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## Application Guidelines

# Campus as a Living Lab: Fund Competition (2021-22)

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### Introduction

UBC's Campus as a Living Lab (CLL) program offers its Faculty and Staff a unique opportunity to incubate, test and demonstrate innovative research ideas in a real-world setting, embedded on campus lands (its buildings, infrastructure, streets and spaces) or within its communities.

The CLL Fund Competition 2021-22 will provide funding of **up to \$50,000** for 4 to 6 projects, with a maximum funding envelope of \$200,000 for the year. Proposals are invited from across academic disciplines (science and humanities) and across operational areas at UBC.

### Eligibility

This competition is open to **joint teams comprising of at least one UBC Faculty and one UBC Staff**, working in a Unit relevant to the research area. The application must designate a Lead and a Co-Lead. Either Faculty or Staff can be the Lead; however, if the Lead is a Faculty member, then the Co-Lead must be Staff and vice versa. The Lead Applicant should be eligible to receive and manage the funds from this award.

The winners of last year's CLL Fund Competition are not eligible to reapply, in order to widen the opportunities that the CLL has to offer for Faculty and Staff. However, these teams can continue to seek support for the implementation of CLL research that doesn't need additional funding.

Previous Applicants, including shortlisted Applicants who did not receive funding, are eligible to re-apply, either for the same or different project. We encourage you to reach out to us at [CLL.Team@ubc.ca](mailto:CLL.Team@ubc.ca) for guidance on your proposal, if you are applying with a similar project.

### Project Criteria

#### On-campus demonstration of innovation

CLL projects must embody the essence of a 'living lab'; in that they must be centered on the **on-campus demonstration of innovation**. This definition covers a broad spectrum, including innovative programs, platforms, technologies, products, research methods, etc. The innovation can be in the social or the infrastructural realm. Innovations in research application will also be considered, such as a new area of study, new data capture mechanism, new research methodology, etc.

Activities **outside the scope of the on-campus demonstration of innovation research will not be considered** for funding. This includes, but is not limited to, activities such as developing academic coursework, enhancing capacity on existing knowledge, attending conferences, creating off-campus collaborations or the implementation of campus improvements without innovative or research elements.



## Priority Areas

The project must demonstrate measurable, scalable and meaningful impact in any **one of the four priority areas** listed below. If a project impacts more than one priority area, choose the one that is most relevant.

### 1. Climate Action

Demonstration of innovation that seeks to combat climate change, through measures such as the reduction of - GHG emissions, non-renewable materials and energy consumption, waste generation, etc.

### 2. Resilient Systems

Demonstration of innovation in physical or social systems that seeks to strengthen their capacity to withstand and adapt to paradigm-altering shocks, such as climate change, global pandemics, natural disasters, automation and job loss, etc.

### 3. Sustainable Places & Communities

Demonstration of innovation in the design, organization or operation of spaces, infrastructure or transportation systems that seeks to enhance their environmental or social sustainability, making them greener, safer, more accessible and inclusive for all members of the community.

### 4. Health & Wellbeing

Demonstration of innovation in physical or social infrastructure and systems, which seeks to enhance the physical, mental or emotional health and wellbeing of the community, including students, staff, faculty, neighbourhood residents, children, etc.

Applicants are encouraged to review the [UBC Strategic Plan](#) and other relevant UBC Plans, (some of which can be found [here](#)) to illustrate how their project aligns with the objectives laid out in these plans.

## Collaborative, inclusive approach

Applicants are strongly encouraged to develop collaborative proposals that include the beneficiaries as stakeholders in designing and developing the project. Preference will be given to projects that integrate equity, diversity and inclusion, either in their design, development and execution; or in their outcomes (the intended beneficiaries of the project). Please refer UBC's [Equity & Inclusion Office](#) resources for a broader understanding and definition of these issues in the context of UBC. We also encourage the application of projects that integrate Indigenous engagement and are reflective of UBC's [Indigenous Strategic Plan](#).

While collaborations with external partners is encouraged, it is not a requirement. We encourage that such collaborations be in-kind, without fee payments, with the exception of honoraria for Indigenous Elders, where applicable.

## Research excellence

Preference will be given to projects that not only advance on-ground innovation, but also contribute to advancing the academic goals of the University, as espoused by the [UBC Strategic Plan](#). The proposal must explain how this project advances important areas of academic research, by contributing new insight to the body of learning in that discipline.



## Project approvals

Applicants must indicate the status of approvals for conducting the on-ground demonstration of their project. The inclusion of a senior Staff member from the relevant operational Unit in the project team, (as either the Lead or Co-Lead) can be considered as indicative of approval. This explanation should be provided in the appropriate section of the application.

A proposal may be submitted for a project that is yet to apply for approvals, or where the approval status is pending. However, preference will be given for projects that are advanced in their approval process.

## Project period

All project activities must begin and conclude in one fiscal year; that is from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. Reasonable extensions may be granted on a case-by-case basis.

## Geographic scope

The project **must be physically located within UBC's Vancouver campus**. This could include a building (academic, residential or other), infrastructure, street, plot, ground or any other space on campus. The project may also be embedded within any campus community grouping, including students, faculty, staff, neighbourhood residents, Indigenous community, etc.

The geographic extent of the UBC Vancouver Campus is shown below, which can also be found [here](#):



UBC Vancouver campus map

## Application Form

The Application Form is available for download on the [CLL webpage](#). You will need Adobe Acrobat Reader or Pro versions to access this form. We recommend saving the form on your computer and then **opening it on Adobe Reader or Pro**; instead of filling it on your web browser, as some of the form features may not work correctly on your browser.

The completed form must be emailed as a PDF attachment to [CLL.Team@ubc.ca](mailto:CLL.Team@ubc.ca), with the Subject Line: "CLL Application Submission: <Project Name>".

The application form is very simple and concise. It has the following sections:

### A. Project Details

This includes Project Title, Priority Area (single choice only; choose the one that is most appropriate), and the Approval Status. A brief explanation is asked about the approval status.

### B. Applicant Details

This includes details of the Lead and Co-Lead, such as name, title, unit/faculty and email. An additional question is asked whether the Lead is eligible to receive and manage the funds from this award.

### C. Project Description

This is a freeform section with a 3000-character limit (approx. 500 words). Use this section to describe your project outline and objectives, clearly explaining the on-ground demonstration of the project.

### D. Project Evaluation Parameters

This section is the **primary basis on which the proposal will be evaluated**. It has 4 freeform sub-sections, with a 1500-character limit each (approx. 250 words each). The sub-sections are:

#### **Innovation**

Describe how your project embodies innovation, representing a "new way of doing things", both on campus and in the external world. This could be an innovative program, platform, technology, product, research method, etc.

#### **Impact**

Explain the measurable impact of your project on your identified priority area, demonstrating opportunities for scale-up through potential collaborations with industry, government and other regional partners.

#### **Equity, Diversity & Inclusion (EDI)**

Describe how your project integrates equity, diversity and inclusion, either in its execution (project team, student engagement, collaborative partners, stakeholder engagement) or in its outcomes (intended beneficiaries). This parameter includes consideration for Indigenous engagement.

#### **Research Excellence**

Explain how your project advances an important area of academic research, contributing new insight to the body of knowledge in this discipline.



### E. Proposed Activity List

Use this section to list project activities, with tentative timelines, following the template provided. This can be at a high-level, without the need for granular details. All activities must commence and end between **1<sup>st</sup> April 2022 and 31<sup>st</sup> March 2023**.

### F. Proposed Budget

Use this section to upload your budget, following the template provided. Again, this can be high-level, without granular details. Amounts are to be entered in Canadian \$. The maximum amount that can be requested is **\$50,000**.

### G. Appendix (optional)

This is an optional section that Applicants may use to include images, tables, graphs or other material that is relevant to their proposal. All content **must be converted into an image format** before uploading it onto the form. Maximum 4 images may be included.

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The completed application form **must be emailed** as a PDF attachment to [CLL.Team@ubc.ca](mailto:CLL.Team@ubc.ca), with the Subject Line: "CLL Application Submission: <Project Name>".

The form must be emailed before 23:59 hours on **Friday, 12<sup>th</sup> November 2021**.

## Eligible Activities and Expenses

Proposals are accepted and encouraged for projects that seek to use this award as seed funding towards a larger project or to fund one or more components of a larger project. However, the funding received through the CLL Award must only be used towards eligible expenses. The maximum budget that can be requested for the project is \$50,000.

The following list of expenses **are eligible** to be covered by this funding

- Purchase or rental of equipment, software, licenses and materials, relevant to the project
- Site preparation, management and operational expenses
- Third-party contractual fees towards the implementation of the on-ground demonstration, including site preparation, infrastructure installation, etc.
- Removal/disposal of equipment and expenses towards returning the site to its previous condition, if required under the approval process
- Data-collection expenses towards preliminary study, project monitoring or evaluation
- Expenses towards the organization of stakeholder collaborations specific to this project
- Hiring of UBC students working directly on the project
- Project-specific grant-funded staff costs, up to a maximum of 30% of the total funding amount requested
- Honoraria for Indigenous Elders, if relevant
- Reasonable transportation and other incidental expenses

The following list of expenses **are not eligible** to be covered by this funding.

- Payment towards the salary / time of regular UBC staff or faculty
- Offsetting of regular operating costs or indirect/administrative costs of operations, research or lab work
- Costs towards developing academic curriculum / coursework
- Expenses/fees for organizing/attending conferences and seminars
- Printing and publication expenses outside the scope listed above
- Travel expenses outside the scope listed above

The intent of the CLL is to promote research projects that are fronted by UBC Faculty and Staff. While the CLL encourages collaborative engagement with external partners, the payment of fees to partners are discouraged, and must only be used when augmenting a capacity gap within the project team.

Typically, all projects under CLL, are temporary in nature, and are required to be removed at the end the project. However, this decision rests solely between the research team and the concerned Operational Units. The project team will be responsible for the removal/disposal of any infrastructure or equipment upon completion of this project, and for the return of the site to its previous condition, if this is a requirement laid out in the approval process.

## Support & Resources

### CLL Email

Please email the CLL team at [CLL.Team@ubc.ca](mailto:CLL.Team@ubc.ca) anytime during the application process, with your questions or request for support. We are here to help! Please feel free to reach out, even if you are at the initial exploratory stage of your proposal. We will be happy to provide guidance and feedback to help you develop your proposal. We are also available to support you in identifying a Co-Lead for your project, or for seeking approvals for the on-ground demonstration.

### Blogposts by the Heads of UBC Units / Divisions

A series of blogposts, written by the Heads of various Units / Divisions at UBC, is posted [here](#). This will give you a great overview of their role on campus, as well as provide insight on the perspectives of UBC leadership, about their main challenges, opportunities and constraints. This is a good resource for UBC Faculty to identify a Co-Lead for their project, as well as to know who to contact for approvals.

### CLL Workshop

A CLL workshop is planned with the primary objective of facilitating conversations and sparking collaborations between UBC Faculty and Staff. This is an opportunity to get a better understanding of the role of different operational Units on campus, as well as to discuss potential research opportunities. Please refer the [CLL Workshop](#) webpage for more details, including the link for registration. We urge you to register early, which will help us to plan the logistics and format of the workshop.



## Application Guidance Meeting

An online meeting will be held to aid applicants with their submission. Please refer the [CLL webpage](#) for the meeting details, including the link for registration.

## VPRI Office

UBC's VP Research & Innovation Office can provide successful project teams with access to specialists in knowledge mobilization, innovation, commercialization, funding development and community engagement. Applicants are encouraged to review the portfolio of research administration and support units, and consider the types of resources and guidance that would be valuable for their projects. For more information, visit [Innovation Development | Innovation UBC](#).

## FAQ

Please refer to the [Support & Resources webpage](#) for frequently asked questions on the application process. We will update this page with clarifications and explanations, as requested by Applicants.

## Evaluation Process

All applications that meet the basic eligibility criteria (as described in this document) will be sent for evaluation to the Review Committee, comprising of your colleagues (Faculty & Staff) at UBC. They will be assigned based on their familiarity with the subject matter, while also ensuring a diverse range of views and expertise, and avoiding conflicts of interest.

Shortlisted applicants will be notified by mid-December 2021. These applicants will be invited to present their proposals to the CLL Steering Committee in mid-January 2022, where the final award winners will be decided. The results are expected to be announced by end-January 2022.

## Miscellaneous

You are not required to submit resumes, references, Research Project Information Form (RPIF) or cost quotations with your CLL Fund proposal.

Applicants may be involved in more than one proposal as part of different teams, and there is no limit to the number of proposals from any person, department or unit.

Partnerships with other organisations, research institutes, NGOs, First Nations, are allowed and encouraged. However, it is encouraged that these collaborations be in-kind, without fee payment. Honorarium payments to Indigenous Elders is permitted.

All projects need to comply with UBC Covid-19 protocols. Allowances will be made in project deliverables or timelines due to unforeseeable circumstances that may arise as a consequence of Covid-19, either specifically impacting the project team, or the University as a whole.