1. **Project Title** *(Limit to 8 words max):*
2. **Abstract**

*What challenge will your project tackle? Summarize the project and provide a   
well-defined research question.*

1. **Participants**

* *Faculty name(s); Department(s); Email(s; Lead faculty -9 account number*
* *Student name(s); Department(s); Email(s); Project Role(s);  
  Note: Max number of students in a team is 5.*
* *Operations Partners: Names abd title(s) of BU staff, and how they will contribute to the project. In advance of your submission, contact BU Sustainability (*[*sustainability@bu.edu*](mailto:sustainability@bu.edu)*) to be connected with the appropriate contact for your project and request their input.*

1. **Project Justification**

*How will the project advance BU’s contribution to climate and sustainability issues  
(within or beyond the BU Climate Action Plan) and/or equity and justice issues?*

1. **Project Plan**

*Outline your activities, outputs, and timeline (across 1-3 semesters – please specify which semesters the project will be conducted).*

1. **Project Impact***Detail the intended impact of this project (presentation, meeting with BU staff, etc.).*
2. **Data Needs**

*Describe data requirements, and which BU office will be engaged if relevant.*

1. **Budget**

Total funds requested: $\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Description** |
|  |  |  |

*Budget instructions:*

* *Allowable expenses include student salary/stipend, research supplies, analytical costs, and publication/dissemination costs. Please secure quotes for each cost – broad estimations will not be accepted.*
* *List each team member separately, and specify number of hours per week, how many weeks, and rate. Current BU rates are $15/hour (no fringe) for undergrad students, $17/hour for grad students (+ 11.6% fringe for those with weekly salaried positions; hourly grad students do not need to include fringe). Please note that students will need to complete their* [*I-9 form*](https://www.bu.edu/seo/payroll/policies/i9-policy/) *within 2 days of the project date to ensure compensation is successful.*
* *Project duration can range from one semester to one year.*
* *Costs related to implementation of findings beyond the research project do not need to be included in the project budget.*
* *Funding can only be provided to those at Boston University, but unfunded external partners are welcomed.*

Submit your proposal of 2-4 pages max as a single PDF

to [cclab@bu.edu](mailto:cclab@bu.edu) by the deadline listed on the IGS website:

<https://www.bu.edu/igs/research/campus-climate-lab/>