



WILLIAM & MARY

CHARTERED 1693

COMMITTEE ON SUSTAINABILITY

Green Fee Policy

Background:

The William & Mary Green Fee was proposed in a student referendum and approved in a near-unanimous vote by the students of the university in Spring 2008. It was subsequently adopted by the W&M Board of Visitors, and implemented by the establishment of The President's Committee on Sustainability (COS) by the President of the university, W. Taylor Reveley. COS is charged with implementation of the College's Sustainability Policy and with the management and disbursement of Green Fee funds. (The Policy may be found at https://www.wm.edu/sites/sustainability/documents/college_sustainability_policy.pdf.)

Members of COS are selected to represent the various interests of the university in Administration, the Faculty, Students and Staff. COS representatives serve at the pleasure of the President. In addition, there is a Director of Sustainability to manage day-to-day operations. COS operations are housed administratively within the office of the Vice President for Strategic Initiatives.

Purpose of Green Fees:

The W&M Green Fees are intended solely for purposes that advance the university's interests in sustainability relating to its general operations and to the tri-partite missions of the university in teaching, research and public service. Green Fees are included within the General Fees of the W&M Budget and are paid on a per semester basis by all students paying tuition. Each year \$40,000 is deposited in the "Green Endowment" of the university, and a portion is reserved to provide in part for administrative costs. The remaining funds are disbursed twice each year during the Fall & Spring Semesters through a competitive process for grant proposals approved by COS, and once a year in the Spring for student summer research grants. All unspent or unallocated Green Fees carry forward and may only be used for sustainability purposes.

Green Fee Project Proposal Guidelines:

Any individual (whether faculty, administrator, or student) or group (for example, student organization, school, academic program, or administrative or auxiliary unit) within the W&M community may submit a proposal for Green Fee project funding. The ideas and goals may be great or small as long as the proposal advances the goals of COS and the College's Policy on Sustainability. Projects are judged on their merits, feasibility and a demonstration that the applicant has the knowledge and skills to successfully complete the work. All projects are supported for up to 12 months. COS does not normally fund multi-year projects unless the scope of the project or its cost is such that it must be funded in stages. Renewals will be considered on a case-by-case basis. Interested parties are encouraged to submit a draft proposal before the stated deadline to receive feedback and assistance on the project. Completed proposals with a cover sheet

(<http://www.wm.edu/sites/sustainability/committeesustainability/greenfee/index.php>) are sent to the Director of Sustainability Calandra Waters Lake (waterslake@wm.edu).

Proposals submitted by students must include the participation of a faculty or staff member acting as a mentor for the project. All student-led projects are required to maintain an advisor for the duration of the project or the project is subject to termination.

Student projects may involve academic credit if conducted as an independent study or internship approved by the appropriate unit. In line with W&M policy, students can either receive course credit or payment for research, but not both.

Prior to the submission of a proposal, applicants should consult with those stakeholders that their project could influence and, if necessary, seek approval. In many instances this is Facilities Management, but IT, Procurement, and other departments may also be involved.

Depending on the number of project proposals received, the committee may not fund the full amount requested for all projects. Cost sharing with other organizations or units is encouraged.

All projects receiving funding should clearly identify the Green Fee as a source of support. Due to the variety of projects covered through the Green Fee this identification may take different forms. If unsure of the best way to recognize the funding source on a project please consult the Director of Sustainability.

The Review Process:

A request for proposals is announced twice yearly in the Fall and Spring. Proposals are submitted to the Director of Sustainability as indicated above. Proposals are given a preliminary review to provide immediate feedback and questions. Following this step, they are posted to the COS Blackboard pages for Committee review. A score sheet is also posted to aid committee members in critiquing proposals. All proposals are divided into one of four categories on the score sheet: research, education and outreach, operations and facilities.

The proposals are discussed in a closed-door meeting of COS where each project is reviewed and either funded, funded with edits and/or contingencies, or not funded. Applicants may revise their proposals and resubmit during a future Green Fee funding cycle.

Award and notification letters are drafted, including advise from COS if appropriate, and are emailed to the applicants along with instructions for procurement procedures and a template for a press release paragraph.

Information about the successful award applicants and proposals is sent to the university's Finance Office, where indexes are loaded with the appropriate budgets. Index numbers are returned to COS for distribution to the awardees.

Reporting:

At the time of the award, recipients of COS project grants are required to submit a short summary paragraph about their project for publication on the website and press release. Each semester following the receipt of funds, the project leader will submit a brief progress report describing the status of work and any results achieved. A final report is due upon completion of the project.

Summer Research Grants

COS receives applications for summer research proposals in the spring semester prior to the project's implementation. Summer research grants are open to all continuing students of the university: undergraduate, graduate, and professional students. Awards fund a student stipend, research support and, if requested, summer session housing on the Williamsburg campus for the student. The student's advisor also receives a nominal stipend as a recognition of their contribution.

Summer Research Grants support a student's close collaboration with William and Mary faculty and/or staff. The grant is intended to provide the student with an opportunity to conduct independent research while advancing the university's goals of sustainability. The nature of the student's research experience will vary considerably from one project to another; however, in all cases it is crucial that the student's role go significantly beyond mechanical tasks such as data entry, photocopying, or library errands, though it may, of course, include tasks of this nature. The grant is meant to be a full-time commitment (8 weeks at 40 hours per week). Students must disclose any other summer commitments that may impact the ability to fulfill the requirements of the Summer Research Grant.

Students may approach any faculty or staff member with whom they want to work and whose research interests them. If more than one student approaches a faculty or staff member, the faculty or staff member must select one student to advise in the grant process.

The project proposal must be the applicant's own work but should be developed under the close guidance of the advisor. The application and research proposal should directly address sustainability needs as expressed in the President's Policy on Sustainability and the COS goals for achieving a sustainable environment for all the university's campuses. Areas of individual interest are open and depend on the student's expertise, skills and interests as well as those of the advisor.

Applicants must complete the [COS Summer Research Grant application cover sheet](http://www.wm.edu/sites/sustainability/getinvolved/summerresearchgrants/index.php), <http://www.wm.edu/sites/sustainability/getinvolved/summerresearchgrants/index.php>, and prepare a 2-3 page research proposal, including a budget. The application must also include a transcript and a letter of recommendation from a faculty or staff member familiar with the applicant's work.

Upon completion of the project at the end of the summer a final report is due to the Director of Sustainability and all charges against the index must be complete.

Conferences

Student participation in national conferences is encouraged by COS and will benefit the university as new ideas and practices are shared with the campus. Conferences must be related to campus sustainability and located in the United States. All students are eligible to apply for conference funding, which, in accordance with W&M regulations, may cover registration fees, lodging and transportation expenses. COS normally funds a single amount for a conference, and if multiple students are approved, this amount is divided among the attendees. To apply, students complete an application, accepted on a first come, first served, rolling basis. Upon approval from the COS executive committee, the student fills out a Travel Authorization Form and upon return a Travel Reimbursement Form. All receipts for reimbursement must be provided. A final report on the trip in the form of a blog posting for Hark Upon the Green and other social media outlets is required and should entail information relevant to the campus community.

Notes and Comments:

What the Green Fee *can* fund:

- research, including feasibility studies
- resource-reducing initiatives and infrastructure improvements
- quotes from vendors
- events and outreach conduits
- registration, travel and lodging expenses related to attendance at approved conferences
- stipends and hourly pay if employment or services are needed
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What the Green Fee *cannot* fund:

- recurring projects (unless falling within a COS exception)
- routine maintenance
- ongoing expenses after project completion
- gift cards*
- flowers for individuals*
- alcohol*
- salary or pay for normal duties
- tax on most purchases*
- air travel for seats above economy*
- travel insurance*
- furniture, which must be purchased through Virginia Correctional Enterprises*

* All funding must meet state guidelines.