**Procedure for REQUESTING ON-CAMPUS ENVIRONMENTAL DATA, INSTALLATIONS, EXPERIMENTS, and/or other information including interviews and staff time**

*We invite our campus community to learn about how JMU is incorporating sustainability into education, research, engagement, and operations. Faculty and staff members who would like to complete an environmental project which involves the physical campus (such as obtaining building energy data, adding soil amendments, installing data loggers in building control rooms, or planting trees), and/or personnel time (such as interviews and other requests for sustainability information), should complete this proposal form. While we encourage student projects, a faculty advisor/instructor must review, sign and submit the form on behalf of students. When completed, please maintain the signed copy of this proposal and send a scan/electronic copy of the proposal to the Institute for Stewardship of the Natural World (ISNW) at* [*stewardship@jmu.edu*](mailto:stewardship@jmu.edu)*. Hard copies delivered will not be accepted. Proposals will be reviewed monthly and should be received by the 15th of any month. The process will include an ISNW advisory committee reviewing the proposal and distributing the proposal to the relevant areas for comment. The ISNW will send the result of project reviews and any process requirements to the proposer via e-mail.*

*Please submit proposals as far in advance as possible. External requirements often necessitate that installation and build projects involve design, approval, and/or procurement processes.*

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| **Project Information** | | | |
| **Proposer’s name:** |  | | |
| **Role at JMU:** | A&P Faculty  Instructional Faculty Adjunct Faculty  Classified Staff   Wage/Part-Time | | |
| **Department:** |  | | |
| **JMU e-mail address:** |  | | |
| **Does the project involve human subjects, animals, or other experimentation that would require IRB approval?** | Yes  No | **If yes, what is the IRB protocol number?** |  |
| **Are there expenditures/purchases that will be made for the project?** | Yes  No | **If yes, what is being purchased and what are the sources and amounts of funding?** | **Description of purchase:**  **Source(s) of funding:**    **Total amount of funding:** |
| **Will students be working on the project?** | Yes  No | **If yes, how many students?** |  |
| **Will work or support by Facilities Management be requested for the project?** | Yes  No | **If yes, describe the Facilities Management work requested:** |  |
| **Will personnel time or support by ISNW be requested for the project?** | Yes  No | **If yes, describe the amount of personnel time or support required:** |  |
| **Will personnel time or support by another department be requested for the project?** | Yes  No | **If yes, describe the amount of personnel time or support required:** |  |

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| **Indicate which if any of the following apply. You may check more than one box.** | |
| Honors Project  Course Project. Course ID:  Capstone project | Unfunded scholarship/research  Sponsored research/grant/gift application. Proposal deadline\*:  (Proposals should be submitted and approved in advance of submitting funding applications.)  Other (please specify): |

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| **Description of Proposed Project** | | | | |
| **Title:** | |  | | |
| **Proposed date(s) and time(s):** | |  | | |
| **Location:** | |  | | |
| **Summary (500 words or less):** | | | | |
|  | | | | |
| **Please Indicate which campus environmental stewardship learning outcomes and other learning outcomes are addressed:** | | | | |
| Recognize the interdependence of humans and the environment.  Understand the health, socio-economic and ecological dimensions of environmental stewardship.  Understand how environmental problems are explored, and how solutions are developed and implemented.  Understand how environmental stewardship is and can be integrated into our lives.  Other: | | | | |
| By signing below, the proposer agrees that if the above project is approved, the proposer will (1) have each person working on the project complete an Assumption of Risk Form (if applicable) and will collect and turn the completed forms in to the Institute for Stewardship of the Natural World (MSC 1106, EnGeo 2135) prior to beginning work, and (2) review Policy #4302 and submit a work order with a copy of this form attached for any work requested of Facilities Management including work orders for cost estimates. | | | | |
| **Faculty or Staff Proposer’s signature:** |  | | **Date:** |  |

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| **Approval to Submit for Review** | | | |
| The signatures below indicate that the proposal is approved for submission to the Office of Environmental Stewardship and Sustainability to begin the review process. | | | |
| **AUH (print name):** | | | |
|  | | | |
| **AUH’s signature:** |  | **Date:** |  |
| **Dean (print name):** | | | |
|  | | | |
| **Dean’s signature:** |  | **Date:** |  |