

**Student Environmental Initiatives Fee Guidelines**  
**The University of Tennessee, Knoxville**

**Statement of Purpose**

Student Environmental Initiatives funds shall be administered as established by the Student Environmental Initiatives Committee Charter with the purpose of identifying, researching, and recommending specific uses of funds generated by the Student Environmental Initiatives portion of the Facilities Services Fee. That portion of the fee shall be used to support environmental stewardship and sustainability, fund the implementation of clean and renewable energy technologies, and the improvement of energy efficiency and conservation at The University of Tennessee, Knoxville.

**Committee Requirements**

The Student Environmental Initiatives Committee will manage the funds according to the guidelines outlined below. Additional tasks include:

- Meet at least three times per semester, or more as the committee deems necessary;
- The committee shall review proposed projects; vote on, approve, and/or disprove recommended projects;
- Compose a portfolio of projects to be published to the University community in an annual report;
- Research applicable rebate and governmental programs in an effort to gain additional funding;
- Maintain a means for the Campus community to propose projects for consideration.

The chairperson will be responsible for calling meetings, designating special meeting times when necessary, creating agendas for meetings, notifying members of the Committee of all meeting times at least 72 hours in advance, keeping attendance records, holding any Subcommittees and their Chairs accountable for their assignments, and maintaining order during meetings.

One person from the committee will serve as secretary. The chairperson will appoint the secretary. The Secretary shall maintain organization of records and detailed meeting minutes. The Secretary shall submit minutes to the Committee within one week of meetings. Once approved, all meeting minutes shall be sent to all members and if possible published on the Sustainability website.

**Projects**

Projects and proposals should fall under the following categories, but not limited to:

- Energy and Utilities (electric, gas, water, etc.)
- Local and/or regional generation (Renewables – solar, wind, etc.)
- Alternative Fuel (Electric vehicles, hybrid vehicles, Biodiesel projects, propane etc.)
- Environmental Education
- Green Infrastructure
- Resource Conservation (Recycling, Composting, Waste Reduction etc.)
- Other

Examples of acceptable projects may include:

- Automated off-hours computer and lighting shutdown equipment
- On-site photovoltaic systems
- Geothermal heating and cooling systems
- Increased thermal insulation in buildings and systems
- Other load-reduction or energy-control technologies
- Application fees such as AASHE, LEED certification, when it is applicable;
- Purchasing renewable energy with preference to that provided by Tennessee Valley Authority

Committee actions shall be posted to The University of Tennessee, Knoxville sustainability website.

**Examples of appropriate uses of funds:**

- Projects that directly reduce university resource (i.e. energy, water, materials, etc.) consumption or contribute to social sustainability initiatives benefiting enrolled students
- Academic research that directly benefits existing university sustainability initiatives or provides proof-of-concept for new sustainability initiatives to be implemented on campus
- Renewable energy infrastructure and green power purchases
- Sustainable land use projects
- Alternative transportation and fuel support
- Sustainability-related student conference and workshop travel
- Sustainability-related study abroad travel
- Sustainability-related internships and AmeriCorps members

**Inappropriate uses of funds:**

- Projects that require continuous funding
- Departmental staff salaries
- Academic research that does not directly benefit the university
- Projects where funds are spent off-campus
- Programs such as student club funding

## Student Conference/Workshop Funding

### Eligibility Requirements:

- Applications must be submitted 6-8 weeks before the intended date of travel.
  - Please note that the SEIC does not meet regularly during the summer, so applications submitted May-July may take longer to process. For travel intended for August-September, applications should be submitted as early as possible.
- The conference/workshop must present on topics of environmental or social sustainability, environmental conservation, or other environmental issues.
- Must be an enrolled student (undergraduate, graduate, or PhD) or a faculty/staff member planning to act as an advisor to an enrolled student. Faculty/staff applications will only be considered if they are listed as an advisor on the application of an enrolled student.
- Students in their last semester at UT are not eligible for conference funding unless they are presenting at the conference.
- All applicants must submit their own form. *No group applications, please.*
- There is no limit to the number of applications one person can submit, but each student and faculty/staff advisor can only receive funding for up to two conferences each fiscal year, dependent on remaining monies in the conference fund.
- There is no limit on the number of people who can receive funding to go to the same conference, however, depending on the cost per person, the number of applications submitted, and the monies remaining in the conference fund, the committee may choose to fund only a portion of applicants for the same conference based on the quality of their justification statements.
- A post-conference report must be submitted within 2 weeks of the attendee's return detailing information learned and ideas for making the university a more sustainable institution.

### Water Bottle Filling Stations Guidelines

- A water fountain must already be present in the proposed location
- The proposed location should be at a reasonable distance from previously installed water refill stations or present a compelling justification if they are not
- Priority will be given to locations in the following order:
  - High student traffic areas > high staff traffic areas > buildings currently without refill stations > other areas of campus

## Design and Research Fund Guidelines

This fund is dedicated to student design and research projects within any academic department that would benefit university sustainability goals, with an emphasis on achieving outcomes that inform potential operational projects that could be completed by Facilities Services or an outside firm.

This is intended to provide monies to sustainability design/research projects applicable to campus, not the implementation. Project implementation funding will be investigated if the SEIC endorses the findings of the student design/research project.

### Eligibility Requirements:

- Student must submit a project proposal with faculty endorsement
- A team of students may apply together under the same proposal submission
- Students must submit a report of the project's findings to the SEIC, with the option to present the report in person

### Proposal Submission Guidelines from June 2015 establishment of fund:

- Student must submit a project proposal with faculty endorsement to the SEIC for funding approval.
  - Project proposal must follow the SEIC proposal guidelines found at the end of this proposal
  - Proposals to the SEIC must ensure design/research can be completed within one semester, or two semesters if approved by faculty sponsor.
    - o Preferred end date for proposal submission to be accepted by the SEIC would be the end of the 1st month of the semester in which applying for (August, January and May; Fall, Spring and Summer).
- Preferred end date for proposal submission should not extend past the midway point of any given semester. This will allow time for the Facilities Services Fee Oversight Committee approval and subsequent funding allocation if approved.
- A team of students will be allowed to submit one proposal on behalf of a student project team.
  - At the end of each project, students will submit a report of its findings to the SEIC or present in person.

### SEIC Proposal Guidelines

Project title: The name of your project - top and center of proposal

Contact information: Provide contact information for yourself and any supporting faculty/staff members or campus stakeholders - include name, position title, and all contact information.

Date of Submission: Provide the date when submitted to the SEIC.

Please provide an explanation of about 2 - 5 sentences for each section. Some sections may require quantitative data and more information than others. Proposals must follow the guidelines below and must be typed in Times New Roman, 12 point font, with 1.5 line spacing. Please separate and label all sections. All ideas are encouraged and will be considered by the committee.

1. Project abstract: Provide a brief overview of the project. Explain the overall goals, how those goals will be accomplished, and projected benefits to the university. How does this project benefit your education and

the University of Tennessee's goal to be more sustainable?

2. Project funding: Provide the amount of funding that you're requesting for the project. Explain how the funding will be used. Funds can be used for, but not limited to, labor, materials, and any supplies needed to accomplish project goals. Also include any collaboration or funding coming from in kind matching, UTK, or other outside sources separate from the university. Further budget details may be requested later.

3. Duration of project: State the overall duration of your project (single day, semester, academic year, ongoing, etc.). When do you anticipate your project goals to be completed? When do you plan to present or submit a report of your findings to the SEIC? Are there any underlying variables to be considered? Further details on checkpoints and variables may be requested later.

4. Project implementation: Clearly explain each step of implementation and any corresponding responsibilities for each step. Please identify all initial and/or ongoing responsibilities needed to fulfill all phases of your project. Further details on who fulfills responsibilities may be requested later.

### **Alternative Fuel Vehicle Assistance Program Guidelines**

- Supplemental cost assistance to college departments, individual offices or university fleets interested in purchasing alt fuel vehicle
- [Is there a cap for this supplemental fund?](#)
- "In addition, this program will fund the infrastructure to support the alternative fuel vehicle; electric vehicle charging stations, etc."
  - What are the limitations here?