

*The total length of the LOI should be a maximum of **three (3) pages**, including all tables, figures, etc. Headings of subsections should be utilized as given here to ensure consistency across all LOIs. One-line spacing should separate subsections.*

Descriptive Title of the Target External Proposal in Arial, 14 pt, Centered

*Authors of the external proposal in Times Roman, italic 12 point font, centered, Department of
XXX (in Times Roman, 12 pt font, centered)*

The text in the main body should be in justified format with a minimum 11-point Times Roman consistently across the entire text.

Introduction

This section should consist of a brief overview of work being proposed for **external funding** and a brief statement on the interdisciplinary nature of the work and novelty of concept.

This section also must indicate the target call for the proposal from an external source, the due date of the proposal, and the expected budget of the proposed project.

Background and Problem Statement

This section should provide a brief description of the background and gap areas in a scientific field that could be addressed by the proposed interdisciplinary team via a project that is likely to be funded by the specified external source. Unique aspects of the proposed work, especially with respect to the authors' leadership in sustainability research in general, and sustainable campus and community development in particular may be clarified in this section.

Justification with Respect to the Requirements for Using Campus as a Living Lab

This section should describe how the requirements for the seed funding application coincide with the proposal development for an external funding source, including but not limited to the following aspects: (1) What existing and/or ongoing iCAP projects or campus facilities will be used in the proposed project; (2) whether Facilities & Service staff members are involved, and if so, which area(s) of expertise is/are to be approached; (3) if the proposal team has existing research, education, and service experiences related to campus sustainability; and (4) how campus sustainability will make the proposal more competitive for a particular external RFP, and also how the project outcomes will impact sustainable campus and community development.

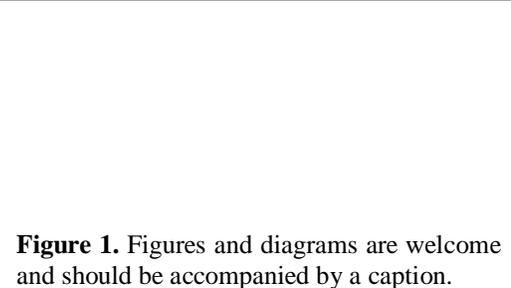


Figure 1. Figures and diagrams are welcome and should be accompanied by a caption.

Work Plan and Intellectual Merits of the Target Proposal

Outline the proposed plan of work and the likely outcomes for *the target external proposal* in this section, breaking down the work in logical tasks.

Intellectual Merits should be included in this section, too, especially those along with the campaign of using campus as living lab.

Utilization of Funds

This section should provide a brief outline for the proposed use of seed funds. Seed funding awards will be limited to a maximum of \$30,000 for the proposal development period. The following table outlines the major items in the budget. The table should be tailored to the needs of the authors.

Table 1. Budget Estimate

<i>Item</i>	Amount
Workshop/seminar support	XXX
Post-doctoral, Graduate Student Researchers	XXX
Equipment	XXX
Materials and Supplies	XXX
Staff time	XXX
Travel	XXX
Other costs	XXX
Total cost	\$30,000 or less