPUI Sustainability directly (sustindy@iupui.edu)