



Guidelines

UBC Campus as a Living Lab Grand Challenge 2023 Competition

In 2023, UBC Campus as a Living Lab will expand the annual CLL Fund Competition into a one-time, Campus Living Lab Grand Challenge responding to the urgent and critical need to accelerate our collective response to the climate emergency.

The CLL Grand Challenge will provide seed funding totalling:

- \$500,000 for the UBC Vancouver Campus distributed between two (2) projects of \$250,000 each.
- \$100,000 for one project at the UBC Okanagan Campus.

All projects have a maximum timeline of two-years from March 2024 to March 2026.

The CLL Grand Challenge 2023 is supported by annual Campus Living Lab Funds, and a one-time gift from the UBC President's Priority Fund.

Note, UBC Okanagan will continue to run their annual CLL Fund Competition, awarding \$50,000 in seed funding to three projects. The UBCO annual competition is administered by the [UBC Okanagan Office of the VP Research and Innovation](#).

UBC Campus as a Living Lab

At UBC, [Campus as a Living Lab is a collaborative framework](#) for researchers, students, staff and external partners to leverage the campus to explore, develop and test new ideas, and to share the knowledge gained from these experiences. UBC living lab research, demonstration, learning and knowledge exchange help address the world's most urgent sustainability challenges.

Campus Living Lab projects and activities are guided by a set of core values, in addition to those in UBC Strategic Plan, [Shaping the Next Century](#):

Sustainability: We support and develop projects that contribute to ecological, social and economic sustainability, address the climate and biodiversity crises, and are aligned with the long-term strategic vision for the UBC campus and its community.

Equity & Inclusion: We embed justice, equity, diversity and inclusion in all our projects and in our engagement with UBC community members and external partners.

Transparency: We build collaborations and partnerships through clear and open processes, and ensure fair, ethical, consensual and transparent engagement.

Collaborative Learning: We embrace participatory and reciprocal ways of learning and sharing knowledge, reflective of the different communities, knowledge systems and experiences of those engaged in our projects.



Living Lab Projects

Campus Living Lab projects leverage UBC's academic and operational capabilities to respond to global problems in our local context, in alignment with UBC's [Strategic Plan](#): *Creating vibrant, sustainable environments that enhance wellbeing and excellence for people in their places at UBC and beyond.*

Projects are co-developed by interdisciplinary academic-operational teams, and must:

- Demonstrate or pilot an innovation. Innovations means a new approach or solution to the challenge, and may be technological, infrastructure, social, or organization or other. Innovation also encompasses diverse cultural ways of collaborative learning and knowledge sharing applied in new contexts.
- Advance research and contribute new insight into a body of knowledge, demonstrating excellence in academic research and student learning experiences.
- Improve or benefit the institutional sustainability and functionality of the university or campus community. These can be campus operations, policy targets, organization or business practices, or other institutional processes.
- Expand impacts beyond UBC through changes to policy or practices. This impact can be through regional project partners, but must also include a broader knowledge exchange and translation pathway. The learnings from the Grand Challenge project are expected to be public, and CLL will support knowledge mobilization activities towards key audiences.

Within the context of the CLL Grand Challenge, projects should also pursue opportunities for:

- Regional partnerships with public, private and community organizations.
- Collaboration and knowledge exchange between faculty and staff counterparts at the Vancouver and Okanagan campuses.
- Leveraging the competition funding, and a growth pathway beyond the funded project scope.

Challenge Theme: Climate Emergency

The climate emergency is a collective “code red for humanity”. Climate impacts are being felt around the world, with increasing frequency and intensity – 2023 has already seen multiple days of record-breaking temperatures and Canada is experiencing one of the worst wildfire seasons ever. The climate emergency is also compounding other challenges, while limiting societal capacity to address them.

CLL Grand Challenge invites applicants to envision how BC and Canada can respond and adapt to climate emergency and the role that UBC can play in realizing a sustainable future in our communities, cities and regions. Projects should include both climate change responses through carbon reduction to directly address the climate emergency as well as approaches and actions that enable adaptation to future climate conditions.

Projects should explicitly connect with one or more priorities identified by the [UBC 2021 Climate Emergency Task Force Report](#):



- Operationalize UBC's commitments to climate justice and support IBPOC leadership and initiatives.
- Demonstrate institutional leadership on climate justice.
- Establish mechanisms and processes that ensure Indigenous perspectives, communities and worldviews shape climate related initiatives and policies.
- Expand, strengthen and coordinate climate research at UBC.
- Foster a culture of engage and advocacy on climate action.
- Support community wellbeing in the face of the climate crisis.
- Expand climate education opportunities and resources for the UBC community ad broader public.
- Develop new and strengthen partnerships to tackle the climate emergency.
- Accelerate emissions reductions on both campuses through CAP 2030.

Within this climate emergency framing, applicants should develop interdisciplinary living lab project concepts based on their areas of focus and expertise, and aligned with strategic value for UBC and the region. These can include, but are not limited to:

- Climate mitigation and low-carbon alternatives
- Adaptation, resiliency and emergency preparedness
- Biodiversity and enhanced natural systems
- Community health, wellbeing and resiliency

Applicants should connect their project focus to the Climate Emergency priorities, and make the case for the potential impacts of the work on and off campus. Applicants are also encouraged to identify connections to or advancement of other university climate oriented strategic goals.

Eligibility

The UBC Vancouver CLL Grand Challenge is open to faculty and staff with appointments at the UBC Vancouver campus. UBC Okanagan CLL Grand Challenge is open to faculty and staff with appointment at the UBC Okanagan campus.

The Project Leads must include at least one UBC Faculty member (the Faculty Lead) and one UBC Operational Staff member (the Operational Staff Lead). Leads co-develop and co-direct the project; and both must be actively involved throughout the entire duration to ensure that the project has both research and operational value.

The Leads must be in different departments, in disciplines or units relevant to the proposed project. Both Leads must be in positions to take responsibility for the project, including holding financial accounts.

Faculty Leads must be full, Associate or Assistant Professors in tenure-track positions. Research Associates, Post-doctoral Fellows, Lecturers and Adjunct Professors are not eligible to serve as Project Lead, but may be an Additional Lead (see below) or part of the project team.

Operational Leads must be permanent, full-time university staff, senior enough to make decisions related to the project needs and hold accounts, and capacity to engage in project activities. Research Associates



and Research Assistants are not eligible to serve as Operational Leads, but may be an Additional Lead (see below) or part of the project team.

Applicants may only serve as a Faculty or Operational Lead on one application. However, they may participate as team members on other applications.

Project Teams and Partners

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

- Another UBC Faculty member
- A UBC Post-Doctoral Fellow or Research Associate currently working under the supervision of a UBC Faculty member
- Another 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

All projects must have designated Project Manager, a staff position separate from any of the Leads. This can be an existing or new staff position, that coordinates project activities, reporting and financial management, and serves as the point of contact for CLL coordination and collaboration.

The Project Team is other UBC personnel, comprising of UBC faculty, staff, post-docs, students or external partners. The proposed project team should be described in the application, along with their roles and functions in the project.

Project teams should include regional partners either as project collaborators or knowledge users. Partners may be public, private or community organizations outside of UBC. Confirmed partners should be identified in the application, including their role and interest in the project and its outcomes. Project teams may also describe how the project will identify and develop partner relationships as part of the project activities.

Indigenous collaborations must be grounded in relationships and led by community. Projects that have Indigenous Community Partners must demonstrate an established relationship and community support and involvement in the project. A research permit or other documentation of approval from the Indigenous community must be included in the application.

Justice, Equity, Diversity and Inclusion (JEDI)

Excellence in research, education and engagement depends on the integration of diverse perspectives and approaches and the inclusion of those who have been historically, persistently, or systemically marginalized. JEDI as a fundamental component of Campus as a Living Lab, and applicants should embed JEDI considerations throughout their proposals, through project leadership, team and partners, and approaches to research, operations and knowledge exchange activities.



UBC's [Office of Equity and Inclusion](#), [VP Research and Innovation](#) and UBC [Climate Emergency Response](#) have resources and guidance on integrating JEDI into research and operational activities. Applicants are also encouraged to consult with the Associate Deans of Equity or other departmental leadership on unit specific JEDI resources.

Competition Funding – UBC Vancouver

The UBC Vancouver CLL Grand Challenge Competition will award up to \$250,000 in seed funding to two projects (total of \$500,000). Funds must be spent in the two-year period between March 2024 and March 2026. The funds will be distributed in installments aligned with interim reporting:

- An initial advance of \$100,000 to each project in March 2024.
- A second installment of \$100,000 to each project in January 2025, following an interim report.
- A holdback of the final \$50,000, to be provided after the submittal of all final reporting and documentation. All funds must be spent on project activities by March 31, 2026.

The proposed project budget must be included in the application, and will be updated at each report and fiscal year end.

Competition Funding – UBC Okanagan

The UBC Okanagan CLL Grand Challenge Competition will award up to \$100,000 in seed funding to one project. Funds must be spent in the two-year period between March 2024 and March 2026. The funds will be distributed in installments:

- An initial advance of \$75,000 to each project in March 2024.
- A holdback of the final \$25,000, to be provided after the submittal of all final reporting and documentation. All funds must be spent on project activities by March 31, 2026.

An interim report is required halfway through the project at January 2025. The proposed project budget must be included in the application, and will be updated at each report and fiscal year end.

Matching Funds

All project teams are expected to leverage the CLL Grand Challenge seed funds to expand the project through additional external funding. This can be done through matching funds from external public or private sources, or using preliminary project work to apply for additional grants and other competitive funding.

Applicants are not required to have secured matching funds at the time of application. Applicants are required to identify potential sources of funding and a plan to pursue them over the course of the project.



The existence of matching funds and/or the feasibility of the plan to expand the project will be part of the evaluation.

In-kind support is not considered part of the matching funds, unless the support is a donation of something (e.g. expert time, equipment or similar) that the project would be required to purchase to deliver on its goal. In this case, the applicants should provide appropriate proof of both the type of support and equivalent financial value.

Facilities, equipment, people and other resources provided by UBC are not considered in-kind contributions or matching funds.

Eligible Expenses

All project expenses must be incurred within the project timelines: March 15 2024 – March 31 2026.

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, including the Project Manager, 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.
- Purchase or rental of equipment, software, licenses and other materials relevant to the project.
- Expenses associated with site or facility preparation, operation and maintenance, and the work required to return the site to its previous conditions, if required under the approval process.
- Third-party contractual fees when a vendor is required to do a portion of the work.
- Expenses associated with data collection, evaluation and monitoring, within the timeframe of the project.
- Expenses towards collaboration and knowledge exchange/mobilization, such as workshops.
- 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.
- Project partner operational expenses, excluding vendors.
- Expenses and fees for attending conferences and seminars, printing and publication fees.
- Expenses beyond the project completion date.



Project Location

[Place is a critical component to living lab projects](#), as the innovation, research, operations, and knowledge exchange are all grounded in the specific, real-world context.

The projects supported by UBC Okanagan CLL Grand Challenge must be located at UBC Okanagan campus.

The projects supported by UBC Vancouver CLL Grand Challenge must be located at UBC Vancouver campus and/or associated UBC-owned and operated facilities in the Lower Mainland. These include:

- Academic campus and residential neighbourhoods at Point Grey, including UBC Farm and Botanical Gardens
- UBC Robson Square in downtown Vancouver
- Alex Fraser and Malcom Knapp Research Forests
- Dairy Education and Research Centre in Agassiz
- Additional UBC facilities at medical campuses and in the Vancouver Downtown Eastside

Project may include additional off-campus sites in collaboration with regional partners, or cross-campus collaborations. However, the core of the project must be based at either the UBC Vancouver or UBC Okanagan sites listed above.

Project Timelines

The official project timelines are March 15, 2024 through March 31, 2026. Project activities should be planned to complete prior to this deadline. Extensions beyond this deadline are not guaranteed.

Project Approvals

Project Leads are responsible for securing the appropriate approvals for the project activities, including academic departmental approval, research ethics, facilities approvals and permits and others. Recognizing that these approvals can take time, applicants are not required to have them as part of the application process but need to indicate how they will be achieved. Clear understanding of the necessary approval processes, requirements and approving organizations will be part of the evaluation. The exception is approval from any Indigenous Community Partners, which must be included in the application.

Note, if an ethics approval is required for the project, CLL funding can not be released until the appropriate ethics approvals have been secured.



Project Impacts

Living lab projects must be positioned to impact change within and beyond UBC, through operations, practice, policy and community engagement. As part of the Grand Challenge, project teams are expected to participate in CLL programming to expand the capabilities of the team and the capacity of the project to increase their project impacts. Sustainability Hub, VP Research and Innovation team will facilitate coordination, communication and collaboration between the two UBC Vancouver Grand Challenge projects, the UBC Okanagan Grand Challenge project, and with other CLL projects, university research and optional activities. These activities will include skill-development workshops, support with partnership building and knowledge exchange.

Project teams are expected to incorporate this work into the project workplan and activities. CLL funding will help to provide resources for travel and other capacity building expenses.

Application Process

The CLL Grand Challenge 2023 Competition application process will involve a Notice of Intent (NOI) and full Application. Applicants are required to submit an NOI to be eligible to submit a full Application. Competition communication will be with the Project Leads' emails listed in the NOI form.

Notice of Intent

The Notice of Intent (NOI) is non-competitive, and will be used to facilitate competition communication and select peer reviewers.

The NOI form is a fillable PDF available through the [CLL website](#). Applicants will need Adobe Acrobat Reader or Adobe Acrobat Pro to access and complete the Notice of Intent form. Applicants should download and save the NOI form to their computer to fill in. Do not complete via a web browser, as some of the form fields may not work correctly.

The NOI submittal deadline is 11:59 pm on September 28, 2023. Applicants must upload the completed the NOI form through the online portal on the [Apply page of the CLL website](#). Do not email the forms. Only one Project Lead should upload the application on behalf of the team.

Notice of Intent Form:

Project Name: Provide a name for the proposed project.

Project Faculty Lead: Provide the name, department and email of the Faculty Lead.

Project Staff Lead: Provide the name, department and email of the Operational Staff Lead.



Additional Leads (optional): If there is an Additional Lead, provide the name, department and email. Additional Leads are not required for the project.

Project Description (max 100 words): Provide an overview of the proposed project and objectives, including how it can demonstrate innovation, advance research, benefit institution functionality, and have the potential for impacts beyond UBC. 100 words maximum.

Project Location: Identify the primary UBC Vancouver Campus or UBC Okanagan Campus location for the living lab project (see list in Campus Locations section above). Do not list potential off-campus locations.

Climate Emergency Response: Describe how the objectives of the proposed project could reduce emissions, mitigate climate change or adapt to changing climate conditions; identify the project alignment with the [Climate Emergency Task Force Report](#) and other UBC strategic plans and action plans. 50 words maximum.

Application

Application forms will be provided to Project Leads following the submittal and review of the NOI forms in September.

The Application form is a fillable PDF. Applicants will need Adobe Acrobat Reader or Adobe Acrobat Pro to access and complete the Application form. Please save the Application form to a computer to fill in. Do not complete via a web browser, as some of the form fields may not work correctly.

The Application submittal deadline is 11:59 pm on November 27, 2023. The link to an online submittal portal and instructions will be provided to the Project Leads listed on the NOI. Please do not email the Application. Only one Project Lead should upload the application on behalf of the team.

Note: All sections of the Application are required information, unless they are explicitly noted as optional. If needed, references may be embedded through links in the PDF or the Appendices. Please use plain language to describe the project, and define or explain discipline-specific technical information or jargon.

Application Form:

Project Information

Project Name: Provide a name for the proposed project. Use the same name as on the NOI. If you are using a different name, please note the original NOI name in the Project Description.

Project Faculty Lead: Provide the name, department and email of the Faculty Lead.

Project Staff Lead: Provide the name, department and email of the Operational Staff Lead.

Additional Leads (optional): If there is an Additional Lead, provide the name, department and email.



Project Location: Identify the primary UBC Vancouver Campus or UBC Okanagan Campus location for the living lab project (see list in Campus Locations section above). Also, note any confirmed off-campus locations.

Project Description

Project overview and objectives: Describe the project and objectives, including how it responds to the climate emergency through mitigation and advances adaptation towards a changing climate. Include how the project explicitly connects with one of the nine recommendations of the [UBC Climate Emergency Task Force Report](#), as well as any other strong connection to climate action in UBC's [Strategic Plan](#), and other guiding documents such as [the Indigenous Strategic Plan](#), [Wellbeing Strategic Framework](#), Vancouver [Campus Action Plans](#), and Okanagan [Campus Plans](#).

Innovation: Describe how the project will demonstrate or pilot innovation, representing a “new way of doing things”. This can be a new approach or solution to the challenge, and may be technological, infrastructure, social, organizational or other, including diverse cultural ways of collaborative learning and knowledge sharing applied in new contexts.

Research: Describe how the project will advance research and contribute new insight into a body of knowledge, demonstrating excellence in academic research and student learning experiences.

Institutional improvements: Describe how the project will benefit or improve the sustainability and functionality of the university or campus community, such as campus operations, policy targets, organization or business practices, or other institutional processes.

Impacts: Describe how the project will expand impacts beyond UBC through partnerships and/or pathways for knowledge exchange or mobilization. Note the learning from the CLL projects are expected to be made public.

Project Team

Project Team: List the people who will contribute to the project, including their names, departments and role in the project. CVs do not need to be included in the application. If the core project team include people in non-UBC organizations, in addition to their role on the project, provide their names, job titles, organization name and email.

Project Manager: Provide the name, job title, department and email of the Project Manager.

Project Partners: List the non-UBC partner organizations confirmed as of November 2023, including individuals' positions and their role in the project, and/or describe a plan for developing and expanding the partnerships on the project, either as collaborators or knowledge users. CLL and VPRI staff are available to help expand the network of partners involved in the project.

Justice, Equity, Diversity and Inclusion: Describe how the team will embed justice, equity, diversity and inclusion principles and considerations throughout their projects, through leadership, team and partners, and approaches to research, operations and knowledge exchange activities.



Project Activities

Workplan: Provide a high-level description of the planned project activities, date ranges and outcomes. All activities must take place between March 15, 2024 and March 31, 2026.

Cross-campus collaborations and knowledge exchange: Describe opportunities in the project for collaboration and knowledge exchange with UBC Okanagan faculty and staff. CLL and VPRI staff will help support cross-campus activities.

CLL knowledge mobilization: Describe the knowledge mobilization plan and including an anticipated change or impacts and identified target audiences and potential collaborators. CLL and VPRI staff will help support knowledge mobilization.

Project Finances

Budget: Provide a high-level description of your proposed project budget from CLL funding, including activities/items, expenses and timeline. Please do not include portions of the project expenses funded through other sources. All amounts should be in Canadian dollars.

Leveraging Funding: Provide a description of any confirmed additional funding beyond the CLL funds and/or a plan to secure matching funds as part of the project activities. These should be from funding sources outside of UBC. Note in-kind contributions are not considered matching funds, unless they are a donation of something that the project would otherwise be required to purchase.

Growth: Describe an anticipated pathway for the project to continue beyond the scope of work supported in this CLL Grand Challenge 2023 Competition.

Appendix (optional):

Appendices may include two types of materials:

- Images (e.g. graphs, renders, diagrams etc.) to help explain the project proposal.
- Letter of support or other proof of agreement from confirmed partners, matching funding sources and Indigenous Community Partners (as applicable). Letters of support should be saved as PDFs and added as additional pages at the end of the application. Do not submit Letters as separate documents.



Review Process

The full Applications are reviewed in a two-stage process:

- Peer review and scoring by UBC faculty members and staff.
- Review and shortlisting by the CLL Steering Committees.

The CLL Steering Committee will conduct interviews with the shortlisted applicants prior to making a final funding decision. Shortlisted applicants will be notified at least 1 week ahead of the interviews.

The CLL Steering Committees will make final funding decisions in February, 2024.

Competition Schedule

Competition formally opens: September 1, 2023

General information session: September 11, 2023

Notice of Intent (NOI) submittal deadline: September 28, 2023

1-2 information sessions/workshops for applicants: dates TBD

Application submittal deadline: November 27, 2023

Peer Review and Shortlisting: December 2023

Shortlisted Interviews: January 2024

Final Decisions: February 2024

Project Start: March 15, 2024

Notifications and Project Set Up

All applicants will be notified of the status of their application via email when decisions are made. Successful applicants will sign a letter of agreement and provide a Research Project Information Form. Additional directions or requirement to set up the CLL projects will be discussed on a case by case basis.



Support and Resources:

The CLL Grand Challenge 2023 Competition is supported by the UBC Sustainability Hub and VP Research and Innovation. Staff in these departments is available to help you build collaboration and develop your project proposal.

Please email any questions to the CLL Email (CLL.team@ubc.ca). This email is monitored by the Urban Innovation Team at the Sustainability Hub. Questions will be triaged and answered via email or zoom meetings.

Applicants based at UBC Okanagan may also email Dr. Miranda Hart (miranda.hart@ubc.ca).

Additional resources:

CLL Website (livinglabs.ubc.ca):

The CLL website is the primary place of information for the [UBC CLL Grand Challenge 2023 Competition](#), including the Guidelines, Notice of Intent forms, submittal portals, and Frequently Asked Questions (FAQ).

FAQs will be updated with any applicant questions throughout the competition.

Information Sessions:

- A general information session on the goals, expectations, application and review process will be held on September 11 prior to the NOI deadline. The Information Session will be on zoom with [session registration](#) through the CLL website.
- Campus specific information sessions or hands-on workshops will be held for applicants to assist in developing their full Applications. Dates and times will be communicated via email to the Project Leads identified on the project NOI forms.

Please do not hesitate to contact us if you have any questions! Email CLL.team@ubc.ca