

Clarkson Sustainability Fund

Over the past year, Clarkson University has been working to integrate sustainability principles and practices into “everything we do” per President Collin’s directive. Most notably, our University [Mission](#), [Vision](#) and [Value](#) statements have been revised to integrate aspects of social, environmental and economic sustainability.

You can be a part of this campus-wide initiative!

Do you have ideas for projects or activities that would help integrate sustainability principles and practices into everything we do at Clarkson? Please share your ideas and willingness to implement them.

Clarkson University established a fund to support campus wide sustainability projects that are initiated by students, faculty or staff. The \$25,000/year fund will enable members of our community to engage in the process of making our campus more environmentally, socially and fiscally sustainable. Funded projects are anticipated to be in the \$500-\$5,000 range, although proposals for larger or smaller projects can be submitted. This year, the funded projects will be announced in November and are expected to be completed primarily in the spring 2012 semester. The projects could include:

- capital expenditures and installation;
- sustainability education, culture or awareness projects; or
- changes in campus procedures and processes.

It is expected that all successful proposals include some component of education and awareness related to the project. Projects that are funded will be selected based on their potential impact, probability of success and diversity of types of projects in the overall portfolio of projects.

Clarkson’s sustainability efforts are aligned with the principles and metrics outlined in the Sustainability Tracking and Ranking System (STARS), which was developed by the Association for the Advancement of Sustainability in Higher Education ([AASHE](#)). Our areas of concern and need include:

- Education – Integrating sustainability practices into classes and co-curricular activities
- Operations
 - Buildings (electricity, heat, materials use)
 - Energy and Climate
 - Dining services
 - Grounds – including both the managed and natural resources on our campus
 - Purchasing – including both green and socially responsible products and vendors
 - Waste management
 - Transportation
- Administration
 - Human resources and impacts
 - Investments
 - Community engagement

Proposals to address any of these areas are welcome from students, faculty or staff. Detailed proposal guidelines are described below. Your proposal must document:

1. The nature of the problem you are addressing
2. What you will actually do to address this problem
3. The specific accomplishments and impact expected from successful completion of your project and measures of how you will assess these impacts resulting from project implementation.
4. A project schedule and project management plan (e.g., who will do the work, roles and responsibilities of team members). Include the types of stakeholders on campus who will need to be involved with your project. Please do NOT engage broader stakeholders (e.g., facilities staff) in the proposal. Detailed discussions with staff required for implementation will occur during the proposal review process.
5. A budget and justification for the budgeted items

The proposals will be reviewed by the [Campus Sustainability Committee](#). The key criteria for selecting projects include the potential impact of the project and the probability that the project will be successfully completed.

The IMPACT of the project should be assessed both in qualitative terms and with specific quantitative measures. The metrics for measuring the success of a project could include any of the following:

- Financial measures (projected return on investment, payback period)
- Energy, water, land or greenhouse gas savings
- Savings on material goods or increased sustainability of the material goods we use
- Reduced solid waste disposal
- Cultural or education accomplishments (metrics could include # attendees, documented behavior changes, etc.)
- Conservation of natural resources

The probability that a project will be successful will be judged in a two-step process, based initially on:

- complexity (there are a lot of simple projects that could have a big impact!); and
- the potential for the project's visibility to help showcase our sustainability accomplishments.

Following initial review of all submitted proposals, a short list of the best proposals will be identified. Further work between proposers and stakeholders required for implementation (e.g., facilities or OIT staff) will occur with this sub-set of the proposals to further refine the budget and assess the likelihood of project success. This process has been designed to respect the time of Clarkson staff who work hard to maintain and improve our campus by limiting their involvement to the final stage of selecting projects to fund.

Resources Available

The Campus Sustainability Committee will be available to help define and advise proposers about their project and its implementation. Projects completed by students or student teams may also be eligible for credit for their completed projects. For additional ideas and the status of our current initiatives, see:

www.clarkson.edu/green

description of current programs and accomplishments
access to some utility use and facilities data
2010 greenhouse gas inventory report and spreadsheet

www.aashe.org – Association for the Advancement of Sustainability in Higher Education – lots of resources for ideas for projects, project implementation and metrics for measuring success

www.usgbc.org – U.S. Green Building council – resources for sustainable buildings and LEED certification.

(Clarkson is a member of this organization. Contact the [Institute for a Sustainable Environment](#) for member corporate ID number)

Tentative Schedule:

September 1, 2011	Program announced and request for proposals available
September 5, 2011 (5-6 pm)	Interest meeting to discuss the opportunity (TAC206)
September 13, 2011 (5-6 pm)	Interest meeting to discuss the opportunity (repeat of 9/5 meeting) (TAC208)
October 20, 2011	Proposals due electronically (→ 6 weeks to write)
October 28, 2011	Short list of proposals announced
November 16, 2011	Funded proposals announced
December – April	Projects implemented and assessed
April 20, 2012	Project reports due

Details of the Project Proposal (to be submitted electronically as a single pdf file by the end of business on October 20 to sustain@clarkson.edu)

1. Cover page should identify and provide contact information for the lead person and the project team, title of the project, and requested budget amount.
2. Proposal (not more than 5 pages, single spaced, 11 point font, 0.8 inch margins). Include the following sections.
 - a. Problem Need (why this is an important project to complete)
 - b. Project Approach (what you propose to do)
 - c. Impacts and Assessment (how it will help campus sustainability and how you will assess/measure the success of your project)
 - d. Project Management and Schedule
3. Attachments
 - a. Budget table and brief justification. Include any of the following items as appropriate:
 - i. capital (equipment) (number of items, cost per, total cost)
 - ii. project supplies
 - iii. preliminary estimate of time and fees for services rendered from facilities staff (if applicable) (see table below for fee structure)
 - b. Details of analysis, drawings etc. as evidence to support the benefits and impacts of your project.

Fees for services required to complete some types of Sustainability Projects. Proposers should use their best judgment to estimate hours required to implement the project. These estimates and the budget will be reviewed with the facilities staff and adjusted during the final stages of proposal review. The facilities staff should not be consulted prior to the submission of your proposal.

Position	External Cost (\$/hr)	Position	External Cost (\$/hr)
Clerk of the Works	45.00	Plumber	66.00
Grounds Manager	45.00	Locksmith	60.00
Grounds Supervisor	40.00	Welder	68.00
Senior Grounds Keeper	30.00	Painter	28.00
HVAC-pipe fitter	69.00	Senior Custodian	30.00
Journeyman Electrician	67.00	Interior Design	150.00
Foreman Electrician	70.00	Architect	150.00
Boilerman-service tech.	70.00	Engineer/Telecommunications Analyst	150.00
Carpenter	66.00		