Sustainable Campus Project Proposal

ABOUT SUSTAINABLE CAMPUS PROJECTS

What are Sustainable Campus project opportunities?

Sustainable Campus has two programs that facilitate collaboration between FSU faculty and students and campus/community partners. Both programs connect the university to campus and community organizations through multidisciplinary learning and applied research projects. Through the programs, students gain hands-on experience and connect with professionals in the field while campus and community partners benefit from university resources, research, and faculty. Faculty may benefit from Sustainable Campus' Living Lab Grant Fund as well.

- **Campus as a Living Lab**: A Living Lab is any educational use of the campus or Tallahassee community. Living Lab projects have a course or classroom dimension and involve experiential student learning that contributes to understanding or advancing sustainability.

  Campus as a Living Lab Project Partner Requirements:
  1. Develop a project proposal (also serves as the MoU between faculty/staff and partner)
  2. Attend two in-class sessions (project introduction and final student presentations) or research site visits
  3. Provide guidance and necessary data to students throughout the project

- **Sustainability Fellows:** The Sustainability Fellows program provides an opportunity for students to participate in furthering sustainability efforts on the FSU campus and in the Tallahassee community. Sustainability Fellows work in collaboration with campus and community partners to actively engage in research, propose strategies, and identify opportunities for sustainability issues. ***Students may not engage in their Fellowship activities until after they have attended orientation, which is held on the first Friday of the semester.***

  Sustainability Fellows Project Partner Requirements:
  1. Develop a project proposal
  2. Attend Sustainability Fellows Orientation (first Friday of the semester from 3pm-4pm)
  3. Schedule and uphold regular check-ins with the student(s) (weekly, biweekly, etc.)
  4. Provide guidance and necessary data to students throughout the project
  5. Attend final student presentation(s)

Who can submit a project proposal?

All campus departments and community organizations are invited to participate in the program by submitting project proposals. Community organizations can include government departments, local businesses, non-profit organizations, and other groups. This program has had strong success with remote/hybrid projects, so our students have the opportunity to explore a network that may be expanded outside the Tallahassee area.

What is an ideal project?

Projects should demonstrate a clear connection to environmental, economic, and/or social sustainability and engage students in real-world challenges.
Projects should not involve fundraising, event planning, administrative/office work, or other work that is traditionally suited for a paid staff member. Students should not supervise other students or volunteers.
Projects should *not* change significantly throughout the course of the semester. Significant changes should be discussed with the Academics & Partnerships Coordinator and will result in a revised project proposal document.

Email your completed project proposal to hsmith17@fsu.edu.

PROJECT OVERVIEW
Briefly describe the vision and purpose of this project.

Project title:
Project overview:

PROJECT PARTNERS			
Who is the staff point of contact and other partners for this project?			
Project Contact	**Title**	**Department/Organization**	**Email**

PROJECT INFORMATION	
Describe the project in more detail, including its relation to sustainability, the project scope, and timeline.	
Project Background *Describe the context of the issue. What is the problem to be researched/explored? What challenges has your organization faced regarding this issue?*	
Problem Statement *Describe the problem in one to two sentences.*	
Solution & Required Action *Describe the required action to address the problem.*	
Connection to the UN's Sustainable Development Goals (SDGs) *Identify which SDGs your project aligns with using the following guide if needed, Keywords for SDGs.*	
Contribution to Sustainability *Describe how the project supports environmental, economic, and social sustainability goals. Provide at least one to two examples for each sector of sustainability.*	**Environmental**
	Economic

	Social
Outline of Project Details *Summarize the goal of the project in one to two sentences. Describe the target audience for the required action, including demographics and location. Metrics should include the data sources that will be used to measure success of the project.*	**Goal**
	Audience
	Metrics
Related Fields *Describe desired field(s) of study.*	
Scope *What is the ideal number of students for this project? If the project can be scaled up or down, check all that apply.*	__ Individual __ Small Group __ Class (up to 29 students)
Required Deliverables *Indicate specific deliverables, such as photographs; prototypes; literature review; data collection; design, proposal, and recommendations development, and more.*	**Final Product**
	Project Components • • •
Ideal Project Timeframe *Select the optimal start and end date for the project and detail any time-sensitive aspects.*	**Project Time Frame** __ Fall Semester (September to December) __ Summer Semester (June to August) __ Spring Semester (January to April)
	Time Sensitive Aspects

Remote Versus In-Person *Will the project be completed remotely, or will the student be required to complete in-person activities in Tallahassee?*	___ Remote (the student will *not* be required to complete in-person activities) ___ In-Person (the student *will* be required to complete in-person activities in Tallahassee) **If in-person, describe the types of necessary activities and anticipated safety precautions taken related to COVID-19:**
Anticipated Project Needs *Specify supplies, data, or other project-related needs that are required for the implementation of the project.*	
Mentorship Opportunities *Describe your organization/department's availability for additional student guidance. Will your organization be available for check-ins or presentations? Are you willing to host site visits or field trips?*	
Special Considerations *List special equipment, liability considerations, access restrictions, etc.*	
Confirmation of Project Partner Responsibilities	*I confirm that I have read, understand, and agree to the above policy and procedure.* _____ _____ **Name** **Date**
Confirmation of Faculty/Staff Responsibilities (Living Lab Projects Only)	*I confirm that I have read, understand, and agree to the above policy and procedure.* _____ _____ **Name** **Date**