



Student Sustainability Committee Project Scope Change Approval Letter



12/5/2024

Project: Addressing Sustainability in Research: Pipette Tip Box Waste

Katie Zobus,

The University of Illinois at Urbana-Champaign Student Sustainability Committee (SSC) is pleased to inform you that the following scope change requests for the above noted project have received approval from the Student Sustainability Committee:

Net Budget Increase: \$96.63

Timeline Revision: N/A

Project Direction: Inclusion of alcohol wipes recycling program

In order to remain eligible for this award and any approved project scope changes, you agree to the following conditions:

1. This award is active for a period of **two (2) years** from the date of the fully authorized award letter (**04/03/2026**) or as otherwise indicated in this authorized Scope Change or subsequent authorized Scope Changes. The Project Lead is the individual responsible for all official communication and the execution of this agreement. It is expected that this Scope Change Letter will be authorized expeditiously and that the project will be completed within the approved timeframe.
2. If a budget increase was approved, a funds transfer to the project's existing CFOP will be requested after this Scope Change Letter has been fully authorized.
3. A progress report and a detailed list of expenditures must be provided by the end of each semester during which the award is active. The link to the on-line **SSC Semester Progress Report** can be found on our website. All progress reports will be available to the public via the SSC's Illinois Climate Action Plan (iCAP) project portal.
4. A final report of all work completed, a full list of expenditures, and a detailed sustainability impact report must be provided to the SSC by **04/03/2026** or by project completion, whichever comes first. The link to the on-line **SSC Final Project Report** can be found on our website. The SSC reserves the right to rescind all remaining funds after project is completed or after project is expired, whichever comes first. The final project report will be available to the public via the SSC's Illinois Climate Action Plan (iCAP) project portal.
5. Any substantial modifications to the project, including alterations to the project budget, timeline, and/or direction, must be submitted via a scope change application form at least **two (2) months** before the project's expiration date. A majority vote is required to approve scope changes. The link to the on-line **SSC Scope Change Application** can be found on the SSC website.

6. Should there be a need for a change to the Project Lead or other project team members including the Faculty/Staff Advisor and/or the Project's Financial Contact, a contact information change request form must be submitted. The link to the on-line **SSC Contact Information Change Request Form** can be found on our website.
7. Authorization of this Project Scope Change Letter does not invalidate any prior authorized SSC requirements unless otherwise noted in this Letter.
8. Equipment purchased with SSC funds is considered property of the university. The sponsoring department is responsible for all equipment purchased with SSC funds. Equipment should be inventoried according to institutional procedures and should be returned to the department, as applicable, when not in use by the project team.
9. Marketing or educational/promotional material including but not limited to advertising, signs, digital ads, press releases, or other media involving the project or events related to this project must include SSC's logo and/or a statement of which fee funded the project. The project team must coordinate with SSC to ensure promotion appropriately highlights the SSC's contributions to the project.
10. The project is required to abide by all applicable institutional policies and procedures as well as applicable local, state, and federal laws.
11. SSC reserves the right to revoke funding if the project does not comply with the terms and conditions outlined in this letter.

Project Name: Addressing Sustainability in Research: Pipette Tip Box Waste

Original Award Date: 04/03/2024

Funding Source: SCEF (303692)

Funding Requested: \$96.63

Funding Allocated: \$96.63

Project Lead, Dept., and Email: Katie Zobus, Bioengineering, kzobus2@illinois.edu

Project Advisor, Dept., and Email: Caroline Cvetkovic, Bioengineering, ccvetko@illinois.edu

Unit Financial Contact, Dept., and Email: Caroline Cvetkovic, Bioengineering, ccvetko@illinois.edu

Project Category: Food & Waste

Project Description:

Many bioengineering labs utilize an aseptic technique, which often requires the one-time use of plastics. Since biological waste-contaminated products cannot be recycled, other avenues are available to promote sustainability in research. To be inclusive to all bioengineering lab practices, I am submitting this scope change to allow for some of my funding to go towards an alcohol wipes recycling program, also hosted by TerraCycle. Similar to before, the lab will receive a box with a pre-paid shipping label and then bring the box to the receiving room to be shipped to the recycling center. The implementation of this practice and the ease of the process will encourage the labs to continue this practice by themselves.

Project Scope Change Approval

Student Sustainability Committee, Chairperson

Claire Keating

Name

Claire Keating

Signature

12/09/2024

Date

Project Scope Change Acknowledgement

By signing below, I agree to the terms and conditions for this award. If you have any questions regarding these requirements, please contact the Student Sustainability Committee Advisor at ssc-advisor@illinois.edu.

Project Advisor Signature (Student-Led Projects Only)

Caroline Cvetkovic

Name

Caroline Cvetkovic

Signature

12/10/2024

Date

Award Recipient

Katie Zobus

Name

Katie Zobus

Signature

12/10/2024

Date

FALL 2024 SCOPE CHANGE_PIPETTE TIP BOX WASTE_ZOBUS

Final Audit Report

2024-12-10

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