RENEWABLE ENERGY FUND
MANUAL

CHAIR CONTACT
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1. The Renewable Energy Fund
1.1 The Renewable Energy Fund (REF) exists to demonstrate a student initiative towards climate neutrality at Northeastern University as well as promotion of initiatives dedicated to sustainability.

2. Collection of the Fund
2.1 The fee for the Renewable Energy Fund will be an optional fee proposed to all students enrolled in classes for the upcoming semester via the I AM Here Registration in increments of:
   a. $10 for each fall and spring semester
   b. $5 for each summer semester
2.2 Students will also be able to contribute their own amount through NU PAY in the myNEU portal.
2.3 Funds may also be collected from alumni and third party organizations.

3. Administration of the Fund
3.1 The Fund will be administered by the Renewable Energy Initiatives Board ("the Board").
3.2 Fundable items include but are not limited to:
   a. A project that supports on-site renewable energy generation
   b. The purchase of renewable energy from a third party
   c. A project that brings the University toward climate neutrality
   d. A campaign or event that promotes sustainability at Northeastern University

4. Limitations on Funding
4.1 Normally, the Fund will not be used to supplement the budgets of student organizations or be used toward maintenance and repair for the University.
4.2 The Board may approve a project and wait for adequate funding to be accrued in order to begin the project.

5. Preparing Proposals
5.1 Project proposals must include the following components in order to be presented to the Board:
   a. A description of the project
   b. Where the project has been implemented in the past
   c. Quotes for all items being requested
   d. A thoroughly-detailed itemized budget
   e. Projected maintenance costs
   f. Financial and energy payback periods on the proposed project
   g. Blueprints or visual representation of the project
   h. The calculated efficiency and energy generation
   i. Anticipated timeline for implementation
5.2 An in-person presentation to the Board is required for consideration.
6. Eligibility for Funding
6.1 Proposing projects to the Board is open to all students, administration, faculty, staff and third parties.

7. Funding Decision
7.1 Applicants must be notified within 6 business days of the Board’s decision.
7.2 Any proposal not selected for implementation in a given semester may be reconsidered by the Board if it is presented again in a following semester.

8. Follow Up
8.1 The Board may require spending reports or other follow-up information at its discretion.