



All appointments to the SGEF Council are made by the USF President or her/his delegate. Nominations from students, faculty, and staff are accepted by the SG President and OS Director each year in September, with appointments made no later than September 30. All SGEF Council appointments are limited to 10 months

all relevant university paperwork (e.g., Space Impact Request, Event Request, etc.) must be completed and approved,  
all proposed projects must have immediate application (i.e., should not be "pure" research),  
budgets cannot include salaries or stipends for USF employees but can include stipends

PI, Co-PI details;  
organizations that will implement the project (to help determine any additional costs and resource restraints).  
project description;  
a detailed budget and budget justification documenting existing human and financial resources for the project as well as projected ongoing resource needs (total cost of ownership for the life of the project) including major equipment, contracts/services (commissioning, monitoring, etc.), and personnel costs;  
resource matching that might be provided by organizations (with appropriate commitment authority documentation);  
proposed timeline for the project with major milestones and project end dates;  
metrics on how success will be measured;  
estimated or calculated return on investment (energy, GHG emissions, cost savings), if possible; and  
plan for sustainability of the project beyond the initial project period, if applicable.

Director, is responsible and accountable for all project components, including scale/scope, monitoring, maintaining, and metric measurements. Project changes that necessitate 10 percent or greater alterations to any budget category must be approved by the SGEF Council and/or the OS Director before proceeding.

Project reporting by the PI is required on a quarterly basis, mapping actual to identified success criteria with established metrics.