



Application Guidelines

Campus as a Living Lab: Fund Competition (2022-23)

Introduction

As a leading public research university, UBC has a commitment and responsibility to leverage our academic and operational capabilities to respond to global problems through our local context. Campus as a Living Lab provides a collaborative framework for researchers, students, operations staff and external partners to leverage the campus to explore, develop and test new ideas, and to share the knowledge gained from these experiences.

The CLL Fund Competition 2022-23 will provide seed funding of **up to \$50,000** for 4 to 6 innovative projects, with a maximum funding envelope of \$200,000 for the year. Project must demonstrate both research excellence and operational benefits, and strive for a meaningful impact in one of the designated priority areas listed below. Proposals are invited from across academic disciplines and operational areas at UBC Vancouver.

In 2022 we have partnered with UBC Wellbeing to provide seed funding of **up to \$50,000** for 1 additional project focused specifically on promoting health & wellbeing. In addition to demonstrating research excellence and operational benefits, this project must also demonstrate innovation in one (or more) of the following five priority areas: promoting and enhancing student and employee mental health, food security, active transportation, inclusive and connected communities, and Indigenous perspectives on wellbeing.

Eligibility

The **Project Leads** must include at least one UBC Faculty member (**the Faculty Lead**) and one UBC Operational Staff member (**the Operational Staff Lead**). The Leads must be based at the UBC Vancouver campus, and working in disciplines or units relevant to the proposed project.

An optional additional Project Lead (**Additional Project Lead**) may be included, which could be any of the following:

- An additional UBC Faculty member
- A UBC Post-Doc currently working under the supervision of a UBC Faculty member
- An additional UBC Operational Staff member
- A UBC non-operational staff member that works within a UBC academic unit or in an area relevant to the proposed project

At least one Project Lead must hold an account that is eligible to receive grant funding. It is not a requirement for all the Project Leads to receive and manage the funds, and it is acceptable for only one Project Lead to be assigned this role. However, if the funds from this award are to be separately assigned



to more than one Project Lead, then each of them must hold an account that is eligible to receive grant funding.

The roles of each Project Lead must be explained in the Applicant Details section of the application.

The Project Team may include other members that are not the Project Leads, comprising of UBC faculty, staff, post-docs, students or external partners. The Project Description section of the proposal should include a description of the project team and explanation of their assigned roles in the project.

The winners of past years' CLL Fund Competitions are not eligible to reapply, in order to widen the opportunities that the CLL has to offer for Faculty and Staff.

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 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, conducting research without an operational benefit for the institution 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. or seeks to advance adaptation to the impacts of climate change, such as heat waves or floods 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 promoting and infusing health and wellbeing into all aspects of culture, policies, and practices on our UBC campuses in the settings where we as a community live, learn, work, play and socially connect – in line with our commitments to the Okanagan Charter for Health Promoting Universities. Priority areas within Health & Wellbeing include: promoting and enhancing student and employee mental health, food security, active transportation, inclusive and connected communities, and Indigenous perspectives on wellbeing.

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.

Projects specifically pursuing Wellbeing funding should review the [UBC Wellbeing Strategic Framework](#), including the relevant targets and milestones, as well as the [Okanagan Charter: An International Charter for Health Promoting University and Colleges](#).

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 achieving 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.



Operational benefits

Preference will be given to projects that use innovations and research outcomes to improve institutional operations at UBC Vancouver. The proposal must explain how the project will lead to advancement towards policy targets or improvements to educational, social or physical systems and capabilities.

Project period

All project activities must begin and conclude in one fiscal year; that is from April 1, 2023 to March 31, 2024. 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, and can also be found [here](#):



UBC Vancouver campus map

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 as the Operational Staff 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.

Application Form

The Application Form is available for download here and on the [CLL Website](#). 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 submitted online here on the [CLL Website](#) by 11:59 pm on **Monday, November 7, 2022**.

The application form is 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

Information about the **Faculty Lead** and the **Operational Staff Lead**, and a brief explanation of their role on the project must be provided. It is optional to have the **Additional Project Lead** in the project. For each Lead, you are asked to indicate if they will be receiving and managing the funds from the award, and if so, do they hold an account that is eligible to receive grant funding. At least one Project Lead must hold an account that is eligible to receive grant funding, but it is not necessary that all Project Leads do so.

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. This section should also include the institutional operational impact or benefit of your project, and connection with strategic policies and plans.

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 **April 1, 2023 and March 31, 2024**.

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 Dollars. 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.

Eligible Activities and Expenses

Proposals are 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:

- Compensation of UBC undergraduate and graduate students working on the project, either through stipends or direct hires, such as Work Learn Students and Graduate Research Assistants.



- Project-specific grant-funded staff costs, up to a maximum of 30% of the total funding amount requested.
- Expenses towards the organization of stakeholder collaborations specific to this project.
- Honoraria for Indigenous Elders, if relevant.
- Purchase or rental of equipment, software, licenses and materials, relevant to the project.
- Site preparation, management and operational and maintenance 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.
- 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 budget-funded UBC staff or faculty, including course buyouts.
- Offsetting of regular operating costs or indirect/administrative costs of operations, research or lab work.
- Costs towards developing academic curriculum and coursework.
- Expenses and fees for organizing or attending conferences and seminars, outside the scope listed above.
- Printing and publication expenses, outside the scope listed above.
- Travel expenses, outside the scope listed above.

The intent of the CLL is to promote innovative projects that are led 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. These will be evaluated on a case-by-case basis.

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 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.

CLL Website

The [Campus Living Lab Website](#) contains a wealth of information on living lab projects and activities at UBC, which potential applicants are encouraged to review. In addition to information on the CLL Competition, winning projects from previous Competitions are profiled, along with interviews with some of these projects' participants so you can learn more about what worked for their projects, what they achieved and lessons learned so far. Also profiled are units, groups and programs active in CLL.

A series of interviews with the Heads of various UBC Operational Units can also be found on the CLL website, in the [News and Events section](#). These Q&A's provide an overview of their role on campus, as well as provide insight on the perspectives of UBC leadership and 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.

Competition Information Session

An online information session will be held on **September 27, 2022** to give potential applicants information on the competition and answer questions. Please refer the [CLL Fund Competition webpage](#) for the meeting details, including the link for registration.

CLL Workshop

A CLL Competition workshop with the primary objective of facilitating conversations and sparking collaborations between UBC Faculty and Staff will be held on **October 18, 2022**. This is an opportunity to learn more about the roles of different Units on campus, as well as to discuss potential research opportunities and collaborations. Please refer to 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.

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](#).

UBC Wellbeing

The staff within UBC Wellbeing can provide insight and guidance on Health and Wellbeing projects, particularly those pursuing dedicated Wellbeing funds. Applicants should use the CLL team email above for initial questions and we will help you connect with the appropriate personnel. Wellbeing representatives will also attend the information session and competition workshop.



CLL Updates

Please refer to the [CLL Fund Competition FAQ's](#) for updates on the application process. We will update this page with clarifications and explanations, as requested by Applicants, throughout the course of the competition.

Evaluation Process

All applications that meet the basic eligibility criteria (as described in this document) will be evaluated by a Review Committee comprised of UBC Faculty and Staff. Reviewers will be assigned based on their familiarity with the proposal 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 2022. These applicants will be invited to present their proposals to the CLL Steering Committee in early January 2023, who will decide the final award winners. The results will be announced by the end of January 2023.

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 expected that these collaborations be in-kind, without fee payment, with the exception of honorarium payments to Indigenous Elders.