WESTERN MICHIGAN UNIVERSITY

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Application # _____

PAGE ONE

Student Sustainability Grant FY 2026-2027

TITLE OF PROPOSAL

Primary proposal author

Name:	WIN#:	Date:
Local Address:		
Local Phone:	WMU Email:	
Home Address:		

Second proposal author (if required):

Name:	WIN#:

Advisor

Advisors should generally be WMU faculty or staff. If you need help selecting an advisor please contact the Office for Sustainability at (269) 387-0944.

Name:	Phone#:
Advisor Department/Program:	

Signature_____ Date_____

Department head (Chair or Director of advisor's department):

Name:	Phone

Signature_____ Date_____

Compliance / space requirements (answer the following four questions):

This proposal involves human subjects (i.e. surveys).[1] ◯Yes ◯No

This proposal involves other animals.[1] ◯Yes ◯No

This proposal requires special facilities or space on campus.[2] ◯Yes ◯No

This proposal requires modifications to existing facilities.[2] ◯Yes ◯No

1. If human subjects or other animals are involved in your proposal, compliance with University policies is required. You should contact Research and Sponsored Programs at (269) 387-8270 for procedures and information regarding the Human Subjects Institutional Review Board (HSIRB) and/or Institutional Animal Care and Use Committee (IACUC). Visit www.wmich.edu/research/hsirb.html for more information.

2. If your proposal requires special facilities, space on campus, or modifications to existing facilities you must schedule a consultation with the OfS and submit a completed space assessment form (see p. 6).

Extra: How did you hear about the Student Sustainability Grant?

Details: _____

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Cost sharing:

Cost sharing is supplementary funding from other sources (i.e. WMU Undergraduate Research & Creative Activities Award, departmental resources, foundation grants, business sponsorships, etc.).

Does your budget include cost sharing? ◯Yes ◯No

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This proposal	☐ SHOULD	☐ SHOULDN'T	be evaluated by ESEM.
This proposal	☐ SHOULD	☐ SHOULDN'T	be evaluated by Legal Affairs.
This proposal	☐ DOES	☐ DOESN'T	appear to be adequately budgeted.
This proposal	☐ SHOULD	☐ SHOULDN'T	be evaluated by Facilities Management.
This proposal	☐ SHOULD	☐ SHOULDN'T	be evaluated by HSIRB.

Applicant has submitted:

☐ advisor approval
☐ department head approval
☐ proposal narrative
☐ budget
☐ support letters (as required)
☐ timeline
☐ endorsement or resolution (as required)
☐ cost sharing documentation (as required)
☐ space assessment (as required)
☐ student signatures (as required)

OFS Name (printed) _____

OFS Signature _____ Date _____

By signing below, I certify that:

1. If the proposed activity requires new space or modifications to existing space, provisions have been made to make such space or other University resources available in the event that an award is made.
2. If the proposed activity involves the use of human subjects, human materials, or vertebrate animals, I understand it will be necessary to obtain appropriate review and approval prior to initiating the project.
3. The statements contained herein are accurate, complete, and truthful to the best of my knowledge and belief.
4. I grant permission to WMU to publish my name, proposal abstract, proposal narrative, and supplemental materials online and in print for public viewing.

Applicant Name

Signature _____ Date _____

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NOTE: This proposal will be coded for blind review. Do not include the names of any proposal authors or identifying information in the following application materials or supplemental documents or they will be removed during the Office for Sustainability prescreening process. This includes letters of support or recommendation. Please inform your advisors and supporters that they should only refer to your proposal by its title.

Title of proposal:

Academics:

Major(s):	Minor(s):
Accumulated Credit Hours:	Cumulative G.P.A.:

List any academic honors or awards you have received or any special projects you have completed that relate to your proposal (please attach separate sheet if necessary).

Proposal abstract:

On a separate sheet, please include a 250-word proposal abstract.

Proposal narrative:

Next, describe your proposal in detail. Your narrative should not exceed four double-spaced pages with half-inch margins and twelve-point font. You may include graphics, pictures, and a references page in addition to your narrative. Address the following questions in detail:

1. How will your proposal advance sustainability at WMU?
2. Has your proposal been tried before—on this campus or elsewhere? If so, provide examples of best practice and explain how your proposal advances the state of the art.
3. How will you ensure that your proposal benefits all students on campus?
4. Is your proposal safe, legal, adequately budgeted, and possible within existing University infrastructure?
5. Will your proposal require onoing maintenance? If so, who will be responsible for the equipment and materials when your grant or project is completed?

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Budget:

Account for *all phases of your proposal* in your budget, including items that do not fall within this funding cycle. If your budget does not fit neatly in the form below, please attach a detailed budget as a separate sheet.

❖ NOTES: (1) All equipment purchased through this grant is the property of WMU.
(2) Cost sharing must be documented with a letter or other official correspondence.

Personnel Name/Purpose NOTE: Students may not be paid using SSG funds. See Funding Guidelines for details.	Rate	Total Hours	Cost
		Subtotal:	

Travel (provide details)	Cost
Subtotal:	

Supplies (consumable within 1 year)	Cost
Subtotal:	

Equipment (list)	Cost
Subtotal:	

Other (list)	Cost
Subtotal:	
TOTAL:	

Cost Share / Supplementary Funding	Amount
Subtract this amount from total above ➡ ➡ ➡	
TOTAL REQUEST:	

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Timeline:

On a separate sheet, construct a detailed timeline for your proposal. Acceptable timeline formats include calendars, Gantt charts, outlines, and line graphs. Timelines must fit on one sheet of 8.5”x11” paper.

Applicant checklist:

- ☐ Proposal Narrative
- ☐ Advisor Approval
- ☐ Department Head Approval
- ☐ Budget
- ☐ Timeline
- ☐ Support Letters (if required)
- ☐ Cost Sharing Documentation (if required)
- ☐ Endorsement or Resolution (if required)
- ☐ Student Signatures (if required)
- ☐ Space Assessment (if required)

Definition of space assessment:

All grant proposals for projects requiring special facilities, space on campus, or modifications to existing facilities must include a space assessment. Space assessments include all changes to university infrastructure including facilities, landscaping, or buildings on university owned or managed properties. The space asessment form on the next page also covers any grant proposal that may require review from WMU Environmental Health and Safety or the Institutional Review Board for research that involves human or animal subjects.

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Space Assessment Form:

This form will be filled out by the Office for Sustainability after your consultation review and returned to you to fulfill the additional requirements outlined in this form. The consultation review must occur at least six weeks before the proposal deadline if any of the following stakeholders need to approve your project proposal.

This proposal must be reviewed by the following parties (Necessary Stakeholder Approvals) and have their conditions met before it can advance in the review process. It is the responsibility of the grant author(s) to include all documentation and approvals in writing at the time the grant is submitted.

Stakeholder	**Contact**	**Comments: (eg., budget, important dates)**
Office for Sustainability		
Environmental Health and Safety		
Institutional Review Board		
Building Manager		
Facilities Management		
Campus Planning		
Maintenance Services		
Engineering		
Landscape Services		
Custodial Services		