


Sustainable Campus Initiative Fund



SCIE



Update June 20, 2011

# **SUSTAINABLE CAMPUS INITIATIVE**

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**Sustainability Is...**

**Balancing the relationships between environmental stewardship, economic development, and social responsibility while meeting the needs of the present without compromising the ability for future generations to meet their own needs.**

**In Memory of Dr. Craig Forster**

# LETTER OF INTENT

Sustainable Campus Initiative Fund (SCIF) proposes a \$2.50 per semester increase in student fees to establish a fund to financially enable large scale sustainability ventures right here on the University of Utah campus, and empower students to be the leaders in making sustainable change. The revenue generated from the fee increase will be allocated into a fund dedicated to projects demonstrating financial savings and environmental impact reductions through energy conservation, waste reduction, operation efficiency and behavioral change programs.

Listed below are SCIF's commitments to building the University of Utah's economy, community, and reducing our environmental impact.

## ***Community***

- Any student or employee (as stated in SCIF bylaws) of the University of Utah can propose sustainability projects if:
  - (Student) There is a sponsoring faculty or department.
  - (Employee) Demonstrates projects incorporating direct student involvement (80% of projects implemented must include students participation (*see* Section 3.2 SCIF Bylaws)).
- Students will play a pivotal role throughout a large majority, if not all SCIF projects.
- SCIF facilitates students to work directly with, and/or lead in "real world" projects with faculty, staff, administration and other campus entities.

The goal, as you can see, is to involve students with faculty, staff, and administration and vice versa, an experience in which many students do not have the opportunity to appreciate.

## ***Economy***

- Similar RLF programs at other institutions see an average annual return on investment (ROI) of 25%. (Much better than the current market return!)
- The university will retain all financial savings generated through a SCIF project.
- Provide additional revenue (from monetary saving occurred through SCIF projects implementation) back into the university's system.

The University of Utah is essentially a small city and the potential for energy conservation, waste reduction, and operational improvement programs is extraordinarily high. With energy costs likely to rise with the next presidential campaign through programs such as cap and trade, the sooner we can reduce our energy consumption the less likely we will be set back by increasing utility overheads. Through these types of sustainable ventures (reducing university spending) we (students) can potentially minimize future fee increases due to the substantial savings generated through SCIF funded projects.

*"As of November 2007, LoanSTAR has funded a total of 191 loans totaling over \$240 million dollars. As a result of these loans, the LoanSTAR Program has achieved total cumulative energy savings of over \$212 million dollars" – Texas LoanSTAR \*(In only two years of an operating RLF programs, LoanSTAR has documented a 40% annual return on investment.)*

*"GCLF projects are projected to save the University \$3,847,587 per year with an average project ROI of 26%." - Harvard University, Green Campus Loan Fund (GCLF)*

### *Environment*

- Sustainable economic and communal investments will significantly reduce environmental impacts on and off campus. Building a community in support of sustainability and sustainable ventures ensures that these practices will continue at home, the work place, and to all the regions our students and fellow university staff will reside.

SCIF is in full support of President Young's 2008 signing of the American College and University Presidents Climate Commitment (ACUPCC) and will do everything within accordance to SCIF bylaws to support the contractual obligations listed within ACUPCC guidelines.

It is our deepest hope is that SCIF will continue to grow and sustain the University of Utah campus long after we've moved on. The projects we can only dream today will be created and put forth tomorrow by students who's knowledge and desire for building strong communities, economies, and reducing environmental impacts reaches far beyond what we had ever conceived possible in our time.

Sincerely,

ASUU Sustainability Board

Dallas Hamilton  
Jessica Scharf  
Abby Howell-Dinger  
Dave Burt  
Kristen Bushnell  
Danielle Donaldson

# **BYLAWS OF SUSTAINABLE CAMPUS INITIATIVE**

## **MISSION STATEMENT**

The Sustainable Campus Initiative Fund (SCIF) provides funding for projects that reduce the University of Utah's negative impact on the environment and make the University of Utah more sustainable. SCIF will allocate funds to projects that increase the amount of renewable energy used or produced on campus, increase energy efficiency, reduce water use, reduce waste (solid, hazardous, liquid, gaseous), increase operations efficiency, build sustainable campus communities, and reduce green house gas emissions (see Criteria & Eligibility Requirements section) created by the University of Utah. Portions of the fund will support education initiatives, student aid, and internships. SCIF is supported by student fees and administered through an allocations committee (*See Section 1.3*). By providing a strong focus on sustainability issues and coupling economic prosperity, community building, and environmental impact reductions the University of Utah will become highly recognized national leader in sustainability initiatives in higher education.

## **ARTICLE 1 – ALLOCATIONS COMMITTEE**

### **SECTION 1.1 – POWERS AND VOTING**

The Allocations Committee has authority over SCIF. A three-quarters (3/4) majority of the Committee's full membership is required to make funding and any other official decisions, except as provided for elsewhere in these bylaws. Apart from his/her normal function as a part of this committee; a member has no individual authority.

### **SECTION 1.2 – DUTIES OF ALLOCATIONS COMMITTEE**

It shall be the duty of the Committee members to:

- Review project applications and determine allocation of funds.
- As deemed necessary by the SCIF Grant Coordinator (*see* Article 2) assist to employ, discharge, supervise, and prescribe the duties of all staff and interns of the Sustainable Campus Initiative Fund.

### **SECTION 1.3 – MEMBER NUMBER & REPRESENTATION**

The Allocations Committee shall consist of four students and four non-students, as follows:

#### Voting Members

- Two students, one (1) undergraduate and one (1) graduate Student appointed by the Associated Students of the University of Utah (ASUU) President
- One Student appointed by the Office of Sustainability (OS)
- One undergraduate student, selected by the Allocations Committee after the other three Student members have been selected
- One Faculty member selected by the Senior Vice President of Academic Affairs
- One Staff member selected by the Senior Vice President of Academic Affairs
- One Staff member selected by the Senior Vice President of Health Sciences
- One Staff member from Facilities, selected by the Associate Vice President of Facilities

The campus Environmental Sustainability Professional (Director, Office of Sustainability), and a representative of the ASUU Senate shall attend Committee meetings as non-voting Members, and the Committee shall invite experts/guests to provide information and expertise as needed. A three-quarters vote by the allocations committee shall be required before project commencement. The Grant Coordinator will not act as a voting member of the allocations committee

#### **SECTION 1.4 – OFFICERS**

The Allocations Committee shall have two officers, a Chair and a Vice Chair. The Chair shall preside at all meetings of the Allocations Committee, acting as facilitator and holding meetings to the agenda in a timely fashion. The Chair shall also coordinate and approve meeting agendas with the Grant Coordinator (described in Article 2). The Chair must be a Student member of the Allocations Committee. Student serving the longest term with allocations committee should act as chair. In the event that two or more students have served equal terms and desire a Chair position, a majority vote among the allocations committee shall decide the Chair. The Vice Chair, if the same circumstances stated above exist, shall be decided through the same process.

The Vice Chair will assist the Chair with his or her duties and document allocation committee minutes. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair.

#### **SECTION 1.5 – TERMS OF OFFICE**

Each student member of the Allocations Committee shall be appointed for one year, with first priority for an additional year with approval from the appointing body (See Section 1.3). Member terms will last one full year from the date appointed, and must seat each of the two (2) committee meetings deciding project proposals. The Chair and Vice Chair shall hold office for one full year. Committee members may serve no more than two consecutive terms, but the total number of terms they may serve is not limited.

#### **SECTION 1.6 – MEMBER QUALIFICATIONS**

All Student members of the Allocations Committee must be registered (full or part-time) University of Utah students during their term of office. Students graduating before their allocation committee term ends are still eligible for committee membership, even though their student status may technically expire before the end an appointed term.

Staff and Faculty members of the Allocations Committee must be current employees of the University of Utah.

#### **SECTION 1.7 – MEMBER REPLACEMENT**

A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absence, conflict of interest or other appropriate reasons.

In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term.

#### **SECTION 1.8 – CONFLICT OF INTEREST**

The Allocations Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. For example, each Committee member must make public all campus groups and organizations of which he or she is a member. Where appropriate, the

Committee member should withdraw himself or herself from voting on grant allocations for projects proposed by such groups. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member's withdrawal.

## **ARTICLE 2 – SCIF GRANT COORDINATOR**

### **SECTION 2.1 – DUTIES OF THE SCIF GRANT COORDINATOR**

There will be one part-time staff position referred to as the SCIF Grant Coordinator. The Grant Coordinator works at the direction of the Allocations Committee and exists to meet the needs of the Committee. The Grant Coordinator reports to the Director of the Office of Sustainability.

The function of the Grant Coordinator is to:

- Assist the Allocations Committee in publicizing and administering the grant program.
- Prepare an annual report of the previous year's budget and funded projects.
- Maintain the archives of the Allocations Committee as outlined in Article 5.
- Monitor the progress of projects that have received funding, via annual reports submitted by grant recipients. (See Section 5.2.)
- Orient new Allocations Committee members as necessary.
- Act as a liaison between SCIF and University of Utah.

### **SECTION 2.2 – HIRING THE GRANT COORDINATOR**

The Grant Coordinator will be hired via open recruitment. Candidates must understand and agree to comply with all of SCIF Bylaws and supporting documents. The Allocations Committee must approve the selected Grant Coordinator candidate and participate in regular performance evaluations. The Allocations Committee may recommend that the Director of the Office of Sustainability dismiss the Grant Coordinator in response to poor performance. Only the Director of the Office of Sustainability has the authority to dismiss the Grant Coordinator.

### **SECTION 2.3 – SALARY OF THE GRANT COORDINATOR**

Funds for the Grant Coordinator's compensation (salary and benefits) are allocated annually from the SCIF before the amount available to be allocated for projects is calculated. The amount of the Grant Coordinator's compensation is commensurate with the level appropriate to the responsibilities of the position.

### **SECTION 2.4 – OPERATIONAL BUDGET FOR THE GRANT COORDINATOR**

The Grant Coordinator may submit an annual budget request to the Allocations Committee for funds to be used for operational expenses incurred by the Grant Coordinator in the performance of his or her duties.

## **ARTICLE 3 – ALLOCATION OF FUNDS & PROJECT SELECTION**

### **SECTION 3.1 – ALLOCATION OF FUNDS BY THE ALLOCATIONS COMMITTEE**

As noted in Section 1.1, the Allocations Committee shall decide the allocate funds to submitted projects by a three-quarters (3/4) majority vote of the full Committee membership. The Committee may elect to

fund only a portion of a proposal.

### **SECTION 3.2 – SET-ASIDE FOR PROJECTS WITH STRONG STUDENT COMPONENT**

At least 80% of the funds dispersed by the Allocations Committee for projects each year shall be allocated to projects with direct student involvement (all projects utilizing student involvement will receive higher consideration than projects that do not include students). Such projects include, but are not limited to: internships, initiatives which include students in their oversight bodies, student research, and projects proposed by students.

### **SECTION 3.3 – GENERAL REQUIREMENTS FOR PROPOSED PROJECTS**

All projects to be considered for SCIF funding must meet the following criteria:

- Projects must directly address environmental sustainability on University of Utah’s campus, or in the capacity that on-campus activities influence sustainability off campus. All proposed projects must have a clearly defined, measurable outcome.
- Student projects must be sponsored by a faculty person or department.
- Project proposals may be submitted by University of Utah students, staff, and faculty. Individuals and organizations outside of University of Utah may not submit proposals.
- Projects shall have received all necessary written approval by appropriate University Officials/Departments prior to consideration.
- SCIF funding will not support projects already mandated by law or University of Utah policy directive (e.g., standards for new building construction), since University of Utah is already obliged to allocate funds for such projects. SCIF will fund projects which go above and beyond minimum requirements and which that are unable to gain funding from other sources.
- All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Allocations Committee after successful (or unsuccessful) implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Allocations Committee. The responsible project management department shall submit a one page evaluation of the project one year after implementation. SCIF Grant Coordinator may request additional reports if necessary after that year.
- The SCIF Grant Coordinator may request additional information to follow-up documentation on projects anytime after payback period, or grant project has ended.
- Projects must have publicity, education, and outreach considerations.
- Projects are encouraged to have student involvement.
- Projects will not be considered that request less than \$1000 from SCIF.

### **SECTION 3.4 – PROJECT PROPOSALS WHICH MUST BE REQUESTED AS LOANS**

**AMMENDMENT:** As of November 15, 2010, SCIF will function with 100% of funding in the student initiative fund (SIF). Projects with a financial payback will be given top priority for funding. (*See section 6 for details*).

Many projects may result in cost savings or revenues to the person or group submitting the project proposal to the SCIF Allocations Committee. Where reasonable and at its discretion, the Committee may require that all or part of the project funding be dispersed from the SCIF Revolving Loan Fund (RLF) instead of a SCIF Student Initiative Fund (SIF) grant to be repaid to SCIF over a reasonable time period.



This time period will be negotiated by the Allocations Committee and the person or group proposing the project, before funds are awarded. In exceptional cases, the Committee also has the authority to negotiate that a portion of all subsequent revenues (after the loan has been repaid) shall go into the SCIF (decided before allocation). Portions of such funding awards used to pay student interns do not need to be repaid to SCIF.

### **SECTION 3.5 – PREFERENCES FOR PROPOSED PROJECTS**

The Allocations Committee shall give preference and priority to project proposals that also meet the following criteria in this section. However, meeting these criteria is not required for projects to be considered for SCIF funding.

- Preference will be given to projects that demonstrate the greatest reduction in University of Utah’s negative environmental impacts for the least cost.
- Preference will be given to projects with a strong student-participation component
- Preference will be given to projects that can obtain matching funds from sources other than SCIF (i.e. utility rebates, grants, administration and/or plant operation, dining services, departments, or other community support).
- Preference will be given to projects impacting University of Utah’s sustainability “closer to home.” For example, priority will be given to projects that directly address sustainability on campus over projects which address the Salt Lake City Area-wide environmental impacts of University of Utah’s campus operations.

### **SECTION 3.5 – ADDITIONAL PROJECT CRITERIA AT DISCRETION OF COMMITTEE**

The Allocations Committee may determine additional requirements or preferences for each year’s funding cycle, provided that these additional criteria are:

- Consistent with the overall mission of SCIF.
- Consistent with the requirements and preferences outlined in these Bylaws.

## **ARTICLE 4 – OTHER RULES GOVERNING SCIF FUNDS AND RECOMMENDATIONS**

### **SECTION 4.1 OTHER RULES GOVERNING SCIF**

- The RLF shall continue as long as sufficient funds are available to pursue sustainability projects.
- Any funds not allocated in a given year shall remain in the SCIF account for future use.
- Funds allocated to a project that are not spent within the project time frame shall be returned to SCIF for reallocation. Standing funds must be invested in a socially responsible manner.
- SCIF funds are not to be used or reallocated for purposes other than those described in this document.
- SCIF shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in the SCIF account.
- In the event that a proposal project can significantly reduce any of the items listed in the criteria for proposal eligibility with no possible demonstration of monetary return the allocations committee may, by three-quarters vote ( $\frac{3}{4}$ ), withdraw funds from the RLF account if SIF account does not have the available funds necessary for project commencement.

### **SECTION 4.1 RECOMMENDATIONS**

- Until the University of Utah is 100% climate neutral (sustainable) SCIF Revolving Loan Fund (RLF) should continue to accumulate revenue. With the intention to,
- Fund large scale renewable energy installations on campus once the technology and payback times become more cost effective, and efficient.
- Until the University of Utah is 100% climate neutral (sustainable) SCIF Student Initiative Fund (SIF) should continue to re-establish itself each semester.

## **ARTICLE 5 – ACCOUNTABILITY, RECORDS AND REPORTS**

### **SECTION 5.1 – SCIF’S ACCOUNTABILITY TO THE STUDENT BODY**

SCIF shall be accountable to the student body and therefore shall:

- Make all its records available to the public
- Issue an annual report of its activities to the ASUU Senate and Assembly, the Director of the Office of Sustainability and the Committee member appointing bodies.

### **SECTION 5.2 – ACCOUNTABILITY OF PROJECTS**

- All projects funded by SCIF shall submit a report to the Grant Coordinator at the conclusion of the project or annually from the date of the project approval, if the project is funded for multiple years. The report must include a budget detailing the spending of all funds.
- SCIF disbursement requires a summary report from the Project Executive at the end of project involvement.
- Upon review of a report, the Grant Coordinator shall judge whether the funds were spent within the scope of the project. If the Grant Coordinator feels the funds were spent outside of the project scope, the Coordinator may recommend that the Allocations Committee require return of the funds to SCIF.
- In the event that an SCIF RLF project does not meet the return on investment in which all parties agreed upon an extension of the loan should be renegotiated. By chance, if no financial savings actually occur through a RLF project in which “good faith” savings were expected, there shall be no payment to the loan until a return has been demonstrated.
- At time of contract, if SCIF project saves a substantial amount of revenue beyond what was expected, a contract may (if necessary) request a small interest payment be added to the loan (not to exceed 1% less than market loans)

### **SECTION 5.3 – RECORDS AND REPORTS**

SCIF must keep on record:

- Minutes of all meetings of the Allocations Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof
- Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- Record of projects selected each year and the funds allocated to each
- Reports made back to SCIF on completed projects and all annual reports received from projects with ongoing benefits.
- Copies of all annual reports which SCIF has issued to the ASUU Senate, and Assembly, the Director of the Office of Sustainability, and the Committee member appointing bodies.

## ARTICLE 6 – AMENDMENT OF BYLAWS

A three-quarters ( $\frac{3}{4}$ ) vote by the voting members of the existing Allocations Committee may amend, create, or repeal portions of these Bylaws, unless doing so would materially and adversely affect the mission of SCIF.

**On November 15, 2010 the Allocation Committee voted to amend the bylaws to remove the 70% loan and 30% grant requirements to make the fund act solely as a grant program due to unforeseeable accounting barriers that prohibited the University from paying back a SCIF loan. SCIF will still meter and track monetary and environmental savings from the projects.**

**Projects producing financial savings will continue to receive top priority for funding. In the event that loan projects are feasible, SCIF will never fund more than 70% towards loans.**

## CRITERIA AND ELIGIBILITY REQUIREMENTS

Projects will be evaluated on their ability to contribute to one or more of the following areas of consideration:

- Greenhouse gas reductions
- Energy conservation
- Water conservation
- Sewage and storm water output reductions
- All types of pollution reduction
  - Hazardous waste
  - Solid waste
  - Liquid waste
  - Gaseous emissions
- Operations improvements that decrease environmental impacts
- Environmental procurement practices
- Environmental leadership development within the University
- Number of individuals with improved environmental literacy and increased levels of participation in conservation activities
- Education of and reputation building with surrounding community
- Projects must have quantifiable payback (financial, environmental, communal)

### **Which SCIF option works best for your project? Revolving Loan Fund (RLF) or Student Initiative Fund (SIF)**

#### **Full Cost Loans Using Revolving Loan Fund (RLF)**

Full cost loans cover the entire cost of a conservation project.

#### *Loan limits*

Full cost loans are limited to 50% of the Revolving Loan Fund (RLF) budget (not exceeding \$400,000) per conservation measure, unless extraordinary circumstances apply. It is permissible to combine multiple conservation measures within a defined project to a single application.

### ***Payback requirements***

Applicants for full cost loans must preferably demonstrate a payback period of 10 years or less. Multiple projects can be combined using long-term payback projects with a short-term payback projects to qualify the project within the 10 year range.

Applicants preferably shall demonstrate a return on investment (ROI) of 9% or greater (roughly equivalent to a 10 year simple payback period).

### ***Utility Rebates and Match Programs***

Applicants are encouraged to also apply for utility rebates, if applicable. Applicants may choose to deduct utility rebate payments from the loan amount request. Applicants approved for rebates will have higher consideration than those who do not. Applicants are also encouraged to request matched funding (Administration, Plant Operations, Dining Services, ASUU, Departments, etc...). Matched funding projects will also receive higher consideration than those projects that do not.

### ***Repayment***

Loan repayments begin the fiscal year after the equipment is installed and running.

### **Full Cost Loans Using Student Initiative Fund**

The student initiative fund (SIF) can be utilized to cover full cost of projects with no monetary return applicable.

### ***Loan limits***

Full cost loans are limited to 50% of SIF budget (not exceeding \$100,000) per conservation measure, unless extraordinary circumstances apply. It is permissible to combine multiple conservation measures within a defined project to a single application.

### ***Payback requirements***

SIF acts as a grant. No monetary return required.

### ***Utility Rebates***

Applicants are encouraged to also apply for utility rebates, if applicable. Applicants may choose to deduct utility rebate payments from the loan amount request. Applicants approved for rebates will have higher consideration than those who do not. Applicants are also encouraged to request matched funding. (Administration, Plant Operations, Dining Services, ASUU, Departments, etc...). Matched funding projects will also receive higher consideration than those projects that do not.

# **PROPOSAL SUBMITTING PROCESS UTILIZING SUSTAINABLE CAMPUS INITIATIVE FUND (SCIF)**

## **Step-By-Step**

### **Idea Phase**

#### **1. Sponsor**

- a. Student sponsored by (expert) faculty/department
  - i. Members from the community may substitute as the expert if the Project Executive (student), sponsoring faculty/department, and SCIF Grant Coordinator cannot find an appropriate expert on campus.
  - ii. SCIF Grant Coordinator will assist Project Executive in finding appropriate sponsors for projects if necessary.
- b. Or, proposals initiated by non-students (faculty, staff, administration, etc.) should identify a Project Executive (student) to help develop proposal and implementation. (80% of all projects granted by SCIF Allocations Committee must include direct student involvement.)

#### **2. Contact SCIF Grant Coordinator**

- a. Project Executive (student) and Project Sponsor (faculty/department) must contact SCIF representative and set up a project feasibility meeting.
  - i. Projects under \$1,500 can be done through email; projects under \$1,000 are not eligible for funding.
- b. Project Executive shall submit a one page abstract (3) days prior to meeting SCIF Grant Coordinator.
  - i. Abstract must identify the objective, implementation plan, and environmental impact reductions of the project. If project is deemed feasible,
- c. SCIF Grant Coordinator will notify (through email or meeting) the university department responsible for project implementation and oversight.
  - i. Feedback and corrections can/will be made.
  - ii. Project Executive and Sponsor shall make necessary logistical corrections as advised by appropriate university department.
  - iii. The manager of the budget/fund source which will repay the loan needs to agree before the project is approved.
  - iv. Once proposal is deemed suitable by appropriate entities, Project Executive and Sponsor will,

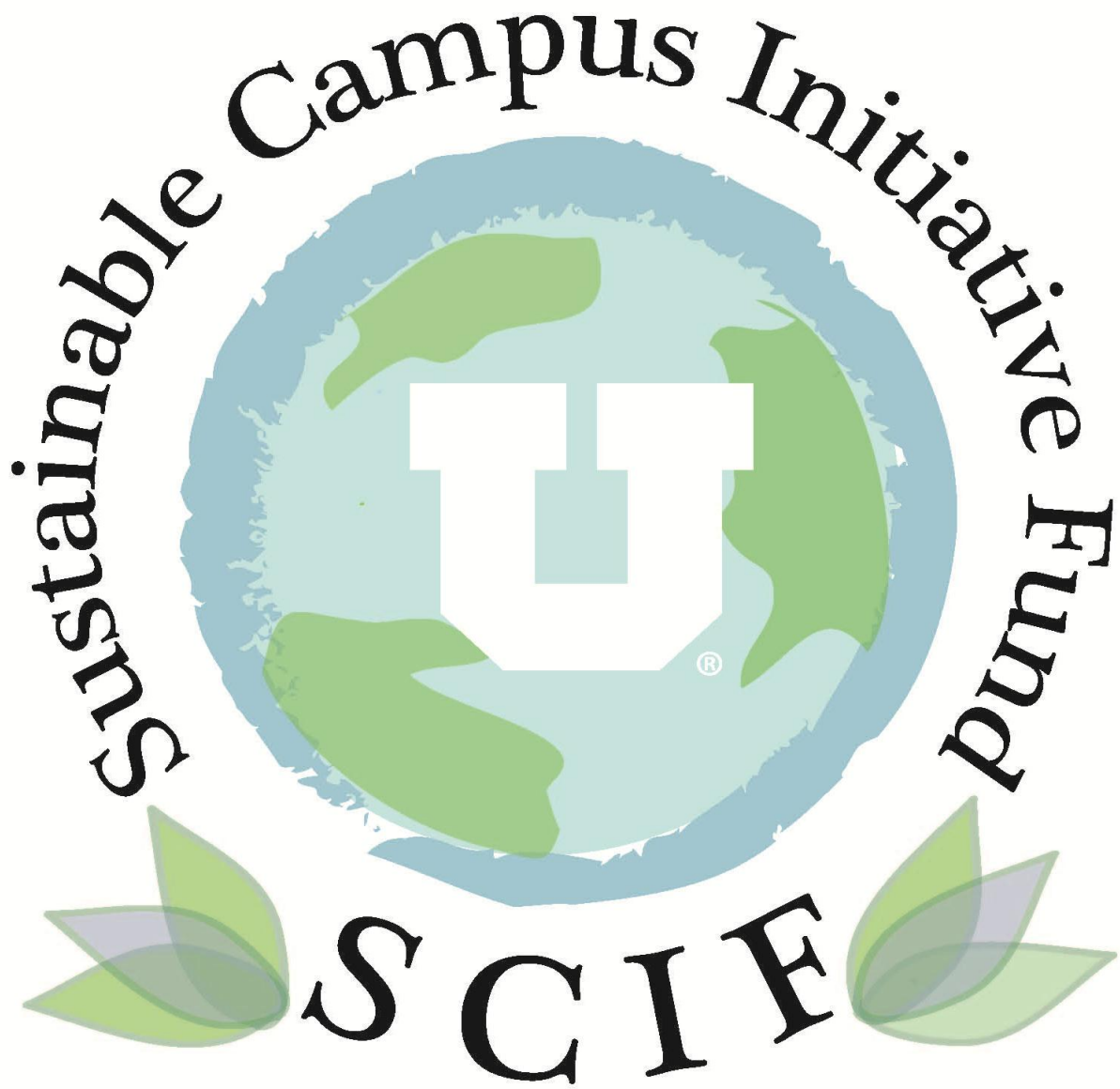
### **Proposal Phase**

- 3. Fill out appropriate proposal and application form and file before appropriate deadlines.**

- a. Deadlines will be approximately two weeks before the end of Fall and Spring semester allowing student to begin project at the beginning of the following semester.
  - i. Projects expecting start times in Summer and/or Fall must propose during Spring Allocations Committee meeting.
- b. Allocation Committee convenes to review applications and choose best proposals.
  - i. Proposal must be pre-approved by the department responsible for management of the proposed project. (i.e. Plant-Ops, Administration, Dining Services, etc...)  
prior to presenting to Allocations Committee.
  - ii. Project Executive and Sponsor (recommended) must give one 5-10 minute presentation of proposed project.
- c. Allocations committee accepts/dismisses funding for project commencement. Upon acceptance the,
- d. Project executive will sign a contract to submit progress reports to SCIF at the time of accepted allocation
  - i. Weekly, bi-monthly, monthly depending on project type and duration of project.

## **Implementation Phase**

- 4. Project Executive plays a central role in the implementation of the project and sends progress reports to SCIF until project is complete, or until specified time of relinquished involvement.**
  - a. Project Executive must submit a one page evaluation of the project at time of completion.
  - b. Responsible project management department shall submit a one page evaluation of project one year after implementation.
  - c. SCIF Grant Coordinator may request more information from the appropriate university department overseeing project management at a later date, if necessary.



[www.sustainability.utah.edu/SCIF](http://www.sustainability.utah.edu/SCIF)