Campus as a Living Lab **Grand Challenge**

**UBC Okanagan Competition**

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<td>Call for proposals</td>
<td>Early September</td>
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<tr>
<td>NOI deadline</td>
<td>October 6, 2023 (12 noon)</td>
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<td>Full application deadline</td>
<td>November 15, 2023 (12 noon)</td>
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<td>Funding announcement</td>
<td>Early 2024</td>
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<td>Funding start</td>
<td>April 1, 2024</td>
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**Program Terms**

**Introduction**

The CLL Grand Challenge will provide seed funding totaling $100,000 for one project at the UBC Okanagan Campus. This is a one-time opportunity, supported by funds from the President’s Priority Fund.

Proposals are invited from across all academic disciplines and across operational areas at UBC Okanagan.

**Strategic Intent of the Fund**

**Challenge Theme: Climate Emergency**

The climate emergency is a collective “code red for humanity.” Climate impacts are being felt around the world, with increasing frequency and intensity – 2023 has already seen multiple days of record-breaking temperatures, and Canada is experiencing one of the worst fire seasons ever. The climate emergency is also compounding other challenges while limiting societal capacity to address them.

CLL Grand Challenge invites applicants to envision how BC and Canada can respond and adapt to the climate emergency and the role that UBC can play in realizing a sustainable future in our communities, cities, and regions.

**Projects should explicitly connect with one or more priorities identified by the UBC 2021 Climate Emergency Task Force:**

- Operationalize UBC’s commitments to climate justice: Support climate leadership and initiatives led by Indigenous, Black, and People of Colour;
- Demonstrate institutional leadership on climate justice;
- Establish mechanisms and processes that ensure Indigenous perspectives, communities and worldviews shape the development and implementation of climate-related initiatives and policies;
- Expand, strengthen and coordinate climate research at UBC;
- Foster a culture of engagement and advocacy on climate action;
- Support community wellbeing in the face of the climate crisis;
- Expand climate education opportunities and resources for the UBC community and broader public
- Develop new and strengthen existing partnerships to tackle the climate emergency
- Accelerate emissions reductions on both campuses in response to the Climate Emergency: Climate Action Plan (CAP) 2030

Within this climate emergency framing, applicants should develop interdisciplinary living lab project concepts based on their areas of focus and expertise, and aligned with strategic value for UBC and the region. These can include, but are not limited to:

- Climate mitigation
- Resiliency and emergency preparedness
- Biodiversity and enhanced natural systems
- Health and community wellbeing

Applicants should connect their project focus to the Climate Emergency priorities, and make the case for the potential impacts of the work on and off campus. Applicants are also encouraged to identify connections to or advancement of other university climate-oriented strategic goals. Applicants are encouraged to review the UBC Okanagan’s Strategic Plan and other relevant UBC Okanagan Plans (Campus Planning) to illustrate how their project aligns with the objectives laid out in these plans.

Eligibility

Project Leads
The UBC Okanagan CLL Grand Challenge is open to faculty and staff with appointments at the UBC Okanagan campus. UBC Vancouver has a parallel program.

Each application must include at least one UBC Okanagan Faculty member (Faculty Lead) and one UBC Okanagan Operational Staff member (Operational Staff Lead).

Faculty Leads must be full, Associate or Assistant Professors in tenure-track positions. Research Associates, Fellows, Lecturers, and Adjunct Professors are not eligible to serve as Project Leads but may be an Additional Lead or part of the project team (see below).

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. Leads co-develop and co-direct the project; both must be actively involved throughout the entire duration to ensure that the project has both research and operational value.

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). Sub-accounts for the same project may be established for team members whose appointment permits the holding of research funds.

Project Team and Partners
An optional additional Project Lead (Additional Project Lead) may be included. They may be:
• Another UBC Okanagan Faculty member
• A UBC Okanagan Post-Doc currently working under the supervision of a UBC Faculty member
• Another 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

All projects must have a designated Project Manager, a staff position separate from any of the Leads. This can be an existing or new staff position, that coordinates project activities, reporting, and financial management, and serves as the point of contact for CLL Grand Challenge coordination and collaboration.

The project team may consist of other UBC personnel, UBC faculty, staff, post-docs, students, or external partners. Project teams should include regional partners either as project collaborators or knowledge users. Partners may be public, private, or community organizations outside of UBC.

Confirmed partners and project team members should be mentioned in the proposal, including their role and interest in the project and its outcomes. Project teams may also describe how the project will identify and develop partner relationships as part of the project activities.

Indigenous collaborations must be grounded in relationships and led by the community. Projects that have Indigenous Community Partners must demonstrate an established relationship and community support and involvement in the project. A research permit or other documentation of approval from the Indigenous community must be included in the application.

A Collaborative and 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, and inclusivity in their research practice (e.g., team composition, training environment). Indigenous engagement is not a requirement for funding. If Indigenous research is relevant, collaborations should reflect meaningful and appropriate engagement. Resources to support these approaches include:

• UBC EDI in Research: https://research.ubc.ca/vpri-competitions-initiatives/edi-resources-researchers
• 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
• 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
Project Period
The project term is from April 1, 2024, to March 31, 2026. All project activities must begin and conclude in two fiscal years. 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
Notice of Intent (NOI)
Teams must submit an NOI by October 6, 2023 (12:00 noon) to vprawards.ubco@ubc.ca with the subject line “CLL Grand Challenge NOI <Project Name>”. Please use the Grand Challenge NOI template provided.

The purpose of the NOI is to assess the operational partners and help researchers find appropriate partners if needed. The NOI is non-competitive. Teams may receive feedback about the feasibility of their projects and, where appropriate, be matched with operations staff.

Full Application
The completed package must be emailed as a single PDF attachment to vprawards.ubco@ubc.ca by November 15, 2024 (12:00 noon) with the Subject Line: “CLL Grand Challenge Application Submission: <Project Name>”.

A complete full application consists of:
- Application Form – use the template provided
- Free-form proposal – see page limits below
- Activity List – use the template provided
- Budget – use the template provided
- Appendix (optional)

Application Form
The application form and templates are available for download on the UBCO VPRI Internal Funding webpage. Adobe Acrobat Reader or Pro versions is required. If you have any questions or issues with the templates and forms, please notify vprawards.ubco@ubc.ca.

Free-Form Proposal
Project Summary (1 page, maximum)
Use this section to describe your project outline and objectives, clearly explaining the on-ground demonstration of the project.
Applicant Details (1 page, maximum)
Explain the roles of the Project Leads, including the Faculty Lead and Operational Staff Lead. It is optional to have the Additional Project Lead.

Applicants must indicate the status of approvals for conducting the on-ground demonstration of their project. If a senior Staff member from the relevant operational Unit is included as the Operational Staff Lead, this will be seen as an indication of approval. It is acceptable to submit a proposal that has not yet applied for approval or has pending approval status. However, projects that have made significant progress in obtaining approvals will be given preference.

Project Proposal (3 pages, maximum)
This section is the primary basis on which the proposal will be evaluated. It has four sub-sections.
1. Innovation (500-words)
Describe how your project enhances the resilience and wellbeing of the institution and its people in terms of your selected priority area(s), both on campus and beyond. This could be an innovative program, platform, technology, product, research method, etc.

2. Impact (250-words)
Explain the measurable impact of your project, demonstrating opportunities for collaborations with industry, government and other regional partners.

3. Equity, Diversity & Inclusion (EDI) (250-words)
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, if meaningful and appropriate.

4. Research Excellence (500-words)
Explain how your project contributes to your academic discipline.

Proposed Activity List
Use this section to list project activities with tentative timelines, following the template provided. This can be at a high level; granular details are not required. All activities must commence and end between April 1st, 2024, and March 31st, 2026.

Proposed Budget
Use this section to upload your budget, following the template provided. The maximum amount that can be requested over the two years is $100,000.

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.
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.

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 for preliminary study, project monitoring or evaluation
- Expenses towards the organization of stakeholder or rightsholder 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

Additional Program Terms
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) 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.

COVID-19 Protocols: 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.

Support & Resources
We are available to support you in identifying an Operational Lead for your project, or for seeking approvals for the on-ground demonstration. For assistance please notify Dr. Miranda Hart at miranda.hart@ubc.ca. For all other questions, please email vprawards.ubco@ubc.ca.

CLL Workshop
A CLL workshop will be organized to facilitate conversations and spark collaborations between UBC Faculty and Operations 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 Program](#) on the VPRI Internal Funding website for more details, including the link for registration.
## Operational Units and Contacts at UBC Okanagan

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<tr>
<td>Bookstore</td>
<td>Ryan Hirowatari</td>
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<td>Food and Accommodation Services</td>
<td>Dani Korven</td>
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<td>Parking Services</td>
<td>Jeff Joyce</td>
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<td>Steve Brodick</td>
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<td>Tom Huisman</td>
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<td>Campus Security</td>
<td>Troy Campbell</td>
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<td>Construction Management Office</td>
<td>Andrew Lawson</td>
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<td>Colin Richardson</td>
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<td>Facilities Management</td>
<td>Roger Bizzotto</td>
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<td>Health Safety and Environment</td>
<td>Adrian Hingston</td>
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<tr>
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<td>Abigail Riley</td>
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<td>Sustainability office</td>
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<td>Carri Lawrence</td>
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<tr>
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<td>Anthony Knezevic</td>
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<td>UBC Studios</td>
<td>Gideon Dante</td>
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