



2009 NWF CAMPUS ECOLOGY FELLOWSHIPS: REQUEST FOR PROPOSALS

Topic: Implementing practices on campus to reduce your school's carbon footprint

Location: Anywhere in the United States **Background:**

Scientists agree that human-triggered greenhouse gas pollution is the cause of increasing temperatures. But they also agree that if we start now, we can cap – and then begin reducing – harmful carbon emissions before they cause irreversible damage. National Wildlife Federation has made confronting global warming a priority and NWF's Campus Ecology program supports that mission by offering Fellowships to undergraduate and graduate students working with other members of the faculty, staff, or administration on projects designed to help reverse global warming on campus and beyond. Campuses need to focus efforts on reducing greenhouse gas emissions. This can be done through organizing committed faculty, staff, and students to educate their communities and work towards curbing emissions. Special emphasis will be placed on selecting Fellows from colleges and universities with recommendations from a team of faculty, staff, or other students either already working on or interested in working on campus-wide climate action.

Goal: Students are encouraged to submit fellowships proposals on a variety of sustainability practices that work to reduce their school's carbon footprint.

Core projects: Priority will be given to projects that focus on one or more of the following efforts.

- Implementing energy efficiency and conservation initiatives on existing or new buildings.
- Conducting a greenhouse gas inventory and developing a climate action plan
- Hosting a climate gathering involving representatives from three or more campuses

Other Projects: Limited number of fellowships available

- Designing and/or implementing greener transportation options.
- Installing or purchasing clean energy.
- Initiating sustainable food systems.
- Increasing and protecting wildlife habitat and green space on grounds and roof tops.
- Designing supportive processes such as fiscal incentives, planning documents, professional development, community outreach, new policies, etc. on global warming awareness.

Writing and Research: Limited to graduate students

- Researching and writing articles for e-newsletter
- Writing best practices resources focused on campus climate leadership

Eligibility: Undergraduate or graduate students from any college or university in the United States may apply. Applications are invited from students in all disciplines and are not limited to environmental studies majors. Current and former employees of National Wildlife Federation and former NWF Campus Ecology Fellows are ineligible to apply. Former NWF interns are eligible to apply following one year from their final work date. The name on the application must be limited to **one individual** and the Fellowship reporting, training, or other requirements cannot be transferred to or shared with another student. Additional involvement should be noted in the proposal. Applications from students who have been nominated by a formal group or committee working on climate and other sustainability projects on campus will receive special consideration. A nomination process is especially encouraged where more than one student may be interested in applying for NWF's Campus Ecology Fellowship. The applicant must be enrolled in school through the duration of the 15 month grant period.

Funding: Undergraduate fellows may receive up to \$2000 to help offset project expenses. Graduate fellows may receive up to \$5000. Grant terms must be fulfilled by the awarded applicant; however, grant funds used for project or meeting expenses may be used by the nominating or other formal group on campus affiliated with the project at the discretion of the Fellow.

Payments are dispersed in two installments: at the beginning and at the end of project period. Grant funds must be distributed to an Administrative Office on campus (e.g. Research, Grants and Contracts Office, Financial Aid Office, Campus Sustainability Office) to the attention of the appropriate administrator. All distributed funds must be allocated towards direct expenses. Grant funds may be taxable; consult your tax advisor for U.S. Internal Revenue Service reporting requirements.

Fellows are responsible for collecting documentation of project expenses, including associated receipts and invoices. Copies of documentation must be submitted to the Administrative Office and/or Fellowship Coordinator. Upon receipt and approval of the final report and expense documentation (or notice of receipt from the Administrative Office), final grant payment will be released.

Grant monies not spent during the grant period and/or grant monies that are unaccounted for must, at NWF's sole discretion, be returned to NWF within one year of the award of the grant. The project may extend beyond the grant period, however, funding for more than one grant period is not guaranteed.

Grant Period and Time Allocation: NWF has several deadlines for the 2008-2009 school year.

Deadlines are as follows:

- August 1
- October 1
- November 14
- February 2

Fellowships will be awarded within one month of each deadline.

First installments of grant awards are made within two weeks of awarding fellowship. Final payment is made half way through the grant period. Each fellow commits to working on the project for at least 12 months throughout a 15-month grant period. A total of three months (12 weeks) of inactivity throughout the 15-month period is allowed to account for summer, winter, or spring breaks if desired and one bi-monthly report may be missed to account for this time off if necessary. NWF can request grant money be refunded if fellowship requirements are not met. For graduate fellows seeking funding for writing and research, the time commitment is flexible.

To allow for flexibility during the 15-month period, the three months of inactivity may occur concurrently or be interspersed throughout the grant period at any point during the grant period, beginning, middle or end. Some Fellows choose to take the summer off, for example, while others may work concertededly on their project throughout the summer and end the Fellowship a bit earlier in the following school year. Others may work on the project consistently throughout the 15-month period. These time-frames must be agreed in writing at least two weeks prior to any periods of inactivity.

Fellows spend various amounts of time on their projects each week. The average amount of time spent is 10 hours weekly or 40 hours monthly. The fellowship project is a labor of love not a job. The time invested by each student is typically considerable, but it is also flexible to account for schoolwork and other commitments and the working style of each Fellow.

Review and Selection Process: Proposals are reviewed by a committee to determine which meet the selection criteria, fall within NWF Campus Ecology Fellowship Program objectives and fit our funding priorities. All applicants will be notified of their status within one month of their application deadline.