

GREEN LABS FUND APPLICATION

As a research-intensive university with some 400 labs on campus, UBC consumes a significant amount of energy, water and materials for conducting world-class research. UBC lab buildings account for approximately 49 percent of campus energy use, 24 percent of campus water use, and 96 percent of total hazardous waste generated.

The Green Labs Fund is an award incentive initiative offered by the [Green Labs Program](#) to generate sustainable solutions in laboratories that reduce the environmental impact of research activities.

If you can envision new and more sustainable ways to perform research activities we encourage you to read through the guidelines and submit the application form enclosed in this document.

CRITERIA & GUIDELINES

Proposals will be considered by a review panel including staff from Risk Management Services, Campus + Community Planning, Financial Operations, and Energy & Water Services.

ELIGIBILITY

All UBC students, staff and faculty from UBCV and UBCO are eligible to apply.

CRITERIA

In order to be considered by the evaluation committee, proposals should:

- Strengthen sustainability at UBC through reduction of environmental impacts of research activities
- Benefit the UBC scientific community
- Be within the range of \$250 to \$4,000
- Have an immediate or short-term benefit and practical applicability

Note, projects will also be scored according to the funding preferences outlined below.

FUNDING PREFERENCES

Funding for projects that meet the following preferences will be more favorably considered:

- Projects with measurable outcomes
- Projects which are creative and innovative
- Projects that are scalable and could be implemented by other researchers/departments at UBC

FUNDING EXCLUSIONS

Funding for the following will NOT be considered

- Expenses including: recurring expenditures of previously approved projects, departmental operational expenses, historical spending/debts, scholarships, grants, and bursaries.
- Activities that do not address greening laboratories (e.g. leisure or activity programs).
- Research based projects or long-term projects that are grant funded (i.e. basic science “green” research projects, although extremely worthwhile are beyond the scope of this fund).
- New research/teaching labs start-up expenses (i.e. usually covered by research/teaching start-up grants).

APPLICATION PROCESS

- All applicants must submit a complete application form, including a project summary, supporting materials and supervisor approval. See attached application form.
- Email completed applications by the submission deadline to: green.labs@ubc.ca
- All funding recipients will have one year from their award date to complete their proposed projects, and are required to submit a brief report and receipts for project expenses upon completion.

GREEN LABS FUND APPLICATION FORM

Application Date: _____ (mm/dd/yyyy)

| A. CONTACT INFORMATION | |
|---|--|
| Department: | |
| Building: | |
| Room # (if applicable): | |
| Contact person: | |
| Phone: | |
| E-mail: | |
| Principal Investigator (PI): | |
| Project leader (if different from above): | |

| B. PROJECT SUMMARY | |
|--|--|
| Project Name: | |
| Estimated Project Timeline (# months, from start to finish): | |
| Total Funding Requested (max \$4,000): | |
| Total Project Budget: | |

| C. CRITERIA FOR INCLUSION & EXCLUSIONS | | | |
|---|-----|--------------------------|-----------------------------|
| Project strengthens sustainability at UBC? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Project benefits the UBC scientific community? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Project has immediate or short term benefit? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Comments: | | | |
| <i>If you answer YES to any of the questions below please explain and note that your project may be excluded.</i> | | | |
| Recurring expenditures of previously approved projects | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Departmental operational expenses | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Historical spending/debts expenses | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | | |
|--|-----|--------------------------|----|--------------------------|
| Leisure/activity programs that do not address greening laboratories issues | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Scholarships, Grants, Bursaries | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Research only based project (e.g. basic science) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Long term research project (grant based) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| New research/teaching labs start-up expenses | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Comments: | | | | |

D. ENVIRONMENTAL & SUSTAINABLE BENEFITS
Select impact areas your project will address (Check all that apply)

- Hazardous waste minimization
- Materials recovery (e.g. chemicals, solvents)
- Waste reduction (e.g. projects related to zero waste, reuse, recycling, procurement, circular economy)
- Energy conservation
- Water conservation
- Other (please specify)

E. PROJECT DESCRIPTION *Briefly describe the project. Identify project goals/objectives, outline what you hope to accomplish and how the project will address the impact areas selected above.*

F. PROJECT IMPLEMENTATION
Describe steps necessary for project implementation including timelines, duration and milestones

G. PROJECT IMPACT & OUTCOMES

Can project impacts be measured? Yes No

Describe measurable impacts your project may have:

H. CREATIVITY, APPLICABILITY & SCALABILITY

Does project have creative and innovative elements? Yes No

Can project be implemented by other departments? Yes No

Can project be scaled-up beyond a small pilot application? Yes No

Briefly describe elements above:

I. PROJECT BUDGET

Provide budget details and supplier quotes. A separate budget sheet may be attached.

J. FUTURE FUNDING

If you were to obtain requested funding from Green Labs, would your grant/department be able to support this project in the future (e.g. continued recycling efforts that cannot stop after a few months)?

Yes No

Please explain briefly:

K. FUNDING REQUIREMENTS

I understand that if this application is approved for funding, the following must be submitted

- A brief report upon project completion, no later than one year following receipt of funds. Report template will be provided to successful applicants.
- Submission of receipts for project expenses
- Any funds that were not used must be returned to the Green Labs Committee.

Please note that failure to submit documentation may result in grant recipients being ineligible for future Workplace Sustainability Fund grants and/or being required to return the funds for unaccounted expenses.

Name: _____

Date: _____