

CLL Fund Competition Guidelines

July, 2020



THE UNIVERSITY OF BRITISH COLUMBIA

Introduction

UBC's Campus as a Living Lab (CLL) initiative responds to current sustainable development challenges by integrating academic research and teaching with campus planning, infrastructure, operations and community development.

The UBC CLL Fund provides seed funding to support innovation projects on the Vancouver campus that address strategic priorities and embody the elements of a living lab.

A description of the CLL Fund Competition, including award details, eligibility and eligible expenses, review process, and timeline, can be found [online](#). The website includes a list of Frequently Asked Questions.

Applications are a two-step process includes a notice of intent (NOI) and a full proposal. The NOI is a required step - it must be submitted for the full proposal to be considered.

NOTICE OF INTENT (NOI)

In order to submit an application to the CLL Fund competition, the lead applicant must submit a short Notice of Intent (NOI) to apply by 11:59 pm on September 15, 2020. The NOI is non-competitive and will be used internally to plan review panels, and to facilitate coordination of similar proposals, as needed.

The NOI form can be found online at: <https://sustain.ubc.ca/ctl-fund-competition-application>

Project Lead Applicant: List the name, department and contact information (email and phone) for the lead applicant on the CLL project. The lead applicant must be a faculty or staff member at the UBC Vancouver campus.

CLL Project Name: Provide a name for the proposed project. This name should be used consistently throughout the application process.

Potential Partners: CLL Funds are intended to support collaborative projects. List the potential partners who will work with the lead applicant. Faculty and staff at UBC should be listed by name and department; external organizations can be listed simply by the name of the organization.

UBC Strategic Priority Areas: CLL projects must align with one of UBC strategic priority areas, which are informed by the UN Sustainable Development Goals. Select the strategic priority area with which the CLL project most closely aligns; Climate Action, Sustainable Cities and Communities, Good Health and Wellbeing, or Responsible Consumption and Production.

Innovation Claims: CLL projects are meant to test, demonstrate or otherwise advance innovation at UBC's Vancouver Campus. Innovations may be considered in terms of scientific, technological, health or social innovation. List three (3) innovations for the proposed CLL project.

CLL Project Description: Briefly describe the proposed CLL project, in 50 words or less. The description should include the potential benefits to research and to operations at UBC, but does not need to repeat information already provided in the NOI form.

FULL PROPOSAL

Project proposals should demonstrate how the requested CLL Funding will be used to create and/or advance the application of research using UBC's campus lands, buildings, utilities infrastructure, and/or development projects as a laboratory or demonstration testbed. Please review the [CLL Competition information](#), to ensure compliance with eligibility, eligible expenses and other requirements.

The full proposal for the CLL project should be submitted as a PDF document via email to: angelique.pilon@ubc.ca. Proposals must be received no later than 11:59 pm on November 15, 2020. No late proposals will be accepted.

The full proposals for the CLL project are free form, no greater than 5 pages, and may include both text and graphics. No supplemental or additional information beyond the 5-page proposal will be considered by the review panel. Links may be included in the proposal, but review of the linked material will be at the discretion of the reviewers. It is the responsibility of the lead applicant to ensure that the proposals are clear and legible.

Proposals must include information on the following areas:

Project Lead Applicant: List the name, department and contact information (email and phone) for the lead applicant on the CLL project. If the lead applicant is not the same individual listed on the NOI, the original lead applicant should also be noted, for continuity.

Project Co-lead: If the lead applicant is a staff member, a faculty co-lead for the research needs to be identified in the proposal. If the lead applicant is a faculty member, but operational expertise and/or access to UBC buildings, data, infrastructure etc. is critical to the project, a staff co-lead with the appropriate responsibilities needs to be identified in the proposal.

CLL Project Name: Provide a name for the proposed project. If the project name has changed since the NOI submittal, the original name should also be noted, for continuity.

Problem Statement and Innovations Claims: Clearly define the sustainable development challenge that the proposed CLL project is seeking to address, and the innovations that will be applied, developed or explored. Innovations may be thought of in terms of novel concepts or applications, not just of technology, but also scientific, health or social knowledge and experiences. Innovation claims should preferably match those indicated in the NOI, but it is recognized that project parameters change over time.

Project Description: Describe the proposed CLL project, including the integration of academic research and teaching with campus planning, infrastructure, operations and community development, and the advancement of one of UBC's strategic priority areas.

Project Goals, Planned Outcomes and Deliverables: Funding through the CLL Fund Competition is awarded on an annual basis, which for this competition starts on January 2021. Explicitly describe the project goals, planned outcomes and deliverables that will be achieved with this funding in the 12-month timeline. Applications should make a strong case for the value of the project-specific outcomes to both UBC research and operations, and demonstrate how the funding will be used to achieve them.

Participants and Partners: Describe the project team that will be involved in the proposed CLL project. This should encompass key participants and their roles, including UBC faculty, staff and students/ trainees, as well as any external academic collaborators or staff from partner organizations. Individual CVs are not required as part of the application, but the expertise that participants bring to their specific roles should be noted.

CLL Criteria: Explanation of how project meets CLL criteria

- Alignment with at least one of UBC's strategic priority areas: Climate Action, Sustainable Cities and Communities, Good Health and Wellbeing, and Responsible Consumption and Production.
- Demonstration of operational benefit to UBC's campus.
- Demonstration of evidence of excellence in research and opportunities for knowledge dissemination.
- Creation of new opportunities for student/trainee engagement and learning.
- Demonstration of meaningful partnership and community engagement.
- Reflection, by the project team and proposed activities, of a commitment to equity, diversity, and inclusion.

Budget: Provide a budget for how the CLL Fund request will be spent within the 12-month funding timeline. It is the lead applicant's responsibility to ensure that the project expenses comply with the [eligible criteria](#). The proposed budget should include expenses supported through matching and leverage funding sources beyond the CLL Fund Competition, but should explicitly note which expenses are funded through CLL. In-kind contributions may be considered as matching funds, if they translate into significant cash equivalents and offset funds that would otherwise need to be raised.

Funding Sources: The CLL Fund is intended as seed funding, and the application must demonstrate the pursuit of additional funding from other sources. Either as part of the budget, or separately, the proposal should include a list of other funding sources and amounts, and note which are confirmed and which are potential.

Schedule: The proposal should include a project schedule detailing the planned completion of project deliverables and spending of funds within the 12-month timeline. The CLL projects may, in some cases, be planned for a multi-year timeline, but funding is allocated on a yearly basis, and meaningful deliverables supported by that funding must be completed within the 12 month timeline.

The full proposals will be reviewed by an interdisciplinary review committee, based on the assessment CLL criteria outline above.

Short listed applications may be requested to present to the review committee during the review process, before final decisions are made. The lead applicant will be notified at least 1-week in advance of the requested presentation.

The review committee may approve all or a portion of a project proposal, and may place limits or apply contingency to the awarded funding. Successful applicants will be notified by January 2021. A funding agreement will be developed and signed before transfer of the funding.