



Campus as a Living Lab - Funding Program

<u>Call for Proposals</u>	<u>Deadline</u>	<u>Funding Announcement</u>	<u>Funding Start Date</u>
Dec 1 2022	Feb 1 2023 (4 PM)	Early March 2023	March 30

Program Terms

Introduction

UBC Okanagan’s Campus as a Living Lab (CLL) program offers its Faculty and Staff a unique opportunity to incubate, test, and demonstrate innovative research ideas in a real-world setting, embedded on campus lands (its buildings, infrastructure, streets, and spaces) or within its communities.

The CLL Fund Competition 2022-23 will provide funding of **up to \$50,000**, with a maximum funding envelope of \$100,000 for the year. Proposals are invited from across academic disciplines (science and humanities) and across operational areas at UBC Okanagan.

Strategic Intent of the Fund

CLL projects are **on-campus demonstrations of innovation**, including programs, platforms, technologies, products, research methods, installations etc. Innovations in research application will also be considered, such as a new area of study, new data capture mechanism, new research methodology, etc. Projects could, for example, be a novel ‘green roof’ system for cleaning water, but could also include performances or other art forms to develop new ways of connecting the student body. Successful projects must also contribute to advancing the academic goals of the University, as espoused by the [UBC Okanagan’s Strategic Plan](#).

In addition, projects must demonstrate meaningful impact in any **one of the four priority areas** listed below. Projects addressing multiple priority areas are encouraged to apply.

1. Climate Action

Demonstration of innovation that seeks to combat climate change, through measures such as the reduction of GHG emissions, non-renewable materials and energy consumption, waste generation, etc.

2. Resilient Systems

Demonstration of innovation that enhances the resilience of physical and/or social systems to perturbation, such as climate change, global pandemics, natural disasters, automation and job loss, etc.

3. Sustainable Places & Communities

Demonstration of innovation in the design, organization or operation of spaces, infrastructure or transportation systems that seek to enhance their environmental or social sustainability, making them greener, safer, more accessible, and inclusive for all members of the community.



4. Health & Wellbeing

Demonstration of innovation in physical or social infrastructure and systems, which seeks to enhance the physical, mental or emotional health and wellbeing of the community, including students, staff, faculty, neighbourhood residents, children, etc.

5. Identified campus challenges

Teams may wish to address specific challenges identified by UBC Okanagan. [These challenges](#) are updated each granting cycle.

Applicants are encouraged to review [the UBC Okanagan's Strategic Plan](#) and other relevant UBC Okanagan Plans, (some of which can be found [here](#)) to illustrate how their project aligns with the objectives laid out in these plans.

Eligibility

Project Leads must include at least one UBC Okanagan Faculty member (**the Faculty Lead**) and one UBC Okanagan Operational Staff member (**the Operational Staff Lead**). The Operational Staff Lead must be working in an [Operational Unit](#) of the UBC Okanagan campus in an area that is relevant to the project. It is mandatory for the project to have at least one Faculty Lead **and** at least one Operational Staff Lead. An optional additional Project Lead (**Additional Project Lead**) may be included, which could be any of the following:

- An additional UBC Okanagan Faculty member
- An additional UBC Okanagan Operational Staff member
- A UBC Okanagan non-operational staff member that works within a UBC academic unit or in an area relevant to the proposed project
- A UBC Okanagan Post-Doc currently working under the supervision of a UBC Faculty member

The roles of each Project Lead must be explained in the Applicant Details section of the application. The Project Team may include other members that are not the Project Leads, comprising of UBC Okanagan faculty, staff, postdoctoral fellows, or students. This should be explained in the Project Description, which includes an explanation on their assigned roles in the project. A research account will be established in the name of the faculty lead (PI); this individual's appointment should permit them to hold research funds (see Policy LR2); Subsequent accounts for the same project may be established for other team members whose appointment permits the holding of research funds.

Additional Information

- Applicants may be involved in more than one proposal as part of different teams, and there is no limit to the number of proposals from any person, department or unit.
- Partnerships with other organizations, research institutes, NGOs, First Nations, are allowed and encouraged. However, it is encouraged that these collaborations be in-kind, without fee payment. Honorarium payments to Indigenous collaborators are permitted.
- All projects need to comply with UBC Covid-19 protocols. Allowances will be made in project deliverables or timelines due to unforeseeable circumstances that may arise as a consequence of Covid-19, either specifically impacting the project team, or the University as a whole.



Collaborative, inclusive approach

Applicants are encouraged to develop collaborative proposals that co-create with beneficiaries of the research. Additionally, researchers are encouraged to describe equity, diversity, inclusivity in their research practice (e.g. team composition, training environment). Where relevant and appropriate applications should describe thoughtful Indigenous engagement. Resources to support these approaches include:

- UBC EDI in Research: <https://research.ubc.ca/vpri-competitions-initiatives/edi-resources-researchers> NFRF's Best Practices in Equity, Diversity and Inclusion in Research: <https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>
- NSERC guide on integrating equity, diversity and inclusion considerations in research: https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/EDI_guidance-Conseils_EDI_eng.asp
- SSHRC Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications: https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx
- Demystifying GBA+ : https://women-gender-equality.canada.ca/gbaplus-course-cours-acplus/assets/modules/Demystifying_GBA_job_aid_EN.pdf
- CIHR Sex and Gender in Health Research: <https://cihr-irsc.gc.ca/e/50833.html>
- UBC Indigenous Research Support Initiative's *Principles of Engagement*: <https://irsi.ubc.ca/transforming-research/principles-engagement>
- TCPS 2 (2018) – Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada: https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html

Project approvals

Applicants must indicate the status of approvals for conducting the on-ground demonstration of their project. The inclusion of a senior Staff member from the relevant operational Unit as the Operational Staff Lead can be considered as indicative of approval. This explanation should be provided in the appropriate section of the application.

A proposal may be submitted for a project that is yet to apply for approvals, or where the approval status is pending. However, preference will be given for projects that are advanced in their approval process.

Project period

All project activities must begin and conclude in one fiscal year; that is from 1st April 2023 to 31st March 2024. With justification, a one-time six-month no-cost extension may be granted at the discretion of the Office of the Vice-Principal, Research and Innovation (VPRI), UBC Okanagan.



Geographic scope

The project must be physically located within the UBC Okanagan campus. This could include a building (academic, residential or other), infrastructure, street, plot, ground or any other space on campus.

Application

The completed package must be emailed as a single PDF attachment to vprawards.ubco@ubc.ca by **February 1 2023 (4:00 PM)** with the Subject Line: "CLL Application Submission: <Project Name>".

- Application form – use template provided
- Free-form proposal
- Activity List – use template provided
- Budget – use template provided

Application Form

The Application Form is available for download on the UBCO VPRI Internal Funding webpage (<https://research.ok.ubc.ca/funding-support/internal-funding/>). You will need Adobe Acrobat Reader or Pro versions to access this form.

A. Project Details

This includes Project Title, Priority Area (single choice only; choose the one that is most appropriate), and the Approval Status of the proposed project.

B. Applicant Details

A brief explanation of the role of the **Faculty Lead** and **Operational Staff Lead** must be provided. It is optional to have the **Additional Project Lead**. At least one Project Lead must hold an account that is eligible to receive grant funding, but it is not necessary that all Project Leads do so.

Freeform Proposal

C. Project Summary

Use this section to describe your project outline and objectives, clearly explaining the on-ground demonstration of the project. 500 word limit.

D. Project Proposal

This section is the **primary basis on which the proposal will be evaluated**. It has four sub-sections, (250 words each).

1. Innovation

Describe how your project enhances the resilience and well-being of the institution and its people in terms of the four priority areas, both on campus and beyond. This could be an innovative program, platform, technology, product, research method, etc.

2. Impact



Explain the measurable impact of your project on your identified priority area, demonstrating opportunities for collaborations with industry, government and other regional partners.

3. Equity, Diversity & Inclusion (EDI)

Describe how your project integrates equity, diversity and inclusion, either in its execution (project team, student engagement, collaborative partners, community engagement) or in its outcomes (intended beneficiaries). Projects should also consider the potential for Indigenous engagement.

4. Research Excellence

Explain how your project makes a contribution to your academic discipline.

E. Proposed Activity List

Use this section to list project activities, with tentative timelines, following the template provided. This can be at a high-level, without the need for granular details. All activities must commence and end between **1st April 2023 and 31st March 2024**.

F. Proposed Budget

Use this section to upload your budget, following the template provided. The maximum amount that can be requested is **\$50,000**.

G. Appendix (optional)

This is an optional section that Applicants may use to include images, tables, graphs or other material that is relevant to their proposal. All content **must be converted into an image format** before uploading it onto the form. Maximum 4 images may be included.

Eligible Activities and Expenses

Proposals are accepted and encouraged for projects that seek to use this award as seed funding towards a larger project or to fund one or more components of a larger project. However, the funding received through the CLL Award must only be used towards eligible expenses.

The following list of expenses **are eligible** to be covered by this funding. All expenditures must adhere to UBC's Business Expense Guidelines.

- Purchase or rental of equipment, software, licenses and materials, relevant to the project
- Direct costs related to site preparation, project management and operational expenses
- Third-party contractual fees towards the implementation of the on-ground demonstration, including site preparation, infrastructure installation, etc.
- Removal/disposal of equipment and expenses towards returning the site to its previous condition, if required under the approval process
- Data-collection expenses towards preliminary study, project monitoring or evaluation
- Expenses towards the organization of stakeholder or rights holder collaborations specific to this project
- Hiring of UBC Okanagan students working directly on the project
- Project-specific grant-funded staff costs, up to a maximum of 30% of the total funding amount requested. This includes salaries to campus staff that are actively involved in the project, and/or project managers, and technical support.



- Honoraria for Indigenous Elders, if relevant
- Reasonable transportation and other incidental expenses

The following list of expenses **are not eligible** to be covered by this funding.

- Payment towards the salary / time of regular UBC Okanagan staff or faculty
- Offsetting of regular operating costs or indirect/administrative costs of operations, research or lab work
- Costs towards developing academic curriculum / coursework
- Expenses/fees for organizing/attending conferences and seminars
- Printing and publication expenses outside the scope listed above
- Travel expenses outside the scope listed above

Support & Resources

Please email vprawards.ubco@ubc.ca if you have any questions. We are also available to support you in identifying a Co-Lead for your project, or for seeking approvals for the on-ground demonstration.

CLL Workshop

A CLL workshop is planned with the primary objective of facilitating conversations and sparking collaborations between UBC Faculty and Staff. This is an opportunity to get a better understanding of the role of different operational Units on campus, as well as to discuss potential research opportunities. Please refer the [CLL Workshop](#) webpage for more details, including the link for registration.

Application Guidance Meeting

An online meeting will be held to aid applicants with their submission. Please refer the [website](#) for the meeting details, including the link for registration.



Evaluation Process

All applications that meet the basic eligibility criteria will be sent for evaluation to the Review Committee, made up of Faculty & Staff at UBC. Shortlisted applicants will be notified by mid-March2023.

Grant Administration: Upon notification of the award, you must submit a [Research Project Information Form](#) (RPIF) to the Office of Research Services (ORS, ResearchOffice.UBCO@ubc.ca) after which you will receive the Research Project Budget (RPB) via email with your grant account details.

Reporting: A final report on project activities is required at the end of the funding term. A template for the report will be provided to the PIs.

Equipment Ownership & Location: Equipment purchased through this fund is owned by UBC and must be located on UBC Okanagan property. If the Project Lead leaves the University, the equipment will remain at UBC Okanagan; in these circumstances, a new UBCO Project Lead will be identified, subject to VPRI approval.

Operation & Maintenance Costs: The PI is responsible for all operating, maintenance, and any other additional costs incurred over the useful life of the research infrastructure to ensure effective and optimal use. The useful life of the research infrastructure is considered to be the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance.

Program Contact

For any questions regarding this program, please contact: vprawards.ubco@ubc.ca

Current challenges

		Challenge	Operations contact:
Energy	Challenge 1	Decarbonizing UBC Okanagan: Equipment options for low carbon energy solutions - phase 4b	
	Challenge 2	Financial plan for selling energy to campus users (eg. Student Housing and Community Services).	
	Challenge 3	Heat capture from Glenmore landfill: options for compost waste heat	
Risk and Resiliency	Challenge 4	Heat dome: thermal storage, cooling tower/boiler, tolerate with contingency plan	
	Challenge 5	Violent threat assessment - modified risk assessment: understanding nuances specific to post-secondary institutions.	
	Challenge 6	Pollinator network: establishing wildflower meadow areas, re-indigenization of invasive species areas	



Landscape	Challenge 7	Xeriscaping: experimental drought resistant plantings, deciduous groundcover to replace bark mulch, improving and monitoring soil health.	
	Challenge 8	Rainwater capture: rainwater irrigation for plant growth facility, proposed community garden.	
	Challenge 9	Concrete projects: sustainable construction for campus infrastructure.	
	Challenge 10	Monitoring and treatment of stormwater retention pond (for specific concerns)	
Environment	Challenge 11	Green Labs: further hazardous waste reduction	
	Challenge 12	IEQ/IAQ monitoring program: options for and effectiveness of controls, reliability of data, community reporting	
Health and well being	Challenge 13	Wastewater monitoring program: measure community health - communicable disease and reporting	

Operational units and contacts at UBC Okanagan

Business operations	
Bookstore	Ryan Hirowatari
Food and Accomodation Services	Dani Korven
Parking Services	Jeff Joyce
Student Housing	Steve Brodrick
Campus Operataions and Risk Management	
Campus Security	Troy Campbell
Construction Management Office	Andrew Lawson
Energy Team	Colin Richardson
Facilities Management	Roger Bizzotto
Health Safety and Environment	Adrian Hingston
Campus Planning	
Campus Planning	Abigail Riley



Sustainability office	Leanne Bilodeau
Finance	
Finance Operations	Carri Lawrence
Integrated Planning	Manon Harvey
Information Technology	
IT Service Delivery	Anthony Knezevic
Engagement Services	Todd Zimmerman
UBC Studios	Gideon Dante
Research Computing	Erin Crowe
Infrastructure Development	
Facilities Planning	Natalie Walliser
Project Services	Justin Allaire