
The [American College and University Presidents' Climate Commitment](#), signed by USF President Judy Genshaft in 2008, obligates USF-Tampa to conduct an annual greenhouse gas emissions inventory and develop a long-term [Climate Action Plan](#) (CAP) to reduce and, eventually, eliminate greenhouse gas emissions from the Tampa campus operations and infrastructure. In 2009, the USF Office of Sustainability was established to oversee these requirements ([USF Policy 10-051](#)). Since then, the Office has created a greenhouse gas inventory (baseline AY 2007-2008) and a CAP. One of the major sources of greenhouse gas emissions identified by the CAP is energy consumption by the University. The CAP concludes that energy consumption must be reduced to lower greenhouse gas emissions and energy costs.

The Student Green Energy Fee assists the University of South Florida with conserving energy, reducing energy costs, lowering greenhouse gas emissions, and promoting renewable energy technologies. With approval from the Florida Board of Governors on March 24, 2011, students at each campus vote in a study body referendum every three years to determine if they support the fee and at what rate. The most recent referendum for the Tampa Campus were certified by the Election Rules Commission on February 28, 2014. The referendum passed with 69 percent

All appointments

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.

Proposals are first reviewed by members of the ad hoc SGEF Technical Advisory Group (SGEF TAG), an informal group of 10-20 scientific experts representing energy technologies and related fields. Members of the SGEF TAG are appointed by the Director of the USF Patel School of Global Sustainability, upon the recommendation of the OS Director. SGEF TAG members provide commentary and advice, but not funding recommendations, for submitted proposals. SGEF TAG commentary usually accompanies each proposal as they are evaluated by SGEF Council members. All SGEF TAG members must identify any conflicts of interest for any project reviewed.

The SGEF Council develops its own evaluation metrics, in concert with the SGEF Criteria, which are used in the development of proposal recommendations and prioritization. All SGEF Council members must identify any conflicts of interest for any project under review, and must refrain from voting accordingly. Award recipients are notified within approximately one week of the SGEF Council's funding recommendations. The SGEF Council may, at its own discretion, award funding to projects on a contingency basis. Any contingencies must be addressed by the PI(s) of the proposed project before funding is allocated.

The SGEF Council, through its Chair and a dedicated SGEF Manager, provides administrative and budgetary oversight on all projects. The Principal Investigator (PI), in conjunction with the SGEF Manager and OS 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 before proceeding.

Project reporting by the PI is required on a quarterly basis, mapping actual to identified success criteria with established metrics. The quarterly reporting requirement commences on the date that the SGEF Council releases project funding. A final project report is required within one month of the end of the project, unless otherwise determined by the SGEF Manager. Projects must be closed out with all accounting entries at the conclusion of the project. It is expected that an appropriate level of project management will be applied by the implementing organization.

The SGEF Charter was drafted, reviewed, and approved by the Student Green Energy Fee Task Force on June 22, 2011 (with subsequent updates based on counsel)