

2013 Reinvention Fund: Request for Proposals

Updated 10.21.13 (updates in Red)

Building a Living Laboratory for Sustainability at Penn State

Reinvention Fund Projects

Pre-Proposals Due: **October 25, 2013**

Full Proposals Due: December 20, 2013

Student Sustainability Innovation Projects

Pre-Proposals Due: November 1, 2013

Full Proposals Due: December 6, 2013

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Reinvention Fund Overview

This request for proposals invites broad participation from the Penn State community in the development and demonstration of solutions to sustainability challenges. The Reinvention Fund is administered by the Penn State's Sustainability Institute, and is a key instrument for transforming our University's learning, research, outreach, operations, and administrative functions in a manner that will support our collective pursuit of sustainability goals. The purpose of the Reinvention Fund is **to** provide resources to innovative teams seeking to pursue interdisciplinary and holistic solutions to sustainability challenges **in a way** that fosters cross functional integration of Penn State's teaching, research, outreach, operation, and administration expertise, **so that** our university community can link and leverage our depth and build our collective capacity in pursuit of sustainability.

SUSTAINABILITY AT PENN STATE: Penn State's vision is a comprehensive integration of sustainability into the University's research, teaching, and service mission that will prepare students, faculty, and staff to be tomorrow's sustainability leaders. **Penn State has defined Sustainability** as:

"Sustainability: The simultaneous pursuit of human health and happiness, environmental quality, and economic well-being for current and future generations."

It is expected that all Reinvention Fund projects will pursue a holistic approach to the human health and happiness (People), environmental quality (Planet) and economic well-being (Prosperity) implications of their proposed projects.

THEME: BUILDING A LIVING LABORATORY: The Living Laboratory concept has been adopted as a guiding theme for strategic planning in sustainability at Penn State. This first year of the Reinvention Fund represents a unique opportunity to focus our efforts on building a Living Laboratory – a term that is used to describe an immersive learning environment which utilizes our physical environment, relationships, policies and processes as hands-on learning opportunities. The concept of a Living Laboratory is called for in Penn State's Sustainability Strategic Plan as the primary method for achieving our sustainability goals. For this reason, the first offering of the Reinvention Fund is structured around the Living Laboratory theme.

PROJECT TYPES: Diverse project types will be supported by the Reinvention Fund, including (1) the development of new solutions to sustainability challenges, (2) the implementation and demonstration of sustainability concepts, and (3) projects focused on teaching and learning.

ELIGIBILITY: All members of the Penn State community are eligible, including student, faculty, staff, and administrative leaders. Collaborative and interdisciplinary teams will be given priority in project selection.

GRANT AWARD: Teams may seek funds for seed grants (\$15,000-\$75,000) or enhancement grants (\$5000-\$15,000) depending on their goals and objectives. Student Innovation proposals will be accepted from student organizations or course-based teams and will be funded at levels of \$1000-\$15,000.

Additional background information and proposal submission forms may be found at

www.sustainability.psu.edu/reinvention

Living Laboratory Principles

A key objective of Penn State's Sustainability Strategic Plan is the advancement of the Living Laboratory concept. This concept is increasingly common among colleges and universities who seek to expand and refine their pursuit of sustainability. In essence, the Living Laboratory concept seeks to **embrace campus grounds, regional ecosystems, and local social networks as assets for learning and experimentation in the advancement of sustainability**. The concept is based on the premise that building capacity to truly understand, practice, and lead others in a new way of decision-making requires an immersive learning experience that dissolves the boundaries of classrooms, campuses, and communities. This pursuit promotes **acting our way into new ways of thinking** as opposed to **thinking our way into new ways of acting**. It requires hands-on engagement of our University community in the reinvention of our physical environment, relationships, and policies and processes in a way that connects our students, faculty, and staff to broader communities and landscapes at every scale as a resource for learning.

To advance the integration of the Living Laboratory concept at our university and in higher education Penn State faculty and staff are currently participating in a growing community of sustainability leaders. The following draft principles have been developed as a direct result of these interactions and collaboration. The Reinvention Fund seeks ideas and collaborative project that are strongly aligned with these principles.

Living Laboratory Principles

A **living laboratory** is an ecosystem for learning that enables the unique features of our communities, facilities, campus grounds, and regional neighborhoods to serve as test beds for the development of innovative solutions to real challenges. Through project-based teaching, research, and applied work, we will combine our talents across the functions of the university and within our community to explore, experiment, and evaluate actionable solutions.

Living lab program at Penn State will be pursued in a manner that is highly aligned with the following principles:

1. **Sustainability:** Aligned with PSU's definition of sustainability as the simultaneous pursuit of human health and happiness, environmental quality, and economic well-being for current and future generations.
2. **Educational Design:** Process design is integrative to establish an environment of co-learning and with clear learning outcomes defined and documented for participants and community members.
3. **Fit:** Advances community priorities as defined by strategic sustainability planning and through inclusive co-creation processes.
4. **Place:** Reflects an awareness of history and context within the campus and surrounding areas to honor the regional ecosystems and legacy of transformation pursued by our ancestors.
5. **Scale:** Project outcomes are regenerative and designed in a manner and that would be useful and applicable to other contexts and locations.
6. **Enduring:** Lasting impacts are pursued by thinking big and a commitment beyond capacity that will inform future decisions regardless of project longevity, success, or failure.
7. **Collaborative Action:** Process celebrates diversity of contributions to foster deep engagement with partners and transcends and diminishes organizational barriers and cultural differences.
8. **Monitoring, evaluation, and continuous improvement:** Processes reflect attention to roles, resources and timelines to manage progress, evaluate effectiveness of approach and validity of models, and learn from data.

Additional Living Laboratory white papers and publications are [available here](#)

Examples of Reinvention Project Types

Sustainable Solutions – the core focus of these projects is the development of new solutions to sustainability challenges. Core metrics include demonstrated solutions, engagement methods, capacity building, leveraging of past work, and scholarly publications/presentations.

Examples – A partnership is formed between multiple administrative and academic units to study new techniques to attract and retain top students using sustainability success stories; Lessons learned from an existing on-campus sustainability initiative is evaluated and used to propose formal changes at other campuses and universities; A workshop of national leaders is convened and utilized to launch a new learning community focused on a sustainability challenge; a process is designed and piloted for the setting of institutional –level sustainability goals; basic research on psycho-social processes influencing individual, organizational, community, and governmental actions is utilized to design adoption programs for sustainability practices; Sustainability indicators, metrics, and assessments are developed for use in evaluating Penn State’s progress in achieving its sustainability goals.

Revolving Fund – the core focus of these projects is the demonstration of measurable value that can be captured through the implementation of sustainability initiatives and solutions. Core metrics include measurable savings in resource use (energy, water, purchased services), or increased capacity of resource generation (energy, water, social capital, program revenue, new long term collaborative relationships).

Examples – A pilot test is conducted in which a new method to reduce chemical waste in student laboratory activities is tested; A series of events is designed to increase a sense of community between students and building/grounds maintenance personnel; A pilot project in community renewable energy is designed and implemented; A crowd-sourcing tool for supporting small scale student projects is evaluated; Lessons learned from a sustainability success story are transformed into a revenue generating non-credit course; A business plan for an on-campus farmers market is created and presented to campus and community leaders for feedback.

Teaching and Learning – the core focus of these projects is the enhancement of learning across Penn State communities. Core metrics include the development of learning assessment methods, enhancement of existing course and professional development programs, and creation of new learning communities

Examples – An engaged scholarship experience centered on community sustainability challenges is designed and embedded in an existing course; A plan to create a General Education theme in sustainability is developed; Students in a freshman experience course design and build an educational asset on their campus (e.g., pollinator garden); A student organization leads an interdisciplinary team to enter a national sustainable design competition; A professional development program focused on cultivating sustainability competencies among faculty, staff, or administrators is piloted; A course module is designed to engage students in benchmarking energy use in campus and community facilities; A new assessment instrument for sustainability competencies is developed and tested; A video series is created featuring Penn State sustainability leaders and used to enhance courses in multiple disciplines; A program to capitalize on athletic events to advance awareness and learning in sustainability is piloted; Students and faculty build capacity to provide educational tours of PSU or community resources for peers, K-12 teachers, and other external audiences.

Program Priorities

The following list of Reinvention Fund topics is intended to highlight important opportunities that are considered foundational as we become a Living Lab, and that could benefit from the energy and creativity of interdisciplinary teams. Proposals to the Reinvention Fund are not limited to the opportunities described below, although the list represents areas considered to be of high priority.

Place-based learning: Advance the use of place-based learning through projects that capitalize on unique campus features, business operations, and services, such as storm water management, application of the LEED EB process, purchasing policies, and investment strategies. Projects must utilize integrative design strategies.

Decision making: Examine and develop decision-making processes utilizing a regional issue, University policy, or proposed project as a case study in the environmental or sustainability realm. Such decision-making processes must inform principles for program and governance design to increase openness and transparency, while also helping increase the likelihood of developing durable projects and communication strategies.

Change Leadership: Investigate developmental strategies to expand the capacity of individuals and organizations within our University communities to facilitate change in pursuit of sustainability.

Long range goals setting: Explore assessment and goal-setting protocols that improve long-range planning of resource use, such as the evaluation of existing and proposed campus energy efficiency and greenhouse gas emission reduction programs.

Valuation of outcomes: Propose and assess new methods for the valuation of principle-based decisions, such as the traditionally non-monetary returns (e.g., increased admissions, reputation, and morale) associated with various institutional commitments and strategies such as Greenhouse Gas reduction.

Metrics and indicators: Design sustainability indicators, metrics, and assessments that allow the longitudinal evaluation of sustainability literacy across student, faculty, staff, and alumni communities and address returns that are traditionally non-monetary.

Reinvention SEED and Enhancement Grant Application Requirements

Reinvention Project Types: Three types of projects are encouraged to enable a diverse portfolio of Reinvention Fund activities and contributions to the advancement of sustainability from students, faculty, and staff.

Sustainable Solutions – the core focus of these projects is the *development of new solutions* in sustainability. Core metrics include demonstrated solutions, engagement methods, capacity building, leveraging of past work, and scholarly publications/presentations.

Revolving Fund – the core focus of these projects is the *demonstration of measurable* value that can be captured through the implementation of sustainability initiatives and solutions. Core metrics include measurable savings in resource use (energy, water, purchased services), or increased capacity of resource generation (energy, water, social capital, program revenue, new relationships).

Teaching and Learning – the core focus of these projects is the *enhancement of learning* across Penn State communities. Core metrics include the development of learning assessment methods, enhancement of existing course and professional development programs, and creation of new learning communities.

Funding Levels: Teams may seek funds for seed grants (\$15,000-\$75,000) or enhancement grants (\$5000-\$15,000) depending on their goals and objectives.

Seed Grant (\$15 - \$75K) projects should demonstrate trajectory and potential to lead to bigger opportunities, such as collaborative research grants, education program development, and/or new program revenue generation. Seed Grants will be peer reviewed by sustainability leaders across university functions.

Program Enhancement (\$5 - \$15K) projects will (1) enhance an existing program or course, (2) be used to convene new learning communities or collaborations, (3) provide support for speaker series and interaction with experts/leaders. Review of Program Enhancement grants will be conducted by a task force formed by the Sustainability Institute.

Eligibility and team formation: Proposal will be accepted from teams across all of Penn State's units and campuses. Teams that include representation from multiple units (Academic, Outreach, Operations, Administration) are strongly encouraged. In recognition that the formation of interdisciplinary and cross functional teams can be challenging to launch, the Sustainability Institute will provide the following resources to prospective Reinvention teams:

[Informational Webinar \(Oct. 10, 2013 @ 12:00 p.m.\)](#) will be held to provide an overview of the Reinvention Fund program and the Living Laboratory theme, and an opportunity to ask questions about the RFP. [\(Archive available here\)](#)

Solicitation of pre-proposals to enable match-making and introduction of potential collaborators in advance of final proposal submission. (See RFP details for submission dates)

Collaboration workshop (Nov. 22, 2013) in which Reinvention Fund investors, SI staff, and pre-proposal authors can interact and mingle in a facilitated and informal environment.

Timeline:	RFP announcement	Sept. 30, 2013
	Informational Webinar	Oct. 10, 2013, 12:00 p.m.
	Pre-proposals due	Oct. 25, 2013, 5 p.m.
	Notice of recommended action	Oct. 28, 2013, 12:00 p.m.
	Faculty Development Workshop	Nov. 1, 2013 12:00-3:00 p.m., HyRES Lab
	Collaboration Workshop(s)	Nov. 22, 2013, 12:00-3:00 p.m., 129A HUB
	Full proposals due	Dec. 20, 2013, 5 p.m.
	Review panel meeting	Jan. 15, 2014
	Awards announced	Jan. 31, 2014
	Awardee kick-off event	Feb. 2014 (TBA)
	Progress report due	May 2014 (TBA)
	Final report and metrics	Dec. 15, 2014

Review Criteria and Project Selection: The following criteria will be applied to proposals that are received by the proposal due date:

Merit Review

- Is a clear statement of purpose and the identification of the targeted sustainability challenge provided?
- Does the project clearly articulate how human health and happiness, environmental quality, and economic well-being for current and future generations will be used to evaluate success?
- Is the proposed project aligned with the Living Laboratory principles?
- Alignment with either: Solution Development, Revolving Fund, or Teaching and Learning project criteria?
- Is the proposed project aligned with University/Unit-level strategic sustainability planning?
- Will the project have lasting impacts that will advance sustainability now and in the future?
- Does the project leverage past efforts of the university in the proposed topic or field?
- Does the project have a long term trajectory and business case that could lead to longevity and sustainability?

Team Qualifications

- Does the proposed project include participation from team members with diverse backgrounds and disciplines?
- Will the project impact students, faculty, staff, and community members beyond the immediate proposed team members?
- Does the project include the engagement of students and/or cross unit collaboration in facets of the university in which student input and innovation have traditionally been excluded?
- Have letters of support from unit leadership and community partners been provided?

Proposals will be reviewed by a panel of internal and external reviewers who will make recommendations for priority ranking to the Sustainability Institute Reinvention Fund Program Manager. Grants will be awarded based on priority ranking and availability of funds.

Important Dates:

Oct. 10, 2013 **Reinvention Fund Webinar** Review of program goals, theme, and Q&A ([Adobe Connect](#))

Oct. 25, 2013 **Pre-proposal Submission** ([web form](#))

Dec. 20, 2013 **Full Proposal Due** (email as attachment to [Sharon Hoover](#))

PRE-PROPOSAL—25pts (submitted via [web application](#), due **Oct. 25, 2013**)

Applicants will submit a pre-proposal. Applicants scoring on the pre-proposal will be used to determine which project teams will be encouraged to submit full proposals. The pre-proposal must include the following elements:

- 1) **Team** information
- 2) **Title** of Proposal
- 3) **Project type** (Solution Development, Revolving Fund, or Teaching and Learning)
- 4) **Funding Level** (Seed or Enhancement) and estimated funding request (\$)
- 5) **Statement of Purpose** (5pts): Brief statement of the problem as it relates to sustainability, and how the project will build upon past work in related fields.
- 6) **Approach** (5pts): This section should briefly describe the proposed project activities that will be carried out by the team should the project be awarded.
- 7) **Living Laboratory strategy** (5pts) Describe how the project will utilize campus and/or regional entities or physical features as assets to the proposed project, and how the project is aligned with the Living Laboratory principles provided in the RFP.
- 8) **Partnerships** (5pts): If known at the time of submittal, include any faculty, campus staff (facilities, sustainability, service learning, other), students/student groups, community, and/or industry partnerships. If specific individuals or entities are unknown, provide a general description of the type of collaboration intended.
- 9) **Outcomes** (5pts): What are the anticipated benefits this project will have for the university community? As appropriate to your proposed program, please also indicate any anticipated benefits to your partners (i.e., units, surrounding community, etc.)

Full Proposal (Submitted as PDF by Dec. 20, 2013)

Applicants who score 20 points or higher on the pre-proposal will be notified by Oct. 28, 2013 of their invitation to submit a proposal that incorporates the following information:

1) Cover Page (1 page)

- a) Project title
- b) Project type (Solution Development, Revolving Fund, or Teaching and Learning)
- c) Team members and contact information

2) Proposal Body (3-5 pages)

a) Statement of Purpose

- i) Explain the project goal and how it will contribute to advancing the “campus as a living lab” model.
- ii) Describe the key processes and engagement methods you will use to build interest in your project among your team and the University and or regional community.
- iii) Describe how the outcomes of the project will be accessed and communicated.

b) Background

- i) Describe the sustainability challenge addressed by the project
- ii) Describe the current state of knowledge and experience on the chosen topic
- iii) Describe the key differentiator of the project compared to past/existing efforts

c) Project Objectives

- i) Define goal of the project
- ii) State the specific objectives for the project and how they will be pursued
- iii) Define the key metrics that will be used to assess the project

d) Merit Criteria Discussion (see scoring rubric)

- i) Does the project clearly articulate how all three pillars of sustainability will be used to evaluate success
- ii) Is the proposed project aligned with the Living Laboratory principles?
- iii) Alignment with either: Solution Development, Revolving Fund, or Teaching and Learning project criteria?
- iv) Is the proposed project aligned with University/Unit-level strategic sustainability planning?
- v) Will the project have lasting impacts that will advance sustainability now and in the future?
- vi) Does the project leverage past efforts of the university in the proposed topic or field?
- vii) Does the project have a long term trajectory and business could lead to longevity and sustainability

e) Team Design

- i) Does the proposed project include participation from team members with diverse backgrounds and disciplines?
- ii) Will the project impact students, faculty, staff, and community members beyond the immediate proposed team members?
- iii) Does the project include the engagement of students and/or cross unit collaboration in facets of the university in ways that have not traditionally been pursued?
- iv) Have letters of support from unit leadership and community partners been provided?

3) Project plan and timeline (0.5 page)

- a) Define key activities and milestones
- b) Include placeholder meetings for awardee kick-off (February) and progress reporting (May)

4) Budget Description/Justification (0.5 page)

- a) Provide a summary budget table (wages, supplies, travel)
- b) Provide a description of how funds will be used and why they are needed
- c) Describe any matching or leveraged funding

5) (Strongly encouraged) Letters of support from Unit Head, community partners, external partners

Reinvention Fund: Proposal Scoring Rubric

Reviewer's Name _____ Proposal Number _____

Merit criteria	Clearly defined and aligned with RFP goals (4)	Defined and aligned with RFP goals (3)	Implied alignment with RFP goals (2)	Not present / not aligned with RFP goals (1)
Clear statement of purpose and identification of sustainability challenge?				
Does the project clearly articulate how all three pillars of sustainability will be used to evaluate success?				
Is the proposed project aligned with the Living Laboratory principles?				
Alignment with either: Solution Development, Revolving Fund, or Teaching and Learning project criteria?				
Is the proposed project aligned with University/Unit-level strategic sustainability planning?				
Will the project have lasting impacts that will advance sustainability now and in the future?				
Does the project leverage past efforts of the university in the proposed topic or field?				
Does the project have a long term trajectory and business case leading to sustainability?				
Team Criteria				
Does the proposed project include participation from team members with diverse backgrounds and disciplines?				
Will the project impact students, faculty, staff, and community members beyond the immediate proposed team members?				
Does the project include the engagement of students and/or cross unit collaboration in facets of the university in which student input and innovation have traditionally been excluded?				
Have letters of support from unit leadership and community partners been provided?				
Budget Justification				
	Definitely Fund – innovative approach and strongly aligned with RFP	Fund – meets well defined need and significantly aligned with RFP	Innovative / or partial alignment in need of further development	Lacks innovation and insufficient alignment with RFP
	(4)	(3)	(2)	(1)
Overall evaluation				

Student Sustainability Innovation Grant Requirements

The Sustainability Institute is seeking innovative projects from **undergraduate and graduate** students across Penn State's colleges and campuses. Project types can include the development of new solutions to sustainability challenges, hands-on demonstration projects, community service projects, and student participation in conferences and sustainability-focused competitions.

Example projects:

- Support the entry of an interdisciplinary team in a national competition focused on sustainability.
- Participation of students and advisor in a conference dedicated to student engagement in sustainability.
- Host a peer group or guest speaker who is a leader in sustainability.
- Team with a campus service (dining hall, transportation, purchasing etc.) to design and test new practices.
- Implement a service project in a nearby community dedicated to advancement of sustainability.
- Design and install a temporary or permanent feature of your campus that will promote learning about sustainability

Funding Levels: \$1000 - \$15,000 (Total available funding will be approximately \$100,000)

Eligibility: Proposals will be accepted from student organizations, course-based teams, and ad-hoc groups formed in response to the Student Sustainability Innovation grant opportunity. Affiliation of teams with formal student organizations or courses, and inclusion of an academic advisor are strongly encouraged, but not required.

Timeline:	Innovation grant announcement	Sept. 30, 2013
	Pre-proposals accepted	Nov. 1, 2013
	Full proposals due	Dec. 6, 2013, 5:00 p.m.
	Awards announced	Dec. 20, 2013

Review Criteria and Project Selection: The following criteria will be applied to proposals that are received by the proposal due date:

- Is a clear statement of purpose and the identification of the targeted sustainability challenge provided?
- Does the project clearly articulate how human health and happiness, environmental quality, and economic well-being for current and future generations will be addressed?
- Is the proposed project aligned with the Living Laboratory principles (attached)?
- Will the project have lasting impacts that will advance sustainability now and in the future?
- Does the proposed project include participation from students with diverse backgrounds and disciplines?
- Will the project impact students, faculty, staff, and community members beyond the immediate proposed team members?
- Are advisors to the team identified with appropriate expertise to support student leaders?

Proposals will be reviewed by the Student Sustainability Advisory Council (SSAC) who will make recommendations for priority ranking to the Sustainability Institute Reinvention Fund Program Manager. Grants will be awarded based on priority ranking and availability of funds.

Submission Process: Pre-proposal Form ([web form](#) due Nov. 1, 2013)
Full Proposal Template (email as attachment to [Sharon Hoover](#) by Dec. 6, 2013 at 5:00 p.m.)

STUDENT PRE-PROPOSAL—25pts (submitted via [web form](#), due Nov. 1, 2013)

Student teams are required to submit a pre-proposal. Applicants scoring on the pre-proposal will be used to determine which project team that will be encouraged to submit full proposals and notified of their invitation to submit a full application. The pre-proposal includes the following elements:

- 1) **Team** information
- 2) **Title** of Proposal
- 3) **Statement of Purpose** (5pts): Brief statement of the problem as it relates to sustainability, and how the project will build upon past work in related fields.
- 4) **Project Description** (5pts): This section should briefly describe the proposed project activities that will be carried out by the team should the project be awarded.
- 5) **Living Laboratory strategy** (5pts) Describe how the project will utilize campus and/or regional entities or physical features as assets to the proposed project, and how the project is aligned with the Living Laboratory principles provided in the RFP.
- 6) **Partnerships** (5pts): If known at the time of submittal, include any faculty, campus staff (facilities, sustainability, service learning, other), students/student groups, community, and/or industry partnerships. If specific individuals or entities are unknown, provide a general description of the type of collaboration intended.
- 7) **Outcomes** (5pts): What are the anticipated benefits this project will have for the university community? As appropriate to your proposed program, please also indicate any anticipated benefits to your partners (i.e., units, surrounding community, etc.)

Full Proposal (Submitted as PDF by Dec. 6, 2013)

Student teams who score 20 points or higher on the pre-proposal will be notified by Nov. 15 2013 of their invitation to submit a proposal that incorporates the following information:

1) Cover Page (1 page)

- a) Project title
- b) Project type (Solution Development, Revolving Fund, or Teaching and Learning)
- c) Team members and contact information

2) Proposal Body (3 pages)

a) Statement of Purpose

- i) Explain the project goal and how it will contribute to advancing the “campus as a living lab” model.
- ii) Describe the key processes and engagement methods you will use to build interest in your project among your team and the University and or regional community.
- iii) Describe how the outcomes of the project will be accessed and communicated to the university community.

b) Project Objectives

- i) Define goal of the project
- ii) State the specific objectives for the project and how they will be pursued
- iii) Define the key metrics that will be used to assess the project

c) Merit Criteria Discussion (see scoring rubric)

- i) **Purpose:** Clear statement of purpose and identification of sustainability challenge
- ii) **Sustainability:** Does the project clearly articulate how all three pillars of sustainability will be used to evaluate success?
- iii) **Living laboratory approach:** Is the proposed project aligned with the Living Laboratory principles?
- iv) **Lasting impacts:** Will the project have lasting impacts that will advance sustainability now and in the future?
- v) **Advisory needs:** Are advisors to the team identified with appropriate expertise to support student leaders?
- vi) **Team diversity:** Does the proposed project include participation from students with diverse backgrounds and disciplines?
- vii) **Broad impact:** Will the project impact students, faculty, staff, and community members beyond the immediate proposed team members?

3) Project plan and timeline (0.5 page)

- a) Define key activities and milestones
- b) Include place-holder kick-off meeting for awardees (January)

4) Budget Description/Justification (0.5 page)

- a) Provide a summary budget table (wages, supplies, travel)
- b) Provide a description of how funds will be used and why they are needed
- c) Describe any matching or leveraged funding

5) (Optional) Letters of support from Unit Head, community partners, external partners

Student Sustainability Innovation Grant: Proposal Scoring Rubric

Reviewer's Name _____ Proposal Number _____

Merit criteria	Clearly defined and aligned with RFP goals (4)	Defined and aligned with RFP goals (3)	Implied alignment with RFP goals (2)	Not present / not aligned with RFP goals (1)
Clear statement of purpose and identification of sustainability challenge				
Does the project clearly articulate how all three pillars of sustainability will be used to evaluate success				
Is the proposed project aligned with the Living Laboratory principles?				
Will the project have lasting impacts that will advance sustainability now and in the future?				
Are advisors to the team identified with appropriate expertise to support student leaders				
Does the proposed project include participation from students with diverse backgrounds and disciplines?				
Will the project impact students, faculty, staff, and community members beyond the immediate proposed team members?				
Budget Justification				
	Definitely Fund – innovative approach and strongly aligned with RFP	Fund – meets well defined need and significantly aligned with RFP	Innovative / or partial alignment in need of further development	Lacks innovation and insufficient alignment with RFP
	(4)	(3)	(2)	(1)
Overall evaluation				

Budget Description Guide

The project leader for a Reinvention Fund must be a PSU Employee or Student. Financial administration of grants will be the responsibility of awardees with the exception of student team, who may use student organization accounts or a budget administrator that is provided by a faculty/staff advisor.

BUDGET EXPLANATIONS:

Stipend

Funds may be used for staff, student assistants, and for faculty members working on the project. Budget administration will be the responsibility of the recipient

Travel

Professional development stipends may be given to PSU and non-PSU participants (please speak to HR services regarding regulations pertaining to PSU staff. This category also covers honoraria, as well as stipends to students who are not staff on the grant project.

Equipment/Supplies & Services

Funds are available to support equipment and infrastructure needs of the proposal, such as meters and electronic utility dashboards, as well as supplies and materials including office supplies, rental of A/V equipment, facilities, rentals, etc....

Hospitality

Funds may be used to cover food and beverage expenses. You can only use hospitality funds to support events when they are directly associated with the proposed project.

Evaluation and Outreach

This category covers all expenses related to your efforts to increase awareness of your grant project, activities and outcomes.

***Matching Funds**

Funds from other sources used to support the proposed grant program. Matching funds are not required, but encourage.

****Indirect Costs**

Indirect costs are not allowed with this grant opportunity