**SELU CONSERVANCY PROJECT PROPOSAL FORM**

Faculty, staff, students, and other project leaders will need to complete the Selu Conservancy Project Proposal Form when proposing new research or creative projects, installations, and other initiatives that will occupy Selu Conservancy space, require changes to real property (built or natural), or could potentially impact the programmatic vision or master plan for the Conservancy.

Standard reservations for day-to-day academic instruction, programming, or events will not require a proposal form. Please email [selu@radford.edu](mailto:selu@radford.edu) for standard reservations requests or submit your request [online](https://www1.radford.edu/content/selu/home.html) using the space request icons.

Based on the scope of this project, we may need additional information or approvals. Please submit your proposal to the Selu Academic Program Manager, Aysha Bodenhamer via email ([abodenham3@radford.edu](mailto:abodenham3@radford.edu)) at least 30 days prior to the anticipated start date of your project.

**General Information**

Date: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Lead Name: Click or tap here to enter text.

Department: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

RU ID#: Click or tap here to enter text.

Co-Project Lead(s) Name(s): Click or tap here to enter text.

Department(s): Click or tap here to enter text.

RU ID#: Click or tap here to enter text.

Student Investigator Name(s): Click or tap here to enter text.

Major(s): Click or tap here to enter text.

RU ID#: Click or tap here to enter text.

**Project Details**

Is this project part of a course? YES  NO

Course title and number (if applicable): Click or tap here to enter text.

Proposed Project Start Date:Click or tap to enter a date.

Proposed Project End Date[[1]](#footnote-1):Click or tap to enter a date.

Does your project involve the impairment, or destruction of land, natural resources, wildlife habitats, open spaces, or forest resources?

YES  NO

Does your project involve threatened or endangered plants or animal species?

YES  NO

Does your project involve building or modifying structures or the natural environment?

YES  NO

Does your project involve the release of toxins?

YES  NO

Does your project involve karst terrain or the riparian buffer?

YES  NO

If you answered YES to any of the above questions, please explain in detail:

Click or tap here to enter text.

Brief project description (attach project/research proposal, map, or description if appropriate):

Click or tap here to enter text.

Do you have physical space requirements? If so, what are they and what is the preferred location?

Click or tap here to enter text.

Are there any other specific project needs, including storage?

Click or tap here to enter text.

Preferred installation plan and maintenance requirements (if applicable):

Click or tap here to enter text.

Funding Source(s) (Please include internal or external Grant Number, if applicable):

Click or tap here to enter text.

**Compliance Check**

Status of the Research Compliance Approval? (Check what is most appropriate)

Not submitted

Pending IRB

Pending IACUC

Pending IBC

IRB Approved; Date of approval: Click or tap to enter a date.

IACUC Approved; Date of approval: Click or tap to enter a date.

IBC Approved; Date of approval: Click or tap to enter a date.

Not applicable

Depending on the scope of the project other approvals may be required. The Selu Academic Program Manager will contact you regarding your proposal. Please send completed, signed form to [abodenham3@radford.edu](mailto:abodenham3@radford.edu).

Project Lead Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head:Click or tap here to enter text.

Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Following the completion of the project, project leads are expected to remove all equipment associated with the project from the Selu Conservancy property and submit a final report to the Selu Academic Program Manager within 30 days of project completion. Failure to comply could jeopardize future project approvals.*  [↑](#footnote-ref-1)