PROJECT PROPOSAL TEMPLATE

This section should 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 the one or more of the following should be included for each goal and objective.

* 1. a. UK Strategic Plan - <https://pres.uky.edu/strategic-plan>
  2. UK Sustainability Strategic Plan - <https://www.uky.edu/sustainability/sustainability-strategic-plan>
  3. United Nations Global Sustainable Development Goals - <https://sdgs.un.org/goals>

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

**Statement of results or benefits:** It is expected that an award will result in quantifiable or tangible research, scholarship, or projects/works. Describe in detail intended results and impacts that the scholarship, project, or work will have on advancing economic vitality, ecological integrity, and social equity.

**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 leveraging additional resources? 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, name of the program, and intended year of application submission.

BUDGET JUSTIFICATION TEMPLATE

General Instructions: The budget narrative should provide detail corresponding to the dollar values provided in Budget Section (template available for download at [www.uky.edu/sustainability/sustainability-challenge-grants-0](http://www.uky.edu/sustainability/sustainability-challenge-grants-0)). Delete all instructional text below after completion. If a section is not utilized, enter “N/A” under that heading.

**Reminder: Include a letter of support from the department head/dean/or business officer of one of the project leads confirming willingness to support the project if funded.**

1. **Salaries and Wages**

Provide personnel, title/position, estimated hours and the rate of compensation proposed for each individual. For salaried personnel, provide percentage of time and annual salary; for hourly personnel, provide estimated hours and hourly rate. Other forms of compensation paid as or in lieu of wages to students performing necessary work are allowable provided that the other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work. Note that health insurance, if provided, is to be included under fringe benefits.

1. **Fringe Benefits**

Provide the overall fringe benefit rate (% of salary) applicable to each category of employee proposed in the project. If applicable, include prorated health and life insurance.

1. **Non-Personnel Costs**

* **Supplies**

List all supplies to be purchased to conduct and disseminate the research. This may include computer software, lab glassware, fuel for research vehicles, computer expendables, reagents, chemical supplies, and supplies for poster sessions, etc. Be as explicit as possible (e.g. unit costs, number of units, total cost for each item).

* **Equipment**

Provide a detailed description of any equipment purchased and why it is required for this research/project. Provide documentation of agreement regarding which unit will retain the equipment at the conclusion of the project.

* **Services or Consultants**

Identify the specific tasks for which these services, consultants, or subcontracts would be used. Provide a detailed breakdown of the services or consultants to include personnel, time, salary, supplies, travel, etc.

* **Travel**

Provide purpose and estimated costs for all travel. Include all applicable travel details including location, number of personnel, number of days, per diem rate, lodging rate, mileage and mileage rate, airfare, etc.

* **Other Direct Costs**

Itemize costs not included elsewhere, including publication costs. Costs for services and consultants should be included and justified under “Services or Consultants” (see above). Provide a breakdown for costs listed under this category.