

**Green Labs Pilot Project Proposal**

**Project Requirements**

* Only Caltech students, post-docs, staff, or faculty may submit a project application.
* Projects must directly address sustainability on the Caltech campus. Preference will be given to projects that:
	+ Demonstrate a reduction in Caltech’s environmental impact.
	+ Are cost-effective.
	+ Include applications to lab spaces, or spaces utilized by lab spaces.
	+ Are collaborative.
	+ Are less than $5000. Projects over $5000 will be considered after smaller awards have been dispersed.
* Budgets must include links to all items being purchased, with details of vendor.
* Projects must have received written approval of support from the Green Labs Committee and appropriate campus officials prior to consideration.
* Projects must have education, publicity, and outreach considerations.
* Projects must be able to be evaluated and followed up on after funding is dispersed. If the project may have ongoing benefits such as annual cost savings, the project submission must include information regarding recording and reporting these benefits to the Green Labs Committee.

**Application Submission Instructions**

1. Please type your responses in each section.
2. Save your application as a pdf with the following format: **YYMMDD\_PROJECTNAME**
3. Send your application to the Green Labs Committee (greenlabsinfo@caltech.edu) with the subject title in the following format: **GREEN LABS PILOT APPLICATION: PROJECTNAME**
4. If you would like to schedule a meeting to discuss your application, please email greenlabsinfo@caltech.edu.

**Application Submission**

**Contact information:**

**To add additional lines to the table, please click into the appropriate row, then click the “+” button on the right-hand side.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title and/or Department** | **Lab Group** | **Email** |
| Primary Contact  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Secondary Contact (if applicable) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Project Team:**

**Please list project managers and any other members responsible for reporting status and success, and list any partnering entities such as organizations, individuals, stakeholders, or departments and please explain their involvement and contact information. Other team members and their titles should be listed here as well. To add additional lines to the table, please click into the appropriate row, then click the “+” button on the right-hand side.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title and/or Department** | **Lab Group** | **Email** | **Involvement** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Additional notes can be added below**.

Click or tap here to enter text.

1. **How much of your project will students be involved in and what roles will they fulfil? Does your project target involvement of a particular section of the student body?**

Click or tap here to enter text.

1. **Will your project involve others who are not currently part of the project team (for example interns or volunteers)? How will you recruit them?**

Click or tap here to enter text.

**Proposed Project Title:**

Click or tap here to enter text.

**Proposed Project Summary:**

Click or tap here to enter text.

**Project Objectives:**

1. **What type of project are you proposing?**

Click or tap here to enter text.

1. **What is the purpose of this project?**

Click or tap here to enter text.

1. **Why are the items in the proposed budget are essential for this project or program to succeed?**

Click or tap here to enter text.

1. **How will you implement your project?**

Click or tap here to enter text.

1. **What aspects of sustainability will your project address, and why is it important?**

Click or tap here to enter text.

1. **How will your project benefit the Caltech Community?**

Click or tap here to enter text.

1. **Are there examples of similar project that were successful at Caltech or elsewhere?**

Click or tap here to enter text.

**Metrics and Measurability:**

1. **How will you measure the impact of this project after it is implemented? How will you collect and analyze data before, during, and after the project to show you have met your goals?**

Click or tap here to enter text.

1. **Will you report the project outcomes to any other groups besides the Green Labs Committee?**

Click or tap here to enter text.

1. **How does your project achieve higher sustainability than those already mandated by Caltech?**

Click or tap here to enter text.

**Outreach and Publicity:**

1. **What is your target audience?**

Click or tap here to enter text.

1. **Is there a plan for publicizing your project on campus?**

Click or tap here to enter text.

1. **Do you have any outreach or attendance goals? Do you have a way to measure these factors?**

Click or tap here to enter text.

1. **What you would like students to achieve or learn during the project? Are they specifically related to sustainability?**

Click or tap here to enter text.

1. **How will you demonstrate the achievement of these outreach goals?**

Click or tap here to enter text.

**Project Approvals:**

1. **Do any aspects of your project require approval from either on or off-campus entities? Projects must have written confirmation of approval by appropriate officials prior to consideration. For each entity, please explain the approval and submit evidence of this authorization.**

Click or tap here to enter text.

**Location (if applicable):**

Click or tap here to enter text.

**Timeline:**

**Please list milestones chronologically, and provide estimates for duration of time each task will take). To add additional lines to the table, please click into the appropriate row, then click the “+” button on the right-hand side.**

1. **Proposed project start date:**

Click or tap to enter a date.

1. **Proposed project end date (if known):**

Click or tap to enter a date.

1. **Date by which you will need the first installment of funds:**

Click or tap to enter a date.

1. **Date by which you expect to have spent all Green Labs funds:**

Click or tap to enter a date.

1. **Target date for submitting final report and photos to the Green Labs Committee:**

Click or tap to enter a date.

1. **Schedule/Task completion goals (any significant tasks or milestones): (if additional space is required, please add additional lines to the table, by clicking into the appropriate row, then click the “+” button on the right-hand side).**

|  |  |
| --- | --- |
| **Task** | **Date** |
| Click or tap here to enter text. | Click or tap to enter a date. |

**History with Green Labs Committee Funding Applications:**

1. **Have you applied for Green Labs funding previously?**

Choose an item.

1. **If so, when?**

Click or tap to enter a date.

1. **How did you hear about the Green Labs funding application?**

Click or tap to enter a date.

**Budgetary Limitations:**

**Any item valued over $5000 is considered Caltech property and must be registered with the inventory management team. It will need to be tracked as it is moved between entities of Caltech. Any item less than $5000 will be expensed but not capitalized. If the item is deemed theft-sensitive, they will be considered Caltech property, and need to be registered and tracked by the inventory management team.**

**Budget Requirements:**

1. **Please provide amend the table below. To add additional lines to the table, please click into the appropriate row, then click the “+” button on the right-hand side.**
2. **If items are in another currency (for example: Canadian Dollars) put the foreign currency values and then convert the final totals to USD.**
3. **List all items separately and do not group items together if they are distinguishable.**
	1. **For example: “Flyers and Posters” should be instead input as two separate line items “50 Flyers” and “3 Posters”.**
4. **Organize the budget within the categories (if applicable).**
	1. **Equipment and implementation costs.**
	2. **Publicity and communication.**
	3. **General supplies/other.**
5. **Include shipping, tax, installation, and other miscellaneous charges to the total cost calculation (if these costs are not accounted for, you will be responsible for these costs).**
6. **Include total cost for each item requested, and be as detailed as possible.**
7. **Include quotes, links and/or receipts for all items and vendors if available.**
8. **If this is a previously funded project, please include additional historical budget information if available.**
9. **Include images if applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment and Implementation Line Item** | **Link (or explanation)** | **Quantity** | **Cost Per Item** | **Totals** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Publicity and Communication** | **Link (or explanation)** | **Quantity** | **Cost Per Item** | **Totals** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **General Supplies / Other** | **Link (or explanation)** | **Quantity** | **Cost Per Item** | **Totals** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  | **Total (include tax if possible)** | Click or tap here to enter text. |

**Additional notes can be added below**.

Click or tap here to enter text.

**Budget Management:**

1. **If your project is accepted, will it require on-going funding after completion? Do you have a strategy for continued costs?**

Click or tap here to enter text.

1. **Will your project generate cost-savings for Caltech? If so, please estimate them here. Will your project be able to repay the funds received?**

Click or tap here to enter text.

1. **Demonstrate how you have attempted to minimize the cost while maintaining the integrity of the project.**

Click or tap here to enter text.

**Additional Comments:**

Click or tap here to enter text.

**Application Checklist:**

[ ]  Typed responses are in every section.

[ ]  Include comprehensive itemized budget, including all item costs, miscellaneous charges, taxes, and an accurate total budget cost.

[ ]  Include links and images for items if applicable.

[ ]  Provide necessary project approval forms.

[ ]  Save application as a pdf with the following format: **YYMMDD\_PROJECTNAME**

[ ]  Send your application to (greenlabsinfo@caltech.edu) with the subject title in the following format: **GREEN LABS PILOT APPLICATION: PROJECTNAME**