

CAMPUS AS A LIVING LAB GRAND CHALLENGE

2023 Competition Information Session
September 11, 2023

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CLL GRAND CHALLENGE – SCHEDULE



Application Period	Competition Opened	Sep 1, 2023
	General Information Session	Sep 11, 2023
	NOI Submission Deadline	Sep 28, 2023
	1-2 Ideation Workshop	Oct 2023 (TBD)
	Full Application Submission Deadline	Nov 27, 2023
Evaluation Period	Peer Review and Shortlisting	Dec 2023
	Shortlisted Interviews (CLL SteerCo)	Jan 2024
	Final Decision and Result	Feb 2024
Project Period	Project Start and Duration	March 2024 – March 2026



NOI due
September 28, 2023
 @ 11:59 pm

Full Application due
November 27, 2023
 @ 11:59 pm

CLL MANAGEMENT TEAM



Angelique Pilon

Director
Urban Innovation
Research | UBC
Sustainability Hub



Miranda Hart

Professor, Associate
Head (Graduate Studies)
Department of Biology |
Faculty of Science



Robbin Simao

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Innovation Partnerships -
Sustainability and Natural
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Anthony An

CLL Research Manager
UBC Sustainability Hub

UBC CAMPUS AS A LIVING LAB



livinglabs.ubc.ca

- Learn about UBC's Campus as a Living Lab
- Connect to programs and initiatives
- See examples of current and past projects
- Find other faculty, staff and partners for collaborations
- Get the latest news and events



UBC CAMPUS AS A LIVING LAB

UBC living lab research, demonstration, learning and knowledge exchange help *address the world's most urgent sustainability challenges.*

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.

Vision

We aspire to be a globally-impactful hub for living lab research, demonstration, learning and knowledge exchange that helps address the world's most urgent sustainability challenges

Purpose

As a leading public research university, we have a commitment and responsibility to leverage our academic and operational capabilities to respond to global problems through our local context.

Mission

We provide 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

Core Values

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 ensuring 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.

UBC Vancouver

2020 Competition (launch)

- Awarded 4 projects
- Used UNSDGs as the basis of the priority areas

2021 Competition

- Awarded 4 projects
- Created UBC Specific CLL priority areas

2022 Competition

- Awarded 6 projects
- Used UBC CLL priority areas + Wellbeing Framework

UBC Okanagan

2022 Competition (launch)

- Awarded 2 projects
- Used UBCO CLL priority areas

CLL GRAND CHALLENGE 2023



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.

CLL Grand Challenge invites applicants to envision a future BC and Canada, responding and adapting to climate emergency, and the role that UBC can play in realizing this future in our communities cities and regions.



CLL GRAND CHALLENGE 2023 – FUNDING

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, which will provide seed funding totalling:

- **\$500,000 for 2 projects of \$250,000 each** at the UBC Vancouver Campus
- **\$100,000 for 1 project of \$100,000** at the UBC Okanagan Campus

*Note: UBC Okanagan will continue to run their annual CLL Fund Competition, awarding \$50,000 in seed funding to 3 projects, administered by the UBCO Office of the VP Research and Innovation.

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

- Demonstrate or pilot an innovation or new approach to a challenge.
- 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.
- Expand impacts beyond UBC through changes to policy or practices.

CAMPUS LIVING LAB PROJECTS – ADDITIONAL REQUIREMENTS



CLL Grand Challenge projects should also pursue opportunities for:

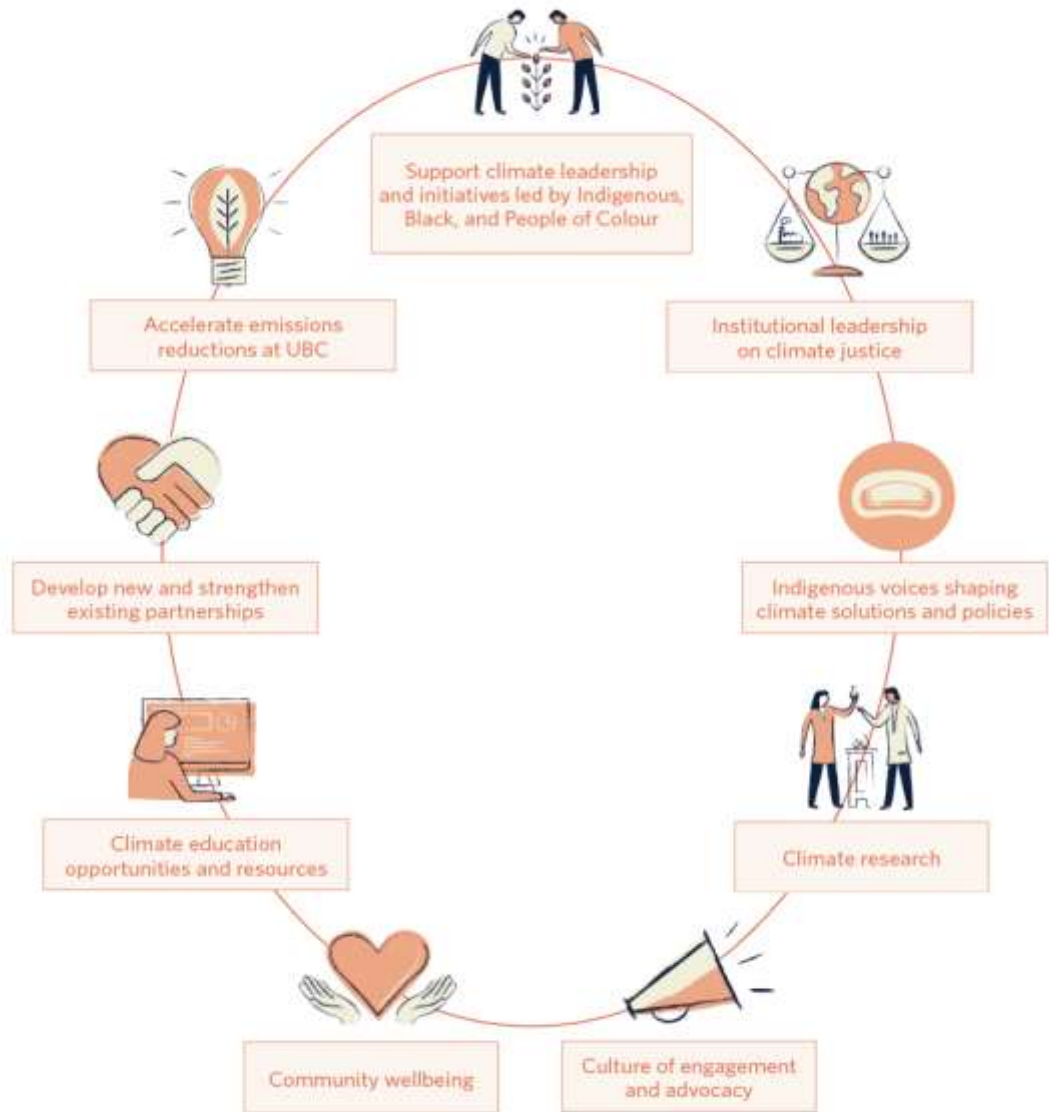
- Regional partnerships with public, private and community organizations.
- Collaboration and knowledge exchange between faculty and staff counterparts at the Vancouver and Okanagan campuses.
- Leveraging the competition funding, and a growth pathway beyond the funded project scope.

CLL GRAND 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.

CLL projects should explicitly connect to one or more of the priorities identified in the UBC 2021 Climate Emergency Task Force Report.



CLL PROJECT IDEA EXAMPLES



Applicants are encouraged to develop interdisciplinary living lab project concepts based on their areas of focus and expertise, and aligned with strategic value for UBC and the region.

CLL Project Concept Examples (non-exhaustive list):

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

Location Based Criteria

- 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.

Co-Development Criteria

CLL project are co-developed by UBC faculty and staff:

- **Faculty Lead:** full, Associate or Assistant Professor (tenure track)
- **Staff Lead:** permanent, full-time university staff, senior role to make decisions on project

Project Leads Requirement:

- Leads must be in different department/disciplines/units
- in disciplines or roles relevant to the projects
- in positions to take responsibility for the project activities, decisions and outcomes
- able to hold financial accounts
- have capacity to be actively involved through project lifecycle

PROJECT TEAM



Additional Project Lead (Optional):

- Another UBC Faculty member
- Another UBC Operational Staff member
- A UBC Post-Doctoral Fellow or Research Associate currently working under the supervision of a UBC Faculty member
- A UBC Adjunct Professor or non-operational staff member that works within a UBC academic unit or in an area relevant to the proposed project

Project Manager(PM)

- All projects must have designated Project Manager, a staff position separate from any of the Leads (an existing or new staff position)
- PM to coordinate project activities, reporting and financial management, and serves as the point of contact for CLL coordination and collaboration.

Team Member

- The Project Team is other UBC personnel, comprising of UBC faculty, staff, post-docs, students or external partners
- Project team to 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.
- Partners can be confirmed or proposed:
 - **For confirmed partners**, projects should include their role and interest in the project and its outcomes in the application form.
 - **For proposed partners**, projects need to describe how they will identify and develop proposed relationships as part of the project activities.

Indigenous collaborations must be grounded in relationships and led by community.

- **If projects have Indigenous Community Partners,**
 - The applicants must demonstrate an established relationship as well as community support and involvement in the project.
 - A research permit or Letter of support or other proof of agreement and approval from the Indigenous community must be included in the application.

- **If projects propose to build relationship with Indigenous Community Partners through the project,**
 - Need to specify the Indigenous community to work with and how the relationship to be engaged and developed
 - Establish mechanisms and processes that ensure Indigenous perspectives, communities and worldviews shape climate related initiatives and policies.

JEDI as a fundamental component of Campus as a Living Lab.

- Embed JEDI considerations throughout their proposal, project leadership, team and partners, and approaches to research, operations and knowledge exchange activities.
- Encourage to include the beneficiaries as stakeholders in designing & developing the project.
- Preference to be given to projects integrate JEDI principles either in their design, development and execution, or in the outcomes.

Suggested resources

- UBC's Equity Inclusion Office:
<https://equity.ubc.ca/>
- UBC's Indigenous Strategic Plan:
<https://indigenous.ubc.ca/>
- UBC's Climate Emergency Response:
<https://climateemergency.ubc.ca/climate-justice-lens/>

CLL PROJECT LOCATIONS



UBC Vancouver CLL Challenge

Projects 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 neighborhoods 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

UBC Okanagan CLL Challenge

Project must be located at UBC Okanagan campus and/or associated UBC-owned and operated facilities in Kelowna

*Note: 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 the sites listed above.

PROJECT TIMELINE AND BUDGET



Timeline:

- 2-year project term : **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.

Budget Planning and Update:

- The proposed budget must be included in the application
- To be updated at interim report and at the fiscal year end

PROGRESSIVE FUNDING PROCESS – UBC VANCOUVER

The \$250,000 funds for each of the winning project (total 2 projects) 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.

PROGRESSIVE FUNDING PROCESS – UBC OKANAGAN

The \$100,000 funds for each of the winning project (total 1 project) will be distributed in installments:

- An initial advance of \$75,000 to each project in March 2024.
- An interim report is required halfway through the project at January 2025.
- 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.

Funding leveraging Expectation

- **Not** required to have secured matching funds at the time of application.
- Require to identify potential sources of funding and a plan to pursue them to expand and continue the project beyond the 2-year term:
 - Matching funds from external public or private sources
 - Using preliminary project work to apply for additional grants and other competitive funding.
- The existence of matching funds and/or the feasibility of the plan to expand the project will be part of the evaluation.

In-kind Contribution Consideration

- 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 (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.

PROJECT APPROVALS

Project-specific Approvals

Project Leads are responsible for securing the appropriate approvals for their specific project activities:

- academic departmental approval, research ethics, facilities approvals and development permits and others.
- note that different project locations may have specific site-based approvals.

Approval Processes

Project need to identify the required approvals and include plan to achieve them in the application but do not need the approvals themselves.

- Exception: approval from any Indigenous Community Partners, which must be included in the application.

*Note: that research funding can not be released until the appropriate ethics approvals have been secured.

PROJECT IMPACT AND MOBILIZATIONS



Living lab projects must be positioned to impact change within and beyond UBC, through operations, practice, policy and community engagement.

- Project teams are expected to participate in CLL programming to expand the capabilities



- Sustainability Hub, VP Research and Innovation team (UBCV/UBCO) will facilitate coordination, communication and collaboration between the two UBCV projects, with one UBCO project, and with other CLL projects.
 - skill-development workshops
 - partnership building event
 - knowledge exchange workshop
- Project teams are expected to incorporate this work into the project workplan. CLL funding will help to provide resources for travel and other capacity building expenses.

Eligible Expenses

- ✓ Compensation of UBC undergraduate and graduate students
- ✓ Grant-funded staff costs, up to a maximum of 30% of the total funding
- ✓ Stakeholder collaboration expenses
- ✓ Honoraria for Indigenous Elders
- ✓ Purchase or rental of equipment, software, licenses and materials for project execution
- ✓ Site preparation, management & operational/maintenance expenses
- ✓ Third-party contractual fees towards partial project work portion
- ✓ Data collection, evaluation and monitoring expenses
- ✓ Knowledge exchange/mobilization (e.g. workshop)
- ✓ Reasonable transportation & incidental expenses

Ineligible Expenses

- ✗ Salary of regular budget-funded UBC staff or faculty
- ✗ Offsetting of regular operating costs, indirect/administrative costs
- ✗ Developing academic curriculum / coursework
- ✗ Project partner operational expense
- ✗ Organizing/attending conferences and seminars
- ✗ Printing and publication expenses outside scope
- ✗ Travel expenses outside scope
- ✗ Expenses beyond the project completion date



Fees to your project external partners are discouraged

- must only be used to fill capacity gap within the team
- will be evaluated on a case-by-case basis

CLL GRAND CHALLENGE – APPLICATION PROCESS

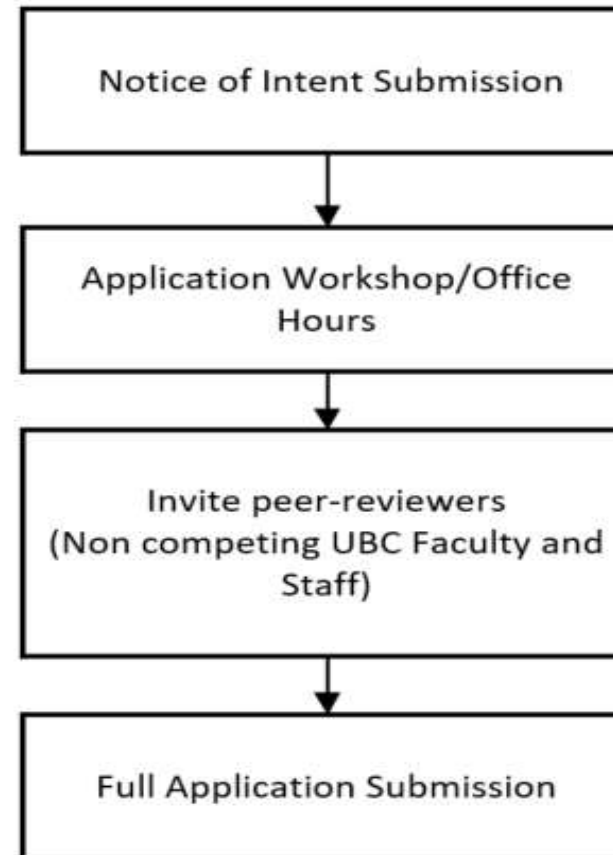


2023 CLL Grand Challenge Competition will implement a two-step application process:

Notice of Intent (NOI) + Full Application:

- NOI is mandatory to be eligible to submit a full Application.
- Competition communication will be with the Project Leads' emails listed in the NOI form.

APPLICATION WORKFLOW



Due by Sep 28

Due by Nov 27

NOTICE OF INTENT OVERVIEW



- A. Project Name:** Title of the project
- B. Project Faculty Lead:** The name, department and email of the Faculty Lead.
- C. Project Staff Lead:** The name, department and email of the Operational Staff Lead.
- D. Additional Leads (optional):** The name, department and email of the additional idea.
- E. Project Description** (max 100 words): 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.
- F. Project Location:** Identify the primary UBC Campus location for the living lab project and note UBC Vancouver or UBC Okanagan.
- G. Climate Emergency Response** (max 50 words): Describe how the objectives of the proposed project could reduce emissions, mitigate climate change or adapt to changing climate conditions.

CLL GRAND CHALLENGE – GUIDELINES AND NOI PORTAL

UBC CLL Grand Challenge 2023 Competition page:
<https://livinglabs.ubc.ca/programs/cllcompetition>

Downloadable forms:

- Competition guidelines (PDF)
- NOI Form (fillable PDF)

NOI Submittal Portal

<https://livinglabs.ubc.ca/programs/cllapply>

APPLICATION FORM OVERVIEW

- A. Project Information:** Project Name, Faculty Lead Info, Staff Lead Info, Additional Project Lead, Project location
- B. Project description:** Describe project outline and objectives, show alignment with UBC Climate emergency priorities and Strategic Plan
 - 4 freeform sub-sections for evaluation:
 1. Innovation
 2. Research
 3. Institutional Improvement
 4. Impacts (regional partner and indigenous research collaboration)
- C. Project Activities:** List of high-level project activities with tentative timelines. (March 2024 - March 2026)
 - 2 freeform sub-sections for evaluation:
 1. Cross-Campus Collaborations and Knowledge Exchange
 2. CLL Knowledge Mobilization
- D. Project Finances:** List of high-level budget items. (Max. \$250,000)
 - 2 freeform sub-sections for evaluation:
 1. Leveraging Funding (opportunity for project expanding)
 2. Growth
- E. Appendix (optional):** Optional, up to 4 images, tables, graphs, etc.

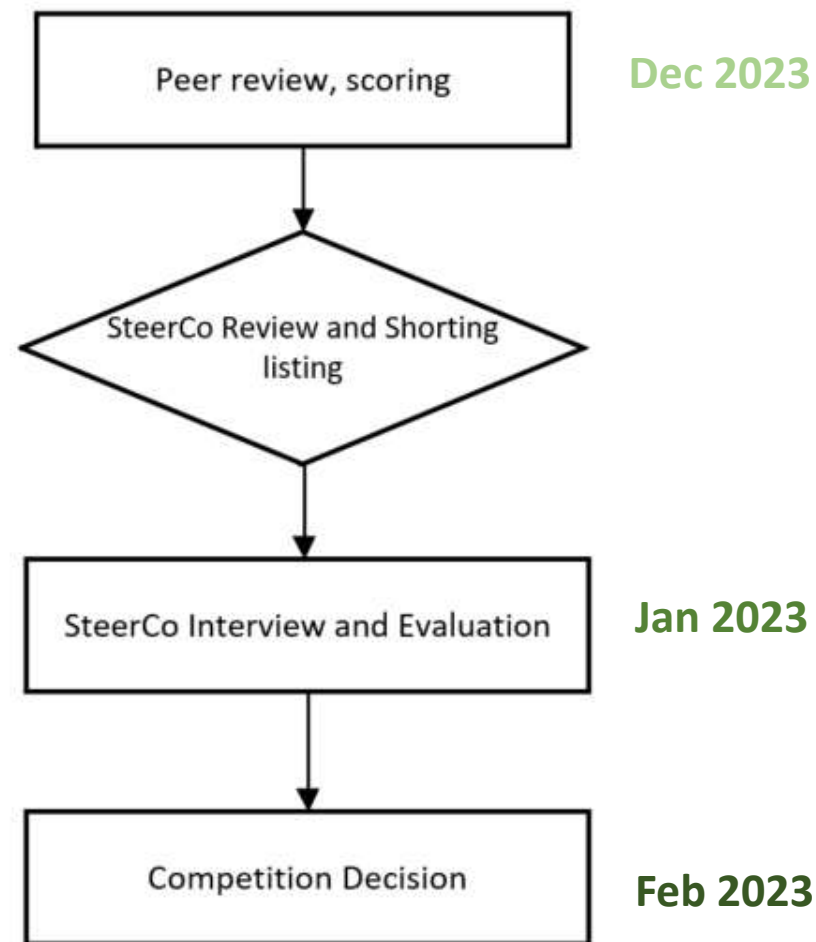
REVIEW PROCESS

2023 CLL Grand Challenge Competition will implement a two-phase review process:

Peer review + SteerCo Decision

- Peer review and scoring by UBC faculty members and staff.
- Review and shortlisting by the CLL Steering Committee.
- 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 Committee will make final funding decisions in February, 2024.

REVIEW AND DECISION WORKFLOW



CLL STEERING COMMITTEE



UBC Vancouver CLL Steering Committee (Sep 2023)

Voting Member

Co-chair	John Metras	VPFO	VP Facilities
Co-chair	Iain Begg	VPRI	Director, Innovation Partnerships
	Rachel Fernandez	VPRI	Associate VP Research & Innovation
	Tara Ivanochko	SH/SCI	Academic Director / Professor in Faculty of Science
	Bryan Jones	SHCS	Director Parking, Student Housing & Community Services
	David Kitts	LFS	Associate Dean, Research
	John Madden	CCP	Director, Sustainability & Engineering
	Walter Merida	APSC	Associate Dean Research & Partnerships
	Clayton Mullen	EWS	Senior Manager of Thermal Utilities, Energy Conservation & Innovation
	Linda Nowlan	SH	Senior Director
	Nancy Perry	EDU	Associate Dean, Research
	Jennifer Sanguinetti	FAC	Managing Director, Infrastructure Development
	Taraneh Sowlati	FOR	Associate Dean, Research & Innovation
	Michael White	CCP	Associate VP Planning

Non-voting member

	Angelique Pilon	SH	Director, Urban Innovation Research
	Robbin Simao	VPRI	Manager, Innovation Partnerships
	Anthony An	SH	CLL Research Manager

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SUPPORT & RESOURCES



CLL.Team@ubc.ca

- CLL Management Team
- Innovation UBC (VPRI Office)



Livinglabs.ubc.ca/program/cllcompetition

- Competition Guidelines
- Application Forms
- NOI Submission Portal
- Grand Challenge FAQ's
- Event registration



livinglabs.ubc.ca

- News & Events
- Past projects
- UBC Partners
- FAQ's



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