

# CAMPUS AS A LIVING LAB GRAND CHALLENGE

Application Information Session  
Oct 17, 2023

## **ANGELIQUE PILON**

Director, Urban Innovation Research  
UBC Sustainability Hub

## **ANTHONY AN**


CLL Research Manager  
UBC Sustainability Hub



# CLL GRAND CHALLENGE – SCHEDULE



<b>Application Period</b>	Competition Opened	Sep 1, 2023
	General Information Session	Sep 11, 2023
	NOI Submission Deadline	Sep 28, 2023
	<b>Application Info Session</b>	<b>Oct 17, 2023</b>
	1-2 Climate-Focused Workshop	Oct – Nov, TBD
	One-on-One Meeting/Coaching	Oct – Nov, TBD
	<b>Full App Submission Deadline</b>	<b>Nov 27, 2023</b>
<b>Evaluation Period</b>	Peer Review and Shortlisting	Dec 2023
	Shortlisted Interviews (CLL SteerCo)	Jan 2024
	Final Decision and Result	Feb 2024
<b>Project Period</b>	Project Start and Duration	March 2024 – March 2026



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**

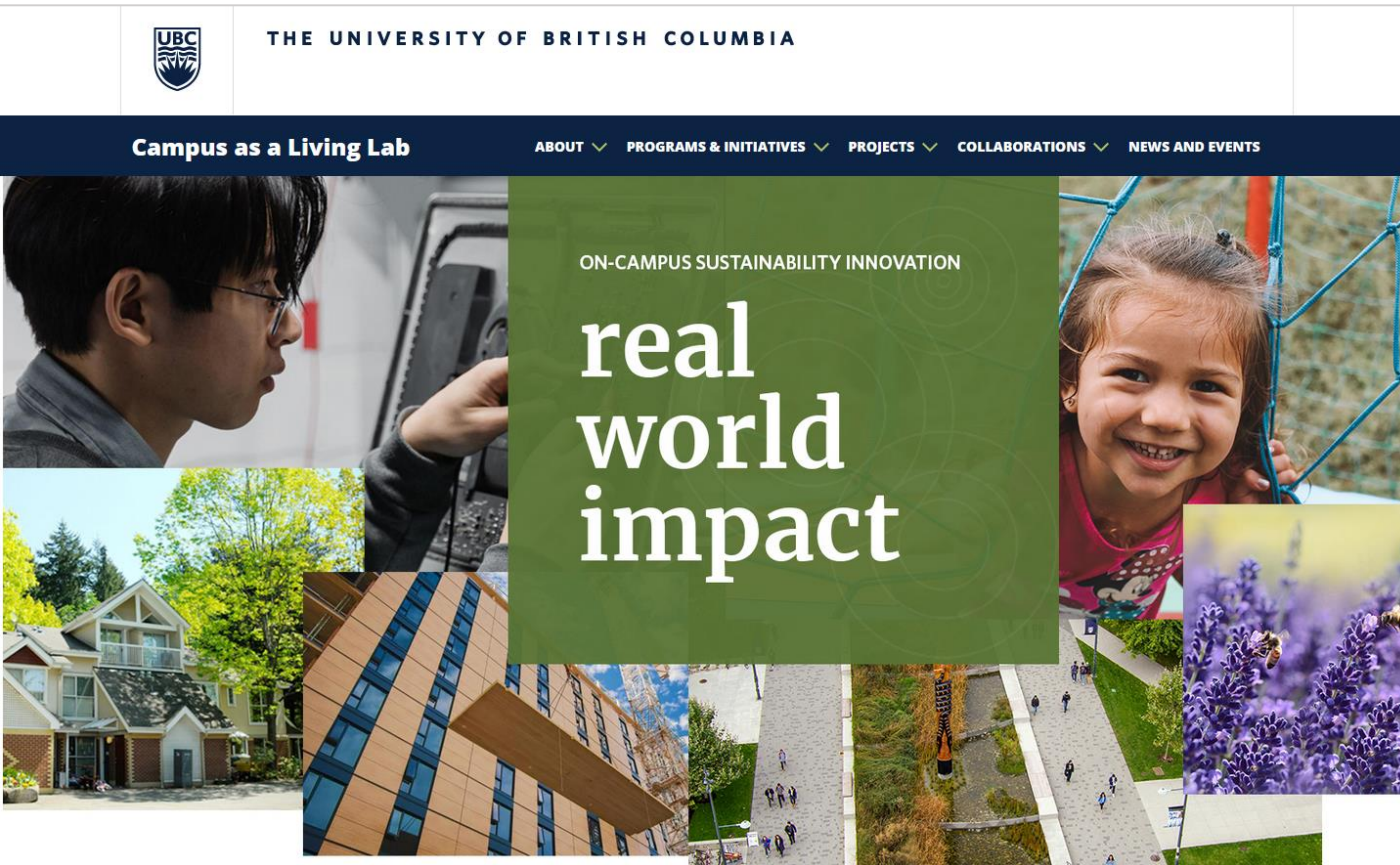
Manager  
Innovation Partnerships -  
Sustainability and Natural  
Resources | VPRI



**Anthony An**

CLL Research Manager  
UBC Sustainability Hub

# UBC CAMPUS AS A LIVING LAB



[livinglabs.ubc.ca](http://livinglabs.ubc.ca)

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.

# UBC CAMPUS AS A LIVING LAB



## 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

- 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

- Awarded 2 projects
- Used UBCO CLL priority areas



# CLL PROJECT PORTFOLIO

## UBC Vancouver CLL Projects:

- 3 completed and 11 active projects in portfolio
- Granted extension due to pandemic related challenges
- All project expected to finish by March 2024

Year 2022	Year 2021	Year 2020
<ul style="list-style-type: none"> <li>• MycoToilet</li> <li>• Outdoor Learning Space</li> <li>• Robot Leak Detection in Building</li> <li>• Mind in Motion Exercise Referral Pathway</li> <li>• Indigenous Campus Living Laboratory at x<sup>w</sup>čičəsəm Garden</li> <li>• Campus Tress, Microbes and Insects Database</li> </ul>	<ul style="list-style-type: none"> <li>• Designing Student-Family Housing for Wellbeing</li> <li>• E-Kitchen</li> <li>• Digital Detection Web for On Campus Insects</li> <li>• Nutrients, Energy, and Water Resource Recovery Research (NEWaterR3) Facility</li> </ul>	<ul style="list-style-type: none"> <li>• Reimagining Indigenous Centred Campus Recreation</li> <li>• 5G Data-driven Natural Asset Management and Integration (completed)</li> <li>• Carbon Capture and Conversion Ecosystem (completed)</li> <li>• Food Security through Community-Based Participatory Research (completed)</li> </ul>



# 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 in BC and Canada, responding and adapting to the climate emergency, and the role that UBC can play in realizing this future in our communities, cities and regions.

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 2023



## 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.

# 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 in the interim report and reconciled at the final report

# PROGRESSIVE FUNDING PROCESS – UBC VANCOUVER

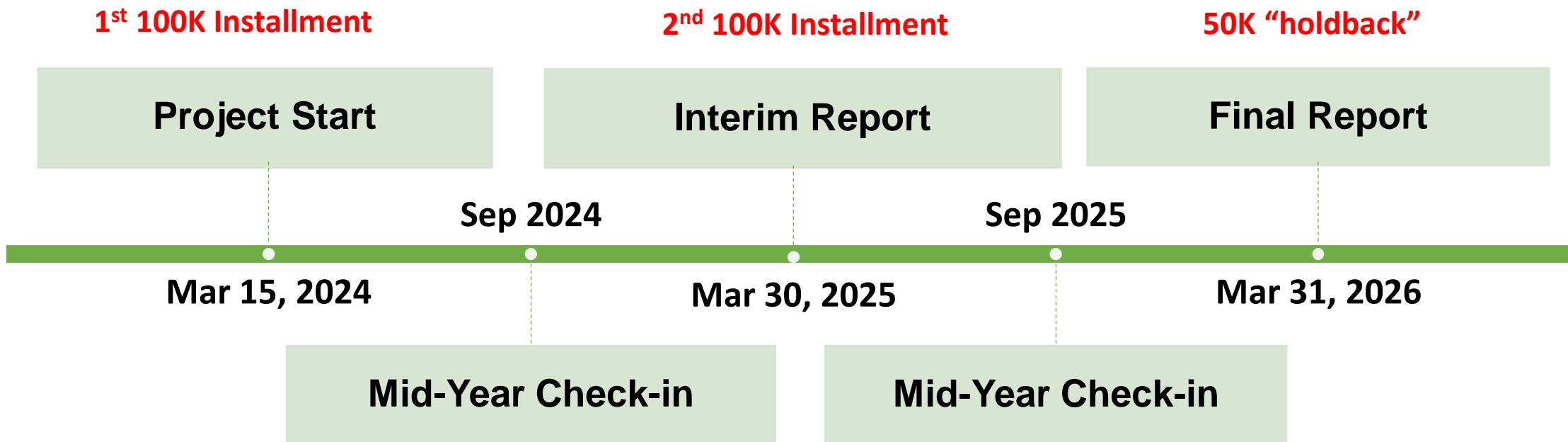
## Report Requirement:

- Mid-Year Check-in
- Interim Progress Report
- Final report

## Funding Release:

- Initial advance at project start time
- 2<sup>nd</sup> and 3<sup>rd</sup> installments subject to receiving and approval of interim and final report
- All funds to be spent by March 31, 2026.

## Project Report and Funding Timeline:



# PROGRESSIVE FUNDING PROCESS – UBC OKANAGAN



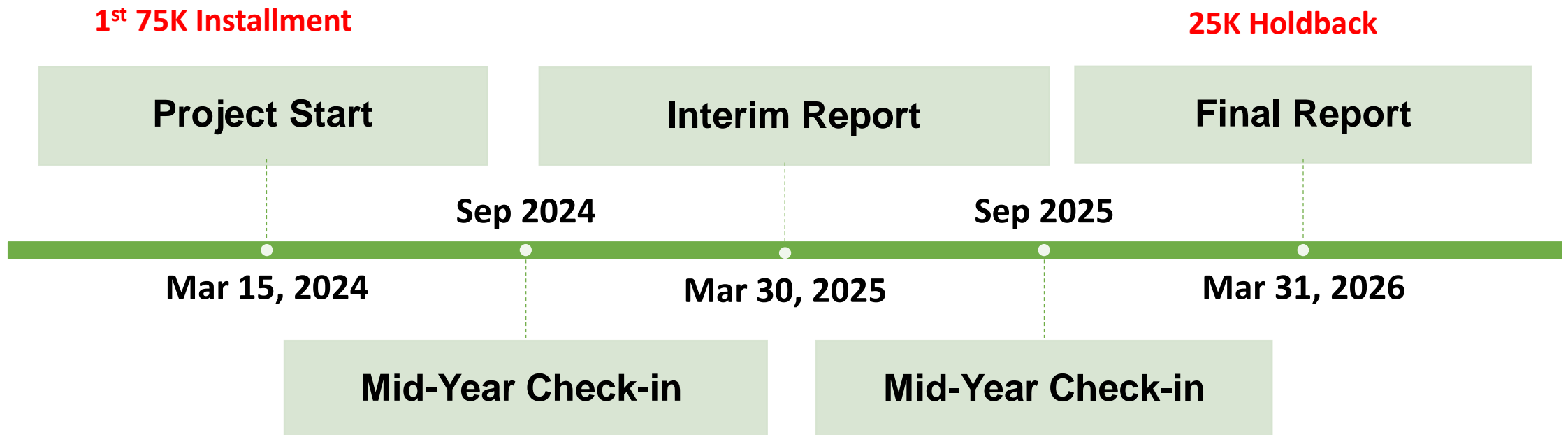
## Report Requirement:

- Mid-Year Check-in
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- Initial advance at project start time
- Final installments subject to receiving and approval of final report
- All funds to be spent by March 31, 2026.

## Project Report and Funding Timeline:





# 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 Leads should identify the necessary approvals and include plans for obtaining them within the application, without the need for the actual approvals themselves.

- Exception: Approval from any Indigenous Community Partners must be included in the application.

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

Campus as a Living lab projects must be positioned to drive change within and beyond UBC, through operations, practices, policies and community engagement.

- Project teams are expected to participate in CLL programming to expand their capabilities
- The Sustainability Hub, VP Research and Innovation team (UBCV/UBCO), will work along with the CLL project teams to facilitate coordination, communication, partnership building and collaboration on:
  - Skill development workshops
  - Partnership-building events
  - Knowledge exchange workshops
- Project teams are expected to incorporate these activities into their project workplans. CLL funding will help to support travel and other capacity-building expenses.

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 will be given to projects that integrate JEDI principles either into their design, development, execution, or 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/>

# NOI SUMMARY – 2023 COMPETITION



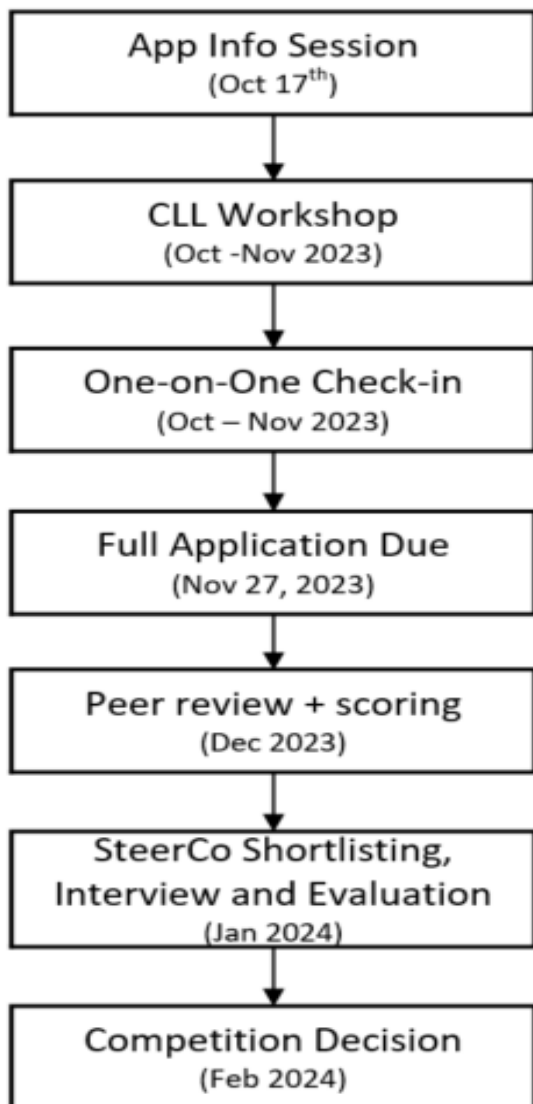
- **22 active NOI(s) in competition:**
  - 18 active NOI(s) UBC Vancouver
  - 4 active NOI(s) UBC Okanagan
- **7 Faculties Represented:**
  - Applied Science, Science, Education, Forestry, Arts, Sauder School, Land & Food System, School of Engineering (UBCO)
- **12 Operational Units (Staffs Lead) Representation:**
  - Campus & Community Planning, Energy & Water Services, Facility Management, Infrastructure Development, Risk Management, UBC Child Care, UBC Studio, UBC Travel, UBC Farm, Center for Climate Justice, Climate and Business Solutions, Sustainable Food System
- **NOI list and Summary spreadsheet shared**
  - Collaboration makes stronger proposal





# FULL APPLICATION AND REVIEW PROCESS

## APPLICATION AND COMPLICATION WORKFLOW:



Application support:

**CLL Workshop + One-on-one Meeting**

A two-phase review process:

**Peer review + SteerCo Decision**

- Peer review and scoring by UBC faculty members and staff.
- The CLL Steering Committee will shortlist, conduct interviews (min 1-week notice) with the shortlisted applicants prior to making a final funding decision.
- The CLL Steering Committee will make final funding decisions in February, 2024.

# CLL GRAND CHALLENGE – GUIDELINES AND APPLICATION PORTAL



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

## Downloadable forms:

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

## Full Application Submittal Portal

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

## Section A: Project Information

- **Project Name:**
- **Project Faculty Lead (Name, Job Title, Department and Email)**
- **Project Staff Lead (Name, Job Title, Department and Email)**
- **Additional Project Lead (optional) (Name, Job Title, Department and Email)**

### Co-Development Criteria

**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:

1. Leads must be in different department/disciplines/units
2. able to hold financial accounts
3. have capacity to be actively involved through project lifecycle, decision and outcomes

## Section A: Project Information

- **Project Location: (300-character limit)**

### Vancouver Project Locations

UBC Vancouver campus and/or associated UBC-owned and operated facilities in the Lower Mainland. These include:

- Point Grey Campus, 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

### Okanagan Project Locations

UBC Okanagan campus and/or associated UBC-owned and operated facilities in Kelowna



## Section A: Project Information

- **Project Team and Roles: (500-character limit)**
  - List the project team member and their roles and functions in the proposal: (Faculty Lead, Staff Lead, Additional lead, Project Manager, Post-docs, Students)
  - No CV(s) needed

### Project Manager (PM)



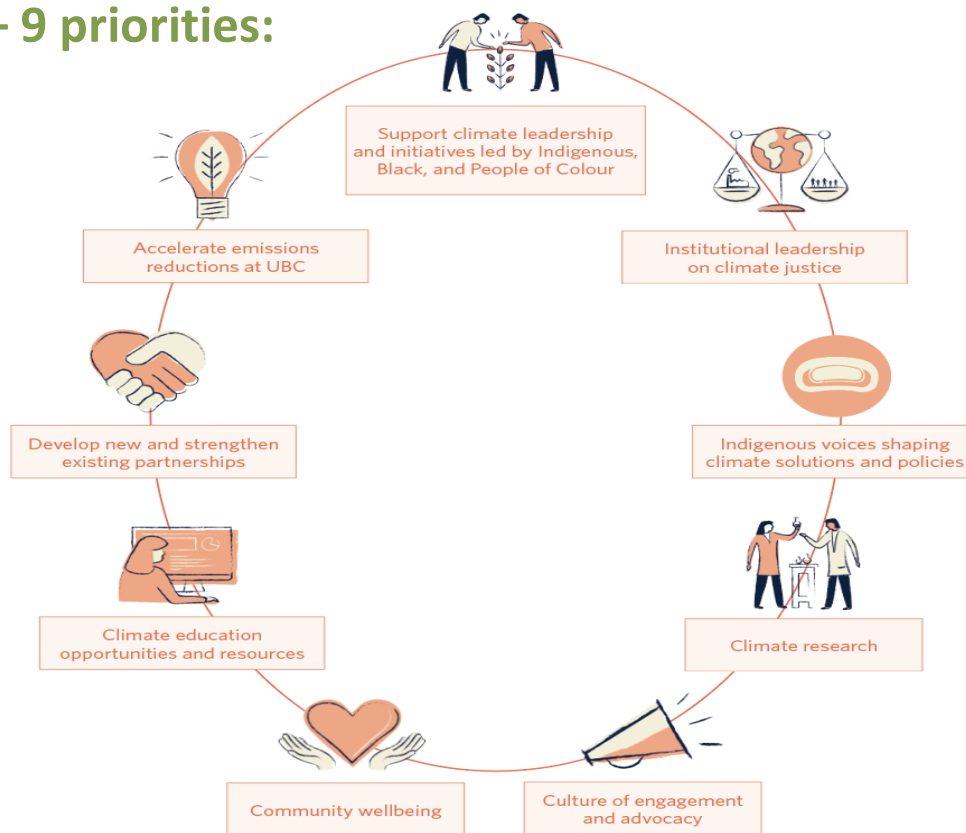
- All projects must have a designated Project Manager, a staff position separate from any of the Leads
- Coordinate activities, reporting and financial tracking
- The point of contact for CLL coordination and collaboration.

# APPLICATION FORM WALK-THROUGH (CONT.)

## Section B: Project Description

- **Project Overview and Objective: (3000-character limit):** Describe the project and objectives, including how it responds to the climate emergency and advances adaptation toward a changing climate

### CETF Report – 9 priorities:



### Helpful connections with :

[UBC Climate Emergency Task Force Report](#)

[UBC Strategic Plans](#)

[Campus Action Plans 2030](#)

[Okanagan Charter](#)

[UBC Campus Vision 2050](#)

## Section B: Project Description

- **Innovation: (500-character limit):**
  - New ways of doing things
  - New approaches or solutions
  - Technical, infrastructure, social or organizational solutions
  - Collaborative learning and knowledge-sharing
- **Research:(500-character limit)**
  - New insights into a body of knowledge
  - Demonstrate excellence in academic research and student learning experiences

## Section B: Project Description

- **Institutional Improvements: (500-character limit)**
  - Sustainability benefit or improvement for UBC
  - Functionality improvement for campus community  
(e.g., campus operations, policy targets, organizational or business practices and other institutional processes)
- **Impacts (500-character limit)**
  - Impacts beyond UBC through partnerships
  - Pathways for knowledge exchange and mobilization



Project teams should include regional partners either as project collaborators or knowledge users.

- Partners may be from public, private or community organizations outside of UBC.
- Partners can be confirmed partners or proposed partners:
  - **For confirmed partners**, projects should include their role and interest in the project and its outcomes in the application form.
  - **For proposed partners**, projects should describe how they will identify and develop these 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.



## Section C: Project Activities

- **Workplan**

- Planned project activity, deliverables and date range (Mar 15, 2024 – Mar 31, 2026)

Task No.	Activity	Deliverables	Planned Dates

## Section C: Project Activities

- **Cross-Campus Collaboration: (500-character limit)**
  - Describe the collaboration and knowledge exchange opportunities between UBCV and UBCO within the project
- **CLL Knowledge Mobilization (500-character limit)**
  - Outline a project-level knowledge mobilization plan
  - Identify the target audiences and knowledge end-users
  - Indicate the anticipated impacts and changes through research



# APPLICATION FORM WALK-THROUGH (CONT.)

## Section D: Project Finances

- **Budget**

- High-level description of budget items for CLL project activities and expenses
- Multi-source funding project: only include the CLL's portion
- All amounts in Canadian dollars.

### Year 1 Project Budget (March 2024 – February 2025)

Item / Activity	Amount (\$CAD)	Approximate spending time

### Year 2 Project Budget (March 2025 – March 2026)

Item / Activity	Amount (\$CAD)	Approximate spending time

## 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

## Section D: Project Finances

- **Leverage Funding (500-character limit)**
  - Provide a description of any confirmed additional funding beyond the CLL funds and/or
  - A plan to secure matching funds for the project continuity and future development as part of the project activities
- **Growth (500-character limit)**
  - Describe an anticipated pathway for this project to continue beyond the scope of work supported in this competition

## Funding Leveraging Expectation

- **Not** required to have secured matching funds at the time of application.
- **Required** 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 works to apply for additional grants and other competitive fundings.
- 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 its goal (proof of both the type of support and equivalent financial value is required).
- Facilities, equipment, people and other resources provided by UBC are not considered as in-kind contributions or matching funds.



## Section E: Appendix (optional)

### • 4 Supplementary Forms

- Illustrations, images of the preliminary findings and concepts
- Letters of support from confirmed partners
- Research permit/support letter from Indigenous Community Partners (if applicable)
- Proof of matching funds (if applicable)

# FULL APPLICATION SUBMISSION PORTAL

## Submission Portal:

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



### Full Application Submission Portal ---- CLL Grand Challenge 2023

**Due date/time: Monday, November 27, 2023 by 11:59pm (PST)**

Full Application may be submitted any time before November 27, 2023 @ 11:59 pm (PST). Late submissions will not be considered.

Full Name (Faculty Lead or Staff Lead)

Email

Campus

UBC Vancouver

UBC Okanagan

Please select your project topic here:

CLL Grand Challenge 2023 Full Application

Drop files or click here to upload

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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
- Submission Portal
- Grand Challenge FAQ's
- Event registration



**livinglabs.ubc.ca**

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



## *CIRS Open House*

FOR UBC FACULTY

OCT 19, 1-3PM

Centre for Interactive  
Research on Sustainability  
2260 West Mall

Connect for interdisciplinary conversations  
over light refreshments.

### **Hosts at CIRS:**

- UBC Sustainability Hub
- Office of Wellbeing Strategy
- Centre for Community Engaged Learning
- Campus and Community Planning
- Indigenous Research Support Initiative
- Collaborative for Advanced Landscape Planning
- Urban Forestry Research in Action
- UBC Building Decisions Research Group
- School of Architecture and Landscape Architecture
- Pacific Institute for Climate Solutions
- UBC Psychology
- UBC Energy and Water Services
- Institutional Programs Office





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