



# UBC Okanagan’s Campus as a Living Lab Funding Program

Item	Dates
Call for proposals	Early September
NOI deadline	September 28, 2023
Full application deadline	November 27, 2023
Funding announcement	Early 2024
Funding start	April 1, 2024

## 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 2023-24 competition will provide funding of **up to \$50,000 with a maximum envelope of \$150,000**. Proposals are invited from across all 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 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 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 well-being 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 (i.e., [Campus Planning](#)) to illustrate how their project aligns with the objectives laid out in these plans.

## Eligibility

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

An optional additional Project Lead (**Additional Project Lead**) may be included:

- 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 postdoctoral fellow (PFD) currently working under the supervision of a UBC Faculty member

The Project Team may include members of UBC Okanagan faculty, staff, postdoctoral fellows, or students. Applicants may be involved in more than one proposal as part of different teams; there is no limit to the number of proposals from any person, department, or unit.

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.

Partnerships with other organizations, research institutes, NGOs, and 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.



## 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>
- 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](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](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-acsplus/assets/modules/Demystifying\\_GBA\\_job\\_aid\\_EN.pdf](https://women-gender-equality.canada.ca/gbaplus-course-cours-acsplus/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](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html)

## Project Period

**The project term is from April 1<sup>st</sup>, 2024, to March 31<sup>st</sup>, 2025.** All project activities must begin and conclude in one fiscal year. 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 **September 28, 2023 (11:59 pm)** to [vprawards.ubco@ubc.ca](mailto:vprawards.ubco@ubc.ca) with the subject line "CLL NOI <Project Name>". Please use the NOI template provided.

The NOI is non-competitive and may be submitted without a UBCO Operational Staff Lead. 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](mailto:vprawards.ubco@ubc.ca) by **November 27, 2023 (11:59 pm)** with the Subject Line: “CLL Application Submission: <Project Name>”.

A complete full application consists of:

- Application form – use template provided
- Free-form proposal
- Activity List – use template provided
- Budget – use template provided
- Appendix (optional)

The application form and templates are available for download on the [UBCO VPRI Internal Funding](#) webpage. Adobe Acrobat Reader or Pro versions is required.

### Application Form

Include the Project Title, Priority Area (single choice only; choose the one that is most appropriate), and signatures.

### 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 (2 pages, maximum)

This section is the primary basis on which the proposal will be evaluated. It has four sub-sections at 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, if meaningful and appropriate.

### 4. Research Excellence

Explain how your project makes a contribution 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, without the need for granular details. All activities must commence and end between **April 1<sup>st</sup>, 2024, and March 31<sup>st</sup>, 2025.**

#### Proposed Budget

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

#### 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](mailto: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](mailto:miranda.hart@ubc.ca). For all other questions, please email [vprawards.ubco@ubc.ca](mailto: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.

Current Challenges

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



## Operational Units and Contacts at UBC Okanagan

Business Operations	
Bookstore	Ryan Hirowatari
Food and Accommodation Services	Dani Korven
Parking Services	Jeff Joyce
Student Housing	Steve Brodrick
Campus Operations and Risk Management	
Campus Recreation	Tom Huisman
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
Campus Recreation	
Athletics and Recreation	Tom Huisman