Sustainability Professional Development Grant

The Sustainability Professional Development Grant provides monetary support for **professional development activities** directly related to supporting sustainability on campus and/or for projects that lead to the infusion of sustainability into any aspect of teaching, including classes, labs, field work, and/or undergraduate independent research/study. The Sustainability Committee sponsors this grant.

Proposals are accepted on a rolling basis throughout the year. Please submit proposals at least one month before any registration deadlines, etc. We may be able to expedite proposals. Please ask.

Details

Eligibility

All full-time staff and faculty are eligible to submit proposals. Please contact David Voelker, Chair of the Sustainability Committee, at [voelkerd@uwgb.edu](mailto:voelkerd@uwgb.edu) with any questions about eligibility.

Amount

As funding allows, up to **$1,000** each may be awarded. Only one grant award allowed per applicant per fiscal year. Funds can be used to cover eligible expenses (defined below).

Purpose

The Sustainability Professional Development Grant program is designed to support sustainability-focused professional development activities or projects that lead to the infusion of sustainability into any aspect of teaching, including classes, labs, field work, and/or undergraduate independent research/study.

Examples of the types of activities funded by this grant program include:

* Attending a workshop or training focused on sustainability-related practices in the workplace and/or a particular professional role.
* Developing materials or testing methods that integrate sustainability concepts or practices into the curriculum.
* Developing learning activities and teaching strategies for service-learning projects related to sustainability.
* Conducting workshops that explore effective ways of teaching sustainability.
* Participating in professional development activities, such as workshops, seminars, or intensive short-courses designed to improve teaching related to sustainability.
* Testing or developing innovative classroom assessment techniques that integrate sustainability themes.
* Conducting scholarly investigation related to the teaching of sustainability.
* Conducting scholarly research that clearly enriches the teaching of sustainability in a specific way.

Eligible Expenses Include:

* Reimbursement for supplies used and expenses incurred during the process of integrating sustainability concepts or practices into one’s curriculum. The required time/resources must be justified as above and beyond the typical or expected teaching load.
* Travel costs to attend a conference or workshop explicitly focused on integrating sustainability into the workplace, into a particular professional role, or into teaching.
* The purchase of scholarly books or periodicals specifically related to the improvement of teaching sustainability concepts/practices.
* Honorarium for an invited workshop speaker or guest with knowledge/expertise in the area of sustainability.
* Funds for course field trips, guest lecturers, or supplies or equipment to be used by students or faculty in classrooms or labs with regard to sustainability initiatives.

Ineligible Expenses Include:

* Faculty or staff stipends for any purpose.
* Travel costs to attend a conference or workshop not designed specifically to improve campus sustainability practices or teaching related to sustainability.
* Funds for activities that are more appropriately funded by budgetary units.

Submission Process

**Proposals must be submitted electronically.\***

The following items need to be sent electronically as a single PDF to the Sustainability Committee Chair, David Voelker, at [voelkerd@uwgb.edu](mailto:voelkerd@uwgb.edu).

1) A completedCover Sheet with signatures.

2) A two-page proposal including the following elements:

* Project title
* Project description
* A description of the project’s goals, including an explanation of how the project relates to infusing sustainability into teaching, into the workplace, or into particular professional roles. **Specific examples are required**.
* An implementation time line for the project.

3) An Itemized Budget

4) A conference or workshop brochure (i.e., official description of the event), or similar documentation, if applicable.

*\* Note that under open records regulations, successful proposals will be available for review by request to the Sustainability Committee.*

Applications are accepted on a rolling basis.

Selection Process

Successful candidates will be selected by a committee consisting of the Sustainability Coordinator, the Sustainability Director, and the Sustainability Committee chair (or appointed alternate). Applicants will be notified of the status of their proposal within 30 days of submission. Priority will be given to faculty and staff who are not currently serving on the Sustainability Committee. Additionally, if any Sustainability Committee members apply, they will recuse themselves from the selection process.

Reporting

Grant recipients will be asked to complete a brief survey to report on their project’s outcomes and impacts.

Questions

If you have questions, please contact David Voelker, Chair of the Sustainability Committee, at [voelkerd@uwgb.edu](mailto:voelkerd@uwgb.edu).

**Sustainability Professional Development Grant**

**Proposal Cover Sheet**

1. APPLICANT NAME:

2. CAMPUS PHONE:

3. BUDGETARY UNIT, OFFICE, OR DEPARTMENT:

4. TITLE OF PROJECT:

5. If I receive the requested funds, I agree to complete a brief survey, by the date indicated on my award letter, to report on:

a. All work completed

b. How the goals of the project were met

c. Any ongoing activities or follow-up

If the survey is not completed, or I do not carry out the activities stipulated in the project proposal, I understand that I will not be eligible for any funding from the Sustainability Committee for a five-year period. I also understand that if awarded funding my proposal is open to review upon request made to the Sustainability Committee.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. I have read the proposal, approve its implementation, and certify that the goals stipulated are consistent with the unit’s program development plan and are likely to contribute to the improvement of student learning.

Supervisor or Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Typed names and forwarded emails are adequate substitutes for a hand-written signature. In other words, the applicant can forward the completed form to the chair or supervisor, who can reply via email with the completed form attached.*

2) Two-page proposal including the following elements:

* Project title:
* Project description:
* A description of the project’s goals, including an explanation of how the project relates to infusing sustainability into teaching, into the workplace, or into particular professional roles. **Specific examples are required**.
* An implementation timeline for the project.

3) An Itemized Budget

4) A conference or workshop brochure (i.e., official description of the event), or similar documentation, if applicable.