



UBC Okanagan’s Campus as a Living Lab 2024-2025 Call for Proposals

Item	Dates
NOI deadline	October 10, 2024 (11:59 pm)
Full application deadline	November 27, 2024 (11:59 pm)
Funding start	March 1, 2025

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 can provide grants of **up to \$50,000** with a maximum annual budget envelope of \$150,000. Proposals are invited from across all academic disciplines 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](#). Applicants are encouraged to review other relevant UBC Okanagan Plans (i.e., [Campus Planning](#)) to illustrate how their project aligns with campus priorities.

Projects must demonstrate meaningful impact in one of the priority areas listed below. Projects addressing multiple priority areas are encouraged to apply.

Priority Area: 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.



Priority Area: 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.

Priority Area: 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.

Priority Area: 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.

Priority Area: Specific Campus Challenges

Teams may wish to address specific challenges identified by UBC Okanagan. Refer to the list of challenges on page 7.

Project Period

The project period is one year with an March 1 start date. Project activities should begin and conclude in one fiscal year. With justification, a no-cost extension up to one-year 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.

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 approaches to Indigenous partnership [engagement](#).

Eligibility

Each application must include at least one UBC Okanagan Faculty member (Faculty Lead) and 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, or,
- 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.

Application

Notice of Intent (NOI)

Teams must submit an NOI by **October 10, 2024 (11:59 pm)** to 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 to vprawards.ubco@ubc.ca by **November 27, 2024 (11:59 pm)** with the Subject Line: "CLL Application Submission: <Project Name>".

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



A complete full application consists of:

- Application form – use template provided.
- Free-form proposal - 4 pages, maximum
- Activity List – use template provided
- Budget – use template provided
- Appendix – optional

Application Form

Record the project team, ethics & approvals, Challenge ID, project title, status of on-ground demonstration approval, and signatures.

Free-Form Proposal (4-pages, maximum)

Proposals must use standard formatting (0.5-inch margins, 11-point font, and single-spaced). References are included in the page limit. There are six sub-sections to the proposal.

Summary

Outline your project and objectives. Explain the on-ground demonstration of the project.

Project Team

Explain the roles of the Project Leads and any additional team members. Applicants must indicate the status of approvals for conducting the on-ground demonstration of their project. 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. 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.

Innovation

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

Impact

Explain the measurable impact of your project on your identified priority area and campus operations/policies. Explain the opportunity for collaboration with industry, government, and other regional partners, if applicable.

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). Only where meaningful and appropriate, describe the plans for Indigenous engagement.



Research Excellence

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

Activity List

Use the template to list project activities with tentative timelines. This can be at a high-level without the need for granular details. All activities must plan to commence and end within the project term.

Budget

Use the template to detail and justify your budget. 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 a PDF. Maximum of 4 images may be included.

Evaluation Process

All applications that meet the eligibility criteria will be sent for evaluation to the Review Committee which is comprised of a multidisciplinary panel of UBCO faculty and staff.

Eligible Activities and Expenses

Proposals are 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.

All expenditures must adhere to [UBC's Business Expense Guidelines](#).

The following list of expenses **are eligible**:

- 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

Award Terms

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

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.

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

Support & Resources

If you need assistance with identifying an Operational Lead for your project, for seeking approvals for the on-ground demonstration, or any other questions regarding this program, please email the VPRI Office at vprawards.ubco@ubc.ca.



2024-2025 Campus Challenges

Category	Challenge ID	Description
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 (e.g., 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	Store Manager
Food and Accommodation Services	Dani Korven	Associate Director
Parking Services	Jeff Joyce	Department Manager
Student Housing	Steve Brodrick	Associate Director
Campus Operations and Risk Management		
Campus Recreation	Tom Huisman	Director
Campus Security	Troy Campbell	Acting Associate Director
Construction Management Office	Andrew Lawson	Construction Manager
Energy Team	Colin Richardson	Associate Director
Facilities Management	Roger Bizzotto	Associate Director
Health Safety and Environment	Adrian Hingston	Associate Director
Campus Planning		
Campus Planning	Abigail Riley	Associate Director
Sustainability office	Leanne Bilodeau	Associate Director
Finance		
Finance Operations	Carri Lawrence	Director
Information Technology		
IT Service Delivery	Anthony Knezevic	Associate Director
Engagement Services	Todd Zimmerman	Associate Director
UBC Studios	Gideon Dante	Team Lead
Research Computing	Erin Crowe	Manager
Infrastructure Development		
Facilities Planning	Aaron Morgerman	Director
Project Services	Justin Allaire	Associate Director
Campus Recreation		
Athletics and Recreation	Tom Huisman	Director