PROJECT PROPOSAL TEMPLATE

This section shall not exceed ten (10) single-spaced pages (12-point type, 1-inch margins). Delete all instructional text before submission.

**Title:**

**Principal investigator(s) and Team Members:** Provide name, title, department, and email address for each team member. Identify team lead(s)/principal investigator(s) and list first.

**Category:** Indicate the major category(ies) that your project will address: (1) Operations, (2) Engagement, (3) Academics, and/or (4) Research.

**How did you hear about this call for proposals?**

**Type of Submission:** Indicate whether the project is a:

* New Project
* Continuation - The proposal is linked to a project previously funded by a Sustainability Challenge Grant. Summarize previous outcomes and describe the key differences between the previous work and the work proposed here.
* Resubmission - The proposal is a resubmission/adaptation of a proposal previously submitted, but not funded. Discuss how the resubmission addresses the feedback provided in the previous funding cycle.

**Project Summary:** Clearly define your project and its relevance to sustainability. Include a summary of your goals and an explanation of how the composition of your team positions you for success.

**Goals and Outcomes:** Clearly define the goals and objectives that will be completed within the one-year duration of the project. Include a timeline with project milestones and specific measurable outcomes. Specific connections to one or more of the following should be included for each goal and objective.

* 1. UK Strategic Plan - <https://pres.uky.edu/strategic-plan>
  2. UK TEK - <https://uknow.uky.edu/campus-news/get-know-tek-uk-s-new-qep>
  3. UK Sustainability Strategic Plan update - <https://wholesumky.org/?p=5497>

**Approach and Methodology:** Describe the processes, procedures, tools, frameworks, etc. that will be used to address and/or investigate the sustainability challenge.

**Statement of results or benefits:** It is expected that an award will result in quantifiable or tangible research, scholarship, outreach, and/or creative works. Describe in detail the intended results and impacts that the proposed project will have on advancing sustainability.

**Stakeholders:** List the stakeholders that are critical to the success of the project and describe how each will be involved. Stakeholder support letters are encouraged and should be included in the final section of your submission. **If your project has direct impacts on the physical campus, a letter of support from the appropriate administrative unit (Facilities Managements, Transportation, etc.) must be included.**

**Communication Plan:** Provide a detailed description of how your team will generate public engagement throughout the project and communicate your results.

**Student Engagement and Training Potential:** Provide the number of post-doctoral fellows, graduate students, and undergraduate students, including degree level, who are expected to be involved with the project. If the information is available, include each student’s name, major, and expected graduation date, and indicate if the project will be used to inform a master’s thesis or doctoral dissertation.

**Funding:** Address the following:

(a) Is your project team willing to accept partial funding for your project? Doing so will require submitting a revised scope and budget.

(b) Is your project planning to use this funding as a match for a larger grant? If so, describe.

(c) Is this project intended to provide preliminary results or experience for a future competitive proposal external to the Sustainability Challenge Grant program? If so, provide the name of the funding agency, the name of the program, and the intended year of application submission.

REMINDER:

Each proposal shall consist of the four sections listed below. Individual templates for each section are included at the end of this document (for reference only) and available for download here: [www.uky.edu/sustainability/sustainability-challenge-grants](http://www.uky.edu/sustainability/sustainability-challenge-grants)

1. Project Proposal Narrative
2. Budget Breakdown
3. Budget Justification
4. Letters of Support[[1]](#footnote-1)

**For final submission, the four sections must be combined as a single PDF document.** Include a title page for the proposal and a cover page for each section. Proposals shall be submitted with this naming format: ProjectTitle.SCG2023.pdf. Proposals must be submitted by email to [shane.tedder@uky.edu](mailto:shane.tedder@uky.edu).

1. One of the letters of support must be from the department head/dean/or business officer for one of the project leads confirming willingness/ability to support the project’s procurement and expenditures if funded. [↑](#footnote-ref-1)