APPLICATION FOR ISEN STUDENT AWARDS FOR EDUCATION, RESEARCH, AND OUTREACH IN ENERGY AND SUSTAINABILITY. NOTE: Graduate Student Group projects eligible on a case-by-case, ad hoc basis. Send preliminary inquiry to isen@northwestern.edu.

The Institute for Sustainability and Energy at Northwestern University (ISEN) is dedicated to enhancing and increasing activities in the areas of energy and sustainability. ISEN’s mission is to advance global energy and sustainability solutions through transformational research, experiential education, and public engagement.

ISEN is pleased to invite proposals from students and student groups for specific projects, research, or other activities specifically related to ISEN’s mission, as stated above.

1. What is ISEN looking for in a proposal?
Funding will be awarded for innovative ideas for education, research, or outreach in the areas of energy and sustainability.

Furthermore, it is important that all proposals have another source of funding. ISEN strongly prefers to provide additional, rather than full, funding.

Examples of fundable situations:
- I’d like to start a new green roof initiative on campus that requires a survey of roofs at NU;
- I need to buy anemometers to measure wind velocity in different places within the campus, so I can present a proposal for wind power;
- I am planning on creating a website that collects automatically news on geothermal power;
- I want to develop a prototype for bio-fuel production from used cooking oil on campus;
- My club would like to assess the total impact of food services at NU;
- I need to purchase a fuel cell for demonstration at a local school;
- My group is building a solar-powered autonomous boat and we need matching funds for the cells.

Examples of requests that are less likely to be funded:
- tuition;
- travel;
- conference fees;
- entertainment of visitors or invited speakers;
- infrastructure projects for the campuses (these should be directed to Robert Whittier, Director of the Office of Sustainability in Facilities Management at NU. He may be reached at: robert.whittier@northwestern.edu)

Generally speaking, the ISEN funds should be used only for research performed on the NU campus, but in some cases, off-campus research projects will be considered, as long as they are carried out mostly by NU students.

2. Who is eligible to apply?
All students at Northwestern University are eligible to apply. Limit one project per deadline.

3. Can I apply for matching funds for an external proposal that I will be submitting in the near future?
No. ISEN is not providing matching funds for external proposals at this time.

4. What is the funding level?
Awards will be one-time and for a maximum of $6,000 for one year, but submission for lesser amounts or shorter periods are welcome and may in fact have a better chance of funding. The chance of success depends on the number, cost, quality of applications and allocated research funds. ISEN anticipates funding about 10-20 projects annually.

5. Can I submit a renewal request?
Yes, but only up to a cumulative total of $12,000 ($6,000 / deadline) for a given project.

6. How do I apply?

1. Fill in the online application form (URL below), upload a narrative description of the proposal, and hit submit.

   Application URL:  https://isen.northwestern.edu/application/student.php

   Please note that the narrative description should fit on at most 1.5 pages of 11 pt. font size text; longer proposals will not be reviewed.

2. Electronic notification will be sent once the application is saved. Edits may be made until the application is submitted. After submission, the application is forwarded to the Faculty Adviser for approval. The application is not complete until this individual has approved the submitted application by the award deadline date at 5 p.m...

7. Do I need the signature of my adviser?
Yes. Proposals will not be reviewed without adviser approval and signature by the award deadline date at 5 p.m. CST

8. What is the application deadline?
Fall: November 3, 2014 (5 pm CST), Spring: April 27, 2015 (5pm CST).

9. What if I need funding before the next application deadline?
Requests off-cycle will be considered if you have extraordinary circumstances that would preclude applying for the nearest deadline. To request funding off-cycle, please e-mail Linda Naunapper at linda.naunapper@northwestern.edu and explain the circumstances of your project.

10. When will awardees be notified?
All applicants are notified within four to six weeks of application deadline.

11. How is funding administered?
Approximately 3-5 weeks after award notification. Once the student or group has submitted pre-deliverables, ISEN will give a chart string for the project to the adviser or the adviser of the student group and the business administrator. Please contact the business administrator of the adviser for processing of orders or reimbursements. All requests for approval are checked against the award letter. Funds must be spent on the items listed in the original proposal. Clarification may be requested if the items differ between the request and the award letter.
With prior approval, changes may be made to the award. Please notify Linda Naunapper at linda.naunapper@northwestern.edu with a brief explanation for requesting changes from the original proposal.

User Fees are transferred into the adviser’s discretionary account. The adviser is responsible for any overcharges on user fees. If the project runs a deficit for any reason, the adviser will be responsible for returning funds to ISEN.

12. What are the deliverables required from awardees to ISEN?

1. Pre-award:
   - A signed copy of the award letter agreeing to the terms and conditions of the award including the timely submission of deliverables.
   - A summary page of the project for ISEN’s website

   Note: Funds will NOT be transferred to the project chartstring until all pre-award deliverables are received.

2. Post-award:
   - A final one-page narrative report in .pdf format.
   - A summary slide of the work performed during the award for posting to ISEN’s website, to replace the pre-award project summary page.
   - A copy of all publications resulting from award (ISEN must be acknowledged in such publications), to be provided also after end-date of award as they become available.

3. Occasionally and as requested by ISEN
   - Information on your project for outreach purposes

13. What if I need more information?
For administrative matters, please contact:
Linda Naunapper, Research Administrator, (linda.naunapper@northwestern.edu)

For technical/scientific matters, please contact:
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