

Sustainable City Year Program Timeline

Year 0

November: SCYP RFP is posted and distributed online. Application period opens.

November – February: 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

February 28: Applications are due to Megan Banks at mbanks@uoregon.edu.

March: 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 – July: 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.

Summer: 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.