

Sustainable City Year Program Timeline

Year 0

- November:** SCYP begins accepting applications from potential partners. RFP is posted online.
- November – January:** SCYP Manager Megan Banks will be available for phone conferences and in-person meetings to discuss potential projects with partners. SCYP **strongly suggests** that partners interested in applying for SCYP schedule a phone conference or visit with SCYP staff and faculty.

Year 1

- January 31:** Applications are due to Megan Banks at mbanks@uoregon.edu.
- February:** SCYP selects and notifies the upcoming partner.
- April:** Partner announced publicly. SCYP and partner coordinate media to announce the selection of the SCYP partner.
- April – June:** SCYP and the partner begin to match proposed projects with academic courses and faculty.
- Partner visits UO to discuss proposed projects with faculty.
- SCYP and partner develop and sign contract.
- June – August:** SCYP and partner develop scope of work documents for each project and course.
- SCYP staff and faculty meet with partner staff and local professionals. Partner staff provides background information and documents for projects.
- Partner hosts open house (optional).
- September:** SCYP hosts kick-off event on University of Oregon campus.
- Fall term classes begin work on SCYP projects.
- December:** Fall term classes give final presentations on campus and/or in partner city.

Year 2

January – March: Winter term classes work on SCYP projects; give final presentations.

SCYP delivers fall term written reports to the partner.

April – June: Spring term classes work on SCYP projects.

SCYP delivers winter term written reports to the partner.

May/June: SCYP End of Year Celebration at partner location, including spring term final presentations, awards, and overall presentations of all class projects.

August/September: SCYP delivers spring term written reports to the partner.

Please contact Megan Banks, Sustainable City Year Program Manager, at mbanks@uoregon.edu with additional questions.