

UIS Green Project Letter of Intent- Step 1

To complete your Green Project Letter of Intent, download this word document and type all answers to the questions below. Save your completed word document as a new file.

Once completed and saved to your device, return to the Green Projects website at <http://www.uis.edu/greenprojects/get-involved/>

Click the hyperlink titled, **“Submit your completed UIS Green Project LOI”**

This can be found under **Step 1** of the “Submit a Green Project Proposal” section.

You will be redirected to an external WebQ. Upload your completed application by the deadline which can be found in the **“Timeline”** section of the Green Projects website.

If you have any questions regarding the application or submission process, please contact us at greenprojects@uis.edu.

Project Name: Bicycle Repair Station

Contact Information:

Project Team

<i>Name</i>	<i>UIS Student/Faculty/Staff & Department (or Office)</i>	<i>UIS Email</i>	<i>Phone #</i>
John B. Cyclist	UIS Student, Biology	jbicycle@uis.edu	(217) XXX-XXXX
Nancy Barrett	UIS Staff, Education & Human Services	nfbarrett@uis.edu	(217) 206-7517
Megan Styles	UIS Faculty, ENS	mstyl2@uis.edu	(217) 206-8580

Organization/Affiliation: UIS Bicycle Advisory Committee

Project Information:

Please provide a brief description of the project. What are the goals and the desired outcomes of the project? Please address all of the above items including concrete examples of the desired outcomes.

A Bicycle Repair Station would give students the ability to make small repairs without having to transport their bikes to a repair shop or purchase tools. Bike repair stations already exist at several locations throughout the City of Springfield (<http://bit.ly/1J7DHAX>). Each station includes a stand that can hold a bicycle while it is being repaired, a heavy-duty air pump, and a set of basic tools.

Please describe why this project matters to you and how it relates to sustainability.

How will it aid in promoting the sustainability culture on campus? Describe your long-term vision.

The bike repair station will encourage students to commute to campus by bicycle and/or bring their bicycles with them to UIS for recreation and running errands. This will help us reduce our carbon footprint and help students reach their health and fitness goals. A bike repair station will also help us build a stronger “bicycle culture” on campus.

EXAMPLE

Where will the project be located?

The proposed should be located in a central, visible on-campus location accessible to bicyclists. We welcome the green fee committee's suggestions about the best location.

Please provide a brief summary of how students will be involved in or affected by the project:

Are there any relevant opportunities for student or multidisciplinary involvement with your project?

Students will be the primary users of the bicycle repair station. It will save them money (e.g. spent on bike maintenance and/or tools) and make it easier and more convenient for them to bring their bicycles to campus. The repair station can also be a way for students to learn new skills and gain confidence in their ability to make basic bike repairs. The Bicycle Advisory Committee would organize bike repair workshops to make sure that students understand how to use the tools.

Please provide a brief summary of the project timeline (Most approved projects are proposed in the Fall and implemented in the Spring)

A brief summary of total project timeline and key milestones

We would like to purchase the bike station at the start of the Spring 2018 semester and install it just before Spring Break so students can use it when the weather gets warmer.

Please provide a brief itemized breakdown of the funds needed.

We will help you factor in the cost of labor and installation. If you have a plan for where you would like to purchase supplies from, provide it here and include a URL link to each item on the desired retailer's website.

The bike repair station can be purchased as a single unit with the stand, attached tools, and an air pump. An example can be found here: <http://bit.ly/2zwo5oj>. The units cost between \$1300-\$1400, depending on the paint coating that you choose and the quality of the air pump. We welcome the green fee committee's suggestions about which unit will be most durable and how much labor and installation will cost. We expect for the project to cost about \$1500 total.

Do you have any suggestions for how we could measure the success of this project?

It will be important to estimate how many people actually use the station. We could ask students to scan a smartcode or press a "clicker" counter when they use it. We could also monitor the station to estimate how often it is used.

Additional comments:

Any additional comments/relevant information about the project proposal

The Bicycle Advisory Committee is a sub-committee of the Campus Senate Committee on Sustainability (CoS). Our members include UIS students, faculty, and staff, as well as Springfield community members. We formed in 2015, and since then, UIS has been designated a bronze-level Bicycle Friendly University by the non-profit League of American Bicyclists. We would like to improve our campus bicycle infrastructure enough to be designated a silver-level university in the near future.

EXAMPLE