



UBC VANCOUVER 2025 CAMPUS AS A LIVING LAB FUND COMPETITION

Application Information Session
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We acknowledge that UBC's Vancouver campus is located on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) People.

UBC's activities take place on Indigenous lands throughout British Columbia and beyond.



UBC CAMPUS AS A LIVING LAB

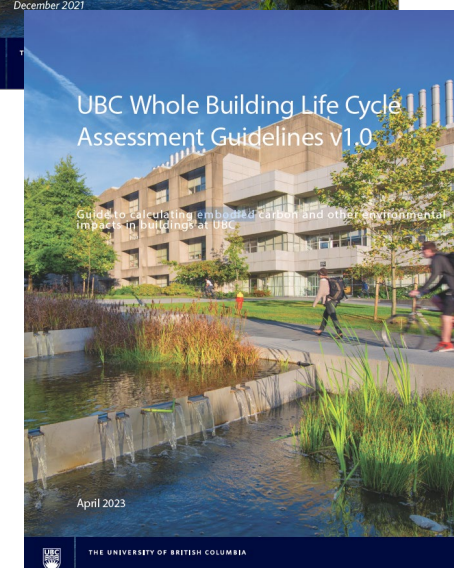
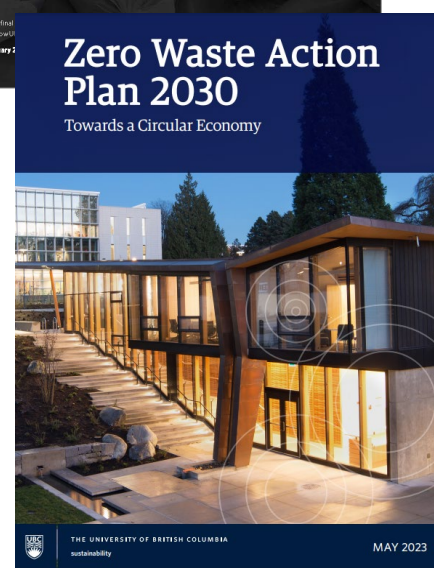
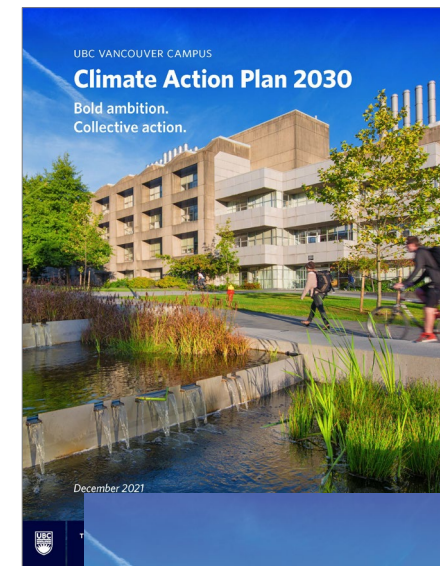
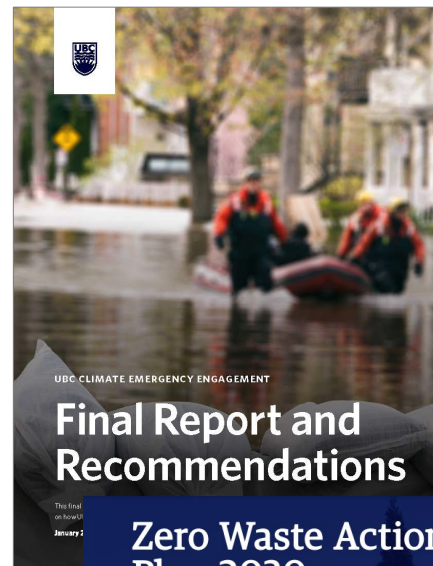
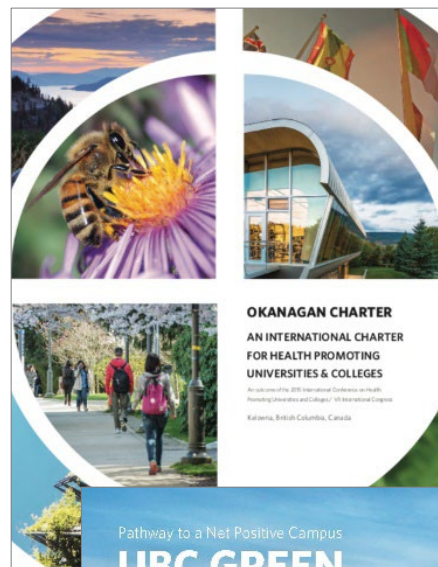
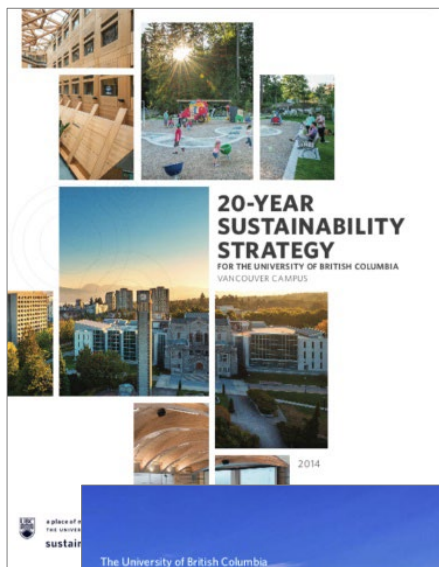
UBC Campus as a Living Lab (CLL) leverages UBC's academic and operational capabilities to respond to global sustainability challenges in our local context, in alignment with UBC's Strategic Plan: Creating vibrant, sustainable environments that enhance wellbeing and excellence for people in their places at UBC and beyond.

CLL Fund Competitions

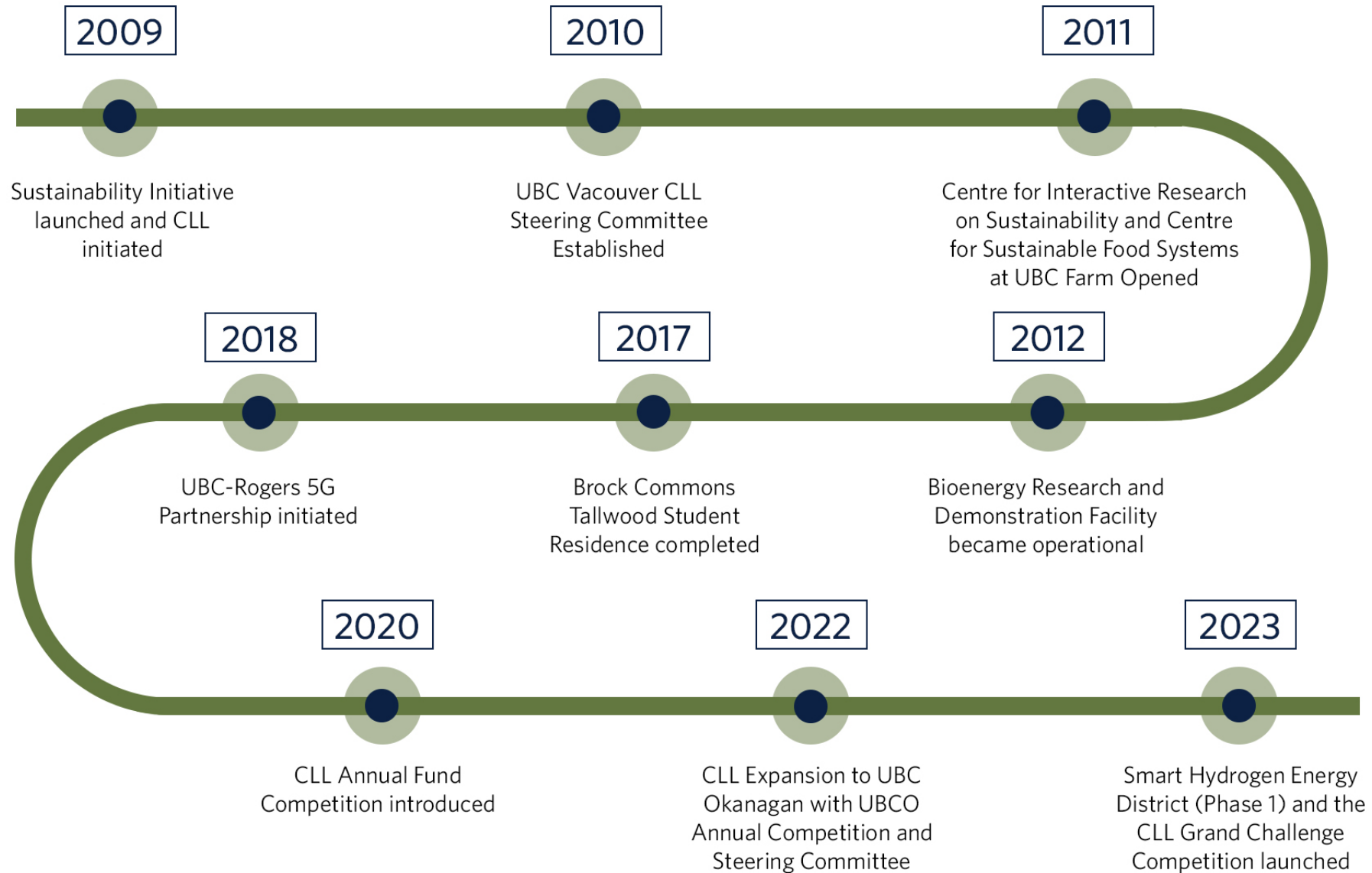
Provide seed funding to support innovative, interdisciplinary living lab projects co-led by UBC faculty and staff. Competition projects advance sustainability through academic-operational collaboration and use the campus as a testbed for real-world impact.

UBC POLICIES AND PLANS

15+ Strategic plans tied to academic priorities and sustainable campus development



EVOLUTION OF 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.

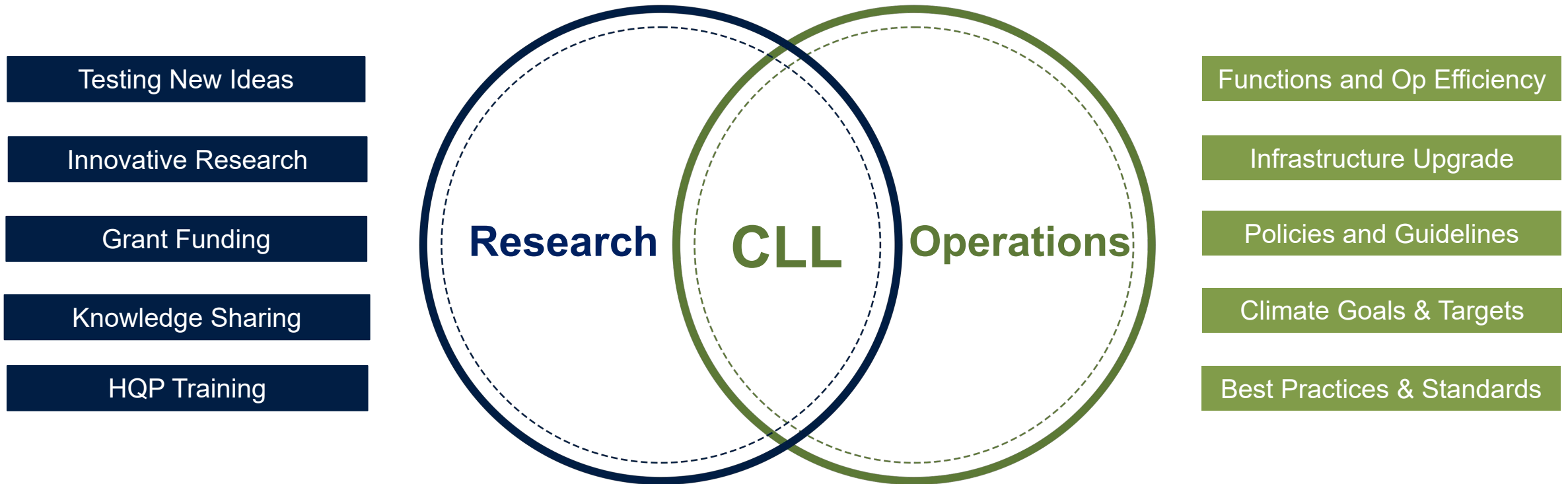


Transparency: We build collaborations and partnerships through clear and open processes, and ensuring fair, ethical, consensual and transparent engagement.



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 CAMPUS AS A LIVING LAB



UBC LIVING LAB PROJECT CHARACTERISTICS



1. Innovation



**2. Research
Excellence**



**3. Relevance to UBC
Campus and
Community**



**4. Student Engagement
and Learning
Opportunities**



**5. Potential Impacts
and Knowledge
Sharing**

PAST CLL FUND COMPETITIONS



UBC Vancouver

2020 Competition (launch)

- Awarded 4 projects
- Total funding \$200,000

2021 Competition

- Awarded 4 projects
- Total funding \$200,000

2022 Competition

- Awarded 6 projects
- Total funding \$250,000

2023 Grand Challenge Competition (both campuses)

- Awarded 3 projects
- Total funding \$600,000

UBC Okanagan

2022 Competition (launch)

- Awarded 2 projects
- Total funding: \$100,000

2023 Competition

- Awarded 2 projects
- Total funding: \$100,000

2024 Competition

- Awarded 2 projects
- Total funding: \$100,000

2025 UBC VANCOUVER

Campus as a Living Lab Fund Competition



2025 UBC VANCOUVER CLL FUND COMPETITION



Projects must demonstrate alignment with CLL principles and contribute to sustainability transformations at UBC Vancouver.

Total Funding Available: \$500,000

Two Funding Streams:

- Small Projects: \$10,000–\$30,000/project
- Large Projects: \$50,000–\$100,000/project

Funding Allocation: No fixed distribution—awarded based on proposal quality.

Project Timeline: March 2026 – March 2028

- Projects may be shorter but have up to 2 years to complete.

CLL FUND COMPETITION TIMELINE

Launch September 1, 2025

Two-phase application process:

- **Notice of Intent:** Tuesday, September 30
- **Full Application:** Friday, November 28

Two-phase review process:

- **Peer review:** December 2025
- **Shortlisted project interviews:** January 2026
- **Final decisions:** February 2026

Projects start March 2026



NOI SUMMARY – 2025 CLL COMPETITION



Total NOI Received: 32

NOIs in competition: 31

Small Stream Projects: 8

Large Stream Project: 23

Sustainability Dimensions:

- Social
- Cultural
- Technical
- Economic
- Environmental
- Ecological
- Infrastructural
- Organizational
- Procedural

NOI SUMMARY – 2025 CLL COMPETITION (CONT.)



Represented Faculties:

Arts
Applied Science
Forestry
Medicine
Land and Food System
Science
Sauder Business School
Allard Law School

Represented Units:

Campus & Community Planning
UBC Facilities
Student Housing & Community Service
Centre for Teaching, Learning and Technology
Equity & Inclusion Office
Ombuds Office
Centre of Climate and Business Solutions
Arts & Culture District
Alex Fraser Research Forest
UBC Botanical Garden
UBC Farm
Bradshaw Research Institute for Minerals and Mining

2025 UBC VANCOUVER CLL FUND FULL APPLICATION

Section A: Project Information

- **Project Stream** (small or big project)
- **Project Name:**
- **Project Faculty Lead** (name/title/department/email)
- **Project Staff Lead** (name/title/department/email)
- **Additional Project Lead** (optional)

(Another UBC faculty member, staff member, postdoctoral fellow, or research associate relevant to the proposed project)

CLL projects are co-developed and co-led by a faculty lead and staff lead:

- Leads are equal partners from idea to delivery: joint planning, shared decision-making execution and collective action
- Leads leverage UBC's academic and institutional/operational expertise
- Leads ensure innovation, academic research excellence, relevance to UBC campus and community, student learning opportunities and potential for off-campus impacts and knowledge sharing

Project Leads are the point of communication for the duration of the competition.

- Questions must come from Project Leads
- Leads are responsible for communicating within their project teams.

Section A: Project Information

Project Location: (300-character limit)

- Identify UBC Vancouver locations
- Include UBC-owned and operated facilities in the Lower Mainland
- Note any important off-campus locations

Section A: Project Information

Project Team and Roles: (500-character limit)

- List the project team members and their roles in the proposal: (Faculty/Staff Lead, Additional lead(s), Project Manager, Post-docs, Students)
- No CV(s) needed
- List any confirmed external partners and their roles

Section B: Project Description

Project Overview and Objective (3000-character limit)

- Provide a summary of your proposed project, outlining its core objectives, intended approach, and deliverables
- Describe how your team envisions the project to be implemented as a UBC Living Lab project and
- Describe how the project will align with UBC's sustainability and strategic priorities

Focus on the big picture in this section!



Innovation

- New ways of doing things
- New approaches or solutions
- Significant improved ideas and processes
- Change making at UBC and beyond

Section B: Project Description

Innovation (800-character limit)

- Should bring forward novel or significantly improved ideas, processes, or practices that address real-world sustainability challenges.
- Innovation can be technical, social, procedural, or cultural—new ways of thinking, engaging, organizing, or acting.
- Ask yourself: What's fresh or different about our project? How could it spark meaningful change at UBC and inspire others?



Research Excellence

- New insights contributing to a body of knowledge
- Clear research questions and robust methods
- Future inquiry and research potential

Section B: Project Description

Research Excellence (800-character limit)

- Projects must demonstrate academic rigour with clear research questions, robust methodologies, and well-defined processes.
- They should contribute new insights to a body of knowledge and inform future research, policy, or practice.
- Ask yourself: How does our project meet high standards of scholarship? What new knowledge or evidence will it generate?



Relevance to UBC Campus and Community

- Supports UBC's sustainability and strategic goals
- Drives positive change across UBC campus and communities
- Focuses on the "what," "how," and "why" of implementation at UBC

Section B: Project Description

Relevance to UBC Campus and Community (800-character limit)

- Living Lab projects are rooted in UBC's context—its strategic priorities, policies, and operational realities.
- Strong proposals clearly identify:
 - What will be implemented or improved at UBC
 - Why the change is needed
 - How outcomes will strengthen UBC as a Living Lab
- Ask yourself: How does this project directly advance UBC's sustainability, climate, or community goals?



Student Engagement and Learning Opportunities

- Active student engagement in research, design, or implementation
- Interdisciplinary and real-world learning
- Builds student skills and leadership experience

Section B: Project Description

Student Engagement and Learning Opportunities (800-character limit)

- Student involvement is a defining feature of Living Labs.
- Projects should enable students to engage in research, design, implementation, evaluation, or storytelling.
- Learning should be hands-on, interdisciplinary, and mentorship-based, giving students meaningful roles and valuable skills.
- Ask yourself: Where and how are students directly contributing to and learning from the project?



Potential Impacts and Knowledge Sharing

- Potential for replication or scaling beyond UBC
- Knowledge shared with external partners or networks
- Supports long-term transformation

Section B: Project Description

Potential Impacts and Knowledge Sharing (800-character limit)

- Strong projects look beyond UBC, aiming for replicability, adaptability, or scale-up.
- Knowledge sharing should extend past academic publication—through tools, frameworks, partnerships, or public engagement.
- Ask yourself: Who else could benefit from our outcomes? How will we share knowledge so others can use it?

Section C: Project Activities

Workplan

- Planned project activity, deliverables and planned dates (March 15, 2026 to March 31, 2028)

Year 1 Project Workplan (March 2026 – February 2027)			
Activity No.	Activity	Deliverables	Planned Completion Dates

Year 2 Project Workplan (March 2027 – March 2028)			
Activity No.	Activity	Deliverables	Planned Completion Dates

Section D: Project Finances

Budget

- High-level 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 2026 – February 2027)		
Item / Activity	Amount (\$CAD)	Approximate spending time

Year 2 Project Budget (March 2027 – February 2028)		
Item / Activity	Amount (\$CAD)	Approximate spending time

Section D: Project Finances

- **Additional Funding Sources (if applicable)**
 - Brief description of any non-CLL funding that will support this project including anticipated or confirmed funding (indicate the funding status)

Section E: Appendix (optional)

Image Upload Field (4 max.)

Upload relevant supporting materials, such as:

- Diagrams, illustration, or flow charts
- Letters of support or approvals from confirmed partners
- Proof of matching funds (if applicable)
- Research permit or support letter from Indigenous Partners (if applicable)

Each item should include a small caption and not exceed 5MB file size

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, site-based approvals and others

Approval Processes

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

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

- Application form and submission portal link have been emailed to Project Leads
- Fill out the Application PDF – requires Adobe Acrobat or Adobe Reader
- One Project Lead in charge of each submission
- Submit via the online portal:

APPLICATION SUBMITTAL DEADLINE: 11:59 pm on Friday, November 28

FULL APPLICATION SUBMISSION PORTAL



Submission Portal:

https://ubc.ca1.qualtrics.com/jfe/form/SV_1ylfofIPH95mevc



Full Application Submission Portal ---- 2025 CLL Fund Competition

Due date/time: Friday, November 28, 2025 by 11:59pm (PST)

The Full Application may be submitted any time before November 28, 2025 @ 11:59 pm (PST). Late submissions will not be considered.

Full Name (Faculty Lead or Staff Lead)

Email

Project name

Full Application Submission

Drop files or click here to upload

→ Submit

APPLICATION SUBMITTAL – NEXT STEPS

After submitting your full application:

- Portal will send an automatic confirmation email
- CLL Team will review the application and follow up with any questions
- CLL Team will send your application for peer review

Shortlisted large project interview (Jan 26- Feb 2 2026)

Funding decision and award announcement (February 2026)

CLL Team is available for any questions regarding the review and decision process. Email CLL.team@ubc.ca

Reviews by Peers:

- Each proposal is reviewed by multiple reviewers, both faculty and staff
- Proposals are assessed independently not collectively
- Reviewers do not compare proposals against each other

Peer Review Scoring

- Reviewers score each application on the 5 Living Lab characteristics:
 - Innovation
 - Research Excellence
 - Relevance to UBC
 - Student Engagement
 - Impact & Knowledge Sharing
- Reviewer may share additional comments or concerns

Tip: Write in clear, concise and plain language — some reviewers may be outside your discipline.

Steering Committee reviews peer scores and shortlists projects

- Large projects: shortlisted teams invited to virtual interviews
- Teams will be notified the week of January 12
- Interviews held January 26 – February 2

Steering Committee final decisions

- Final funding decisions in February 2026 for all projects
- Includes both projects and amount of funding

Committee looks for projects that are:

Visionary (great potential impact for UBC and beyond)

Collaborative (academic + operational leads working together)

Practical (workplan and finances feasible, with clear outcomes at UBC)

Project Set up:

- CLL Team will arrange agreements, discuss approval requirement, communicate reporting, and coordinate financial transfers with Project Leads

Small projects:

- Full funding allocation will be awarded in March 2026

Large projects:

- 75% of funding allocation will be awarded in March 2026
- 25% holdback will be awarded at completion of project and submittal of final reporting

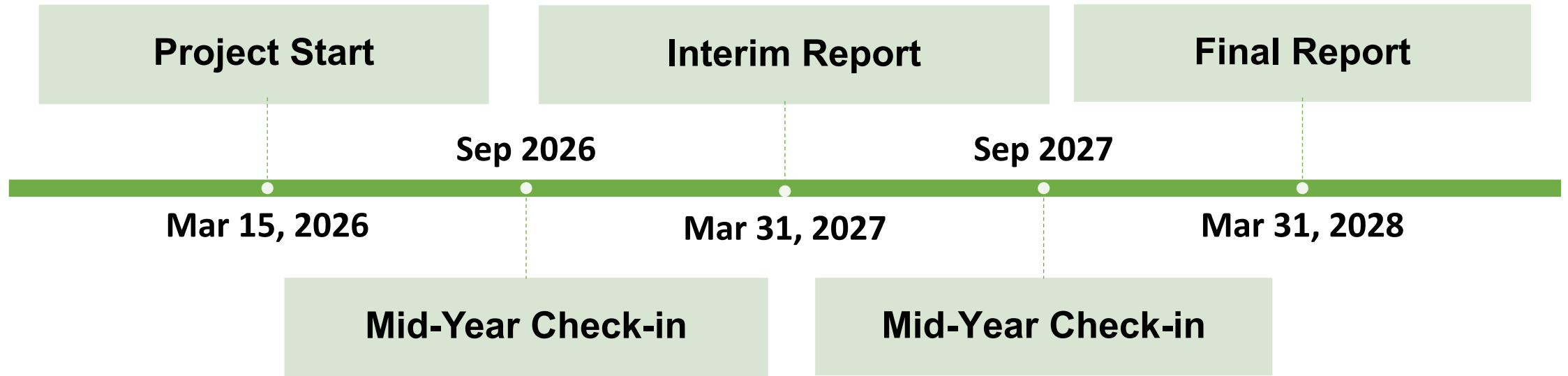
Competition Results:

- CLL Team will communicate the results directly with all Project Leads
- CLL coordinate a public announcement of the Competition results (we ask that teams keep results confidential until then)

UBC CLL Website:

- All successful competition projects are profiled on the website
- CLL Team will work with Project Leads to develop the project description and possible team interviews

PROJECT EXECUTION AND REPORTING



Report Requirement:

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

ELIGIBLE EXPENSES



Eligible Expenses

- ✓ **Student Support:** UBC undergrad/graduate student compensation
- ✓ **Staffing:** Grant-funded project staff, third-party contractors (partial)
- ✓ **Equipment & Materials:** Purchase/rental for project delivery
- ✓ **Event & Knowledge Sharing:** Workshops, knowledge exchange, stakeholder engagement
- ✓ **Project Execution:** Indigenous Elder honoraria, site prep, data collection, evaluation, transport/incidental expenses

Ineligible Expenses

- ✗ **Core Salaries:** Regular budget-funded UBC staff or faculty salaries
- ✗ **Operational Overhead:** Indirect or administrative costs, UBC or partner operational costs, facilities
- ✗ **Curriculum/coursework development**
- ✗ **Journal fees, conference registration and travel**

2025 CLL FUND COMPETITION RESOURCES AND PORTAL

2025 UBC Vancouver CLL Competition page:

<https://livinglabs.ubc.ca/2025>



Downloadable forms:

- Competition Guidelines (PDF)
- FAQ's

UBC CLL approach and info:

- Past project
- Research support
- News & Events
- UBC Partners



THE UNIVERSITY OF BRITISH COLUMBIA
SUSTAINABILITY

THE UNIVERSITY OF BRITISH