Sample form, not for offline completion.

Visit https://zhaw-sustainable.grantplatform.com to apply.

LLF - Living Lab Fund

Living Labs within the Sustainable Impact Program: Living Labs as a strategic and operational method for jointly addressing complex sustainability issues in everyday university life.

Methodologically, Living Labs are characterised by a systemic approach to open innovation and co-creation. They create spaces where science, organisation, society and practice come together to jointly develop sustainable, practical solutions and test them directly in everyday life.

Living Labs do not take place in isolated laboratory settings, but are characterised by transdisciplinarity, bringing together different perspectives. They promote a constructive learning culture in which trying out new approaches, process orientation and continuous reflection are central. Co-creation on an equal footing enables research and development not only for, but together with stakeholders.

If you have any questions about the application process, please contact ZHAW sustainable.

Application name

☐ I confirm that I meet the eligibility criteria for this grant and that I will be truthful in my application.

To be eligible, the main applicant has to be a ZHAW employee.

Personal Details & Team

You are encouraged to credit all members of the team who contributed to or are involved in this application.

1. Please be sure to spell names and indicate titles correctly.
2. You may also use this space to credit any contributing organisations.

First Name

Last Name

Title (optional)

Department/School

- Architecture
- School of Health Professions
- School of Applied Linguistics
- Life Sciences and Facility Management
- School of Applied Psychology
- Social Work
- School of Engineering
- School of Management and Law
- Finance & Services
- President's Office

E-mail

Phone number

Project Team (optional)

	First Name	Last Name	e-mail	Organization	Further Information
1					
2					
3					

Projects with a diverse team, as well as those that involve stakeholders and target groups in a participatory way in their project planning, will be favoured for funding over teams that lack diversity in gender and perspectives.

Short Description

Project/working title 150 characters

Short titles, including relevant abbreviations, are preferred.

Brief summary 175 words

Please summarise your application concisely: **What** do you want to achieve, **how** do you want to achieve it, and **why** is it relevant to sustainability?

To which SDGs does this application contribute?
Please select the most relevant ones fpr your project.

- [ ] SDG 1: No Poverty - End poverty in all its forms everywhere
- [ ] SDG 2: Zero Hunger - End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- [ ] SDG 3: Good Health and Well-being - Ensure healthy lives and promote well-being for all at all ages
- [ ] SDG 4: Quality Education - Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
- [ ] SDG 5: Gender Equality - Achieve gender equality and empower all women and girls
- [ ] SDG 6: Clean Water and Sanitation - Ensure availability and sustainable management of water and sanitation for all
- [ ] SDG 7: Affordable and Clean Energy - Ensure access to affordable, reliable, sustainable and modern energy for all
- [ ] SDG 8: Decent Work and Economic Growth - Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- [ ] SDG 9: Industry, Innovation and Infrastructure - Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
- [ ] SDG 10: Reduced Inequality - Reduce inequality within and among countries
- [ ] ...

"The 17 Sustainable Development Goals (SDGs), with their 169 targets, form the core of the 2030 Agenda. They balance the economic, social and ecological dimensions of sustainable development, and place the fight against poverty and sustainable development on the same agenda for the first time.

The SDGs are to be achieved around the world, and by all UN member states, by 2030. This means that all states are called upon equally to play their part in finding shared solutions to the world's urgent challenges. Switzerland is also required to implement the

Goals on a national basis. In addition, incentives are to be created to encourage non-governmental actors to make an increasingly active contribution to sustainable development."

Source and more information on the Agenda 2030 and the 17 SDGs can be found here: https://www.eda.admin.ch/agenda2030/en/home.html

SDGs

To what dimension(s) of sustainable development does this application (primarily) contribute?

- [ ] Social
- [ ] Ecological
- [ ] Economical

Impact

The Sustainable Impact Programme promotes living labs that strive to have the broadest possible impact on sustainable development at ZHAW and beyond.

The specified word count is only a maximum value. It does not have to be fully used.

What impact does your Living Lab have on sustainable development at ZHAW and beyond? 500 words

These key questions serve as guidance; not every (key) question must be answered.

- What specific contribution does the planned Living Lab make to sustainable development – and which of the UN Sustainable Development Goals (SDGs) does it relate to?
- To what extent does the Living Lab have an impact at the ZHAW?
- Impact in relation to the core theme/goal of the Living Lab (co-creative solution development): What is the core aim of your Living Lab? What solution development/prototyping is planned
- Impact in relation to the associated network and competence building within the ZHAW and beyond (community building and learning processes): How does the Living Lab contribute to the establishment or expansion of sustainable networks and to the long-term competence development of the actors involved?

Project Design

The distinctive features of living labs are characterised primarily by the following four core characteristics: real-life setting, diversity of stakeholders, focus on co-creation, focus on joint learning processes. That is why we are particularly interested in the following questions regarding project design.

Living Labs are diverse and the corresponding spectrum of the ‘Living Lab degree’ is broad. Some Living Labs fulfil the four core characteristics very strongly, others somewhat less so, or have particular strengths in individual core characteristics. As part of the Sustainable Impact Programme, we encourage you to take the four core characteristics to heart in your Living Lab planning and throughout its course. However, it is not essential that all characteristics are exploited to the maximum (advantageous, but not a must); particular strengths in one characteristic can somewhat compensate for weaknesses/gaps in another.

The ZHAW sustainable team is happy to provide advice and information (sustainable@zhaw.ch).

The specified word count is only a maximum value. It does not have to be fully used.

Real-Life-Setting 200 words

To what extent does your living lab take place in a real-life setting?

- In what real-world environment is the living lab anchored, and how is it ensured that it is closely linked to the living environments and practices of the actors involved?

Diversity of Stakeholders 200 words

How is diversity ensured among the stakeholders involved?

- Which different stakeholders work together in the living lab? Due to their real-world nature, living labs offer great potential for creating access for underrepresented groups. To what extent is this potential for diversity of perspectives being exploited in your living lab?

Focus on Co-Creation 200 words

How and to what extent is co-creation practised?

- How is co-creation implemented in your living lab? What methods are used to enable the highest possible level of participation by stakeholders from practice/civil society/administration/industry (co-creating instead of informing)?

Focus on Collective Learning Processes 200 words

How is the focus on shared learning processes demonstrated?

- What formats and processes are planned to promote experimental learning for all participants (not just scientific actors) – for example, through prototypes, tests or pilot projects? What structures or methods promote exchange between and joint learning by scientific and non-scientific partners?

Interdisciplinarity

To what extent is your living lab interdisciplinary? 300 words

Questions for orientation:

- Is there interdisciplinarity in the core management team of the Living Lab
- Which scientific disciplines are (otherwise) involved in the Living Lab and how is their cooperation specifically structured?
- What added value results from the cooperation between the disciplines involved?

The specified word count is only a maximum value. It does not have to be fully used.

Interface between Teaching and Research

How does your Living Lab demonstrate that it is located at the interface between teaching and research? 300 words

For orientation:

- How is the connection between teaching and research specifically implemented in the Living Lab, and how do the findings from the project flow back into teaching?
- How are interested students given access to the learning and design processes in the Living Lab?
- Is the Living Lab designed as part of experimental teaching at the ZHAW, or is content generated in the Living Lab used for teaching modules at the ZHAW?
- Is it possible, for example, for interested students to accompany the Living Lab as part of a case study?

The specified word count is only a maximum value. It does not have to be fully used.

Dissemination

How is broad, target group-oriented communication about the Living Lab ensured? 300 words

For guidance:

- What communication formats and channels will be used to present the results and learning processes of the Living Lab in a way that is accessible and tailored to the target group? In addition to papers, guidelines or scientific posters, are visual presentations, dialogue-oriented events or social media posts also planned?
- How is it ensured that communication takes different perspectives into account and promotes inclusive exchange and the participation of all relevant stakeholders?

The specified word count is a maximum value. It does not have to be fully used.

Feasibility and Risk Management

Please provide administrative information about your project application.

Notice
Usually SIP financing is limited to a calendar year (e.g. 2022) and the funds cannot be transferred to the following year (e.g. 2023). If the financing is tied to the semesters (e.g. Fall semester 2022-23), which do not follow the calendar year, this has to be made clear in the timeline and milestones of the project.
The SIP-Vorstand will then decide if a financing across the calendar year is possible.

Planned Start Date

Planned End Date

Important Note Funding is preferably provided within the calendar year. If funding is requested across more years, please indicate in the budget an indicative use of funds per each year.

Requested financing

Please indicate only the amount requested from the SIP, possible School contributions have to be shown in the budget.

Schedule & Budget 400 words

- What is the schedule for the Living Lab?
- What resources are needed and for what purpose?
- How will an appropriate balance between resource use and project objectives be ensured?

The specified word count is only a maximum value. It does not have to be fully used .

Budget

The budget template can be downloaded here.

Only this template will be accepted.

Important notes:

For Living Lab projects, the participating ZHAW departments are expected to contribute at least 20% of the funds from the Living Lab Fund. For example, if CHF 10,000 comes from the fund, the participating departments must make an additional contribution of CHF 2,000. This contribution helps to embed the culture of sustainable development in the departments. Once you have submitted your application, please send confirmation from your supervisor to sustainable@zhaw.ch. An email from your supervisor, an email with your supervisor in cc, or a signed statement from the department or institute will also be accepted.

Funding is preferably granted within one calendar year. If funding is requested over several years, please indicate in the financial plan the approximate use of the funds for each year. Only the amounts included in the application budget will be paid out.

☐ I acknowledge that direct payments are only possible to persons with a residence and work permit in Switzerland.

Dealing with potential risks 300 words

What measures are planned to identify potential risks at an early stage and minimise them in collaboration with the parties involved?

The specified word count is only a maximum value. It does not have to be fully used.

Additional documentation (optional)
Please use a single or compressed file

Additional documentation, such a timeline, presentation, supporting reports etc, can be uploaded here if wished.
The uploaded documentation **does not** replace the description in the application and constitutes an additional, optional, documentation for the evaluation of the application and might not be considered.

End here

Thank you for your SIP application!

Once you have submitted your application, it can no longer be edited. Before submitting your application, you can optionally enter comments in the field below.

Your application will be evaluated by the SIP Board.

Important for Living Lab projects: In addition to your application, please send us confirmation from your supervisor that the department/institute will cover 20 per cent of the project costs to sustainable@zhaw.ch. Possible forms of

confirmation include: an email from your supervisor, an email with your supervisor in cc, or a signed statement from the department/institute.

More information: https://www.zhaw.ch/en/focus-topics/zhaw-sustainable/sustainable-impact-program

☐ I confirm that my project will be included in the list of ZKSD projects and that at least two to three activities related to my living lab (e.g. project meetings, events, lectures) will be held on site at the centre or in the Kulturpark. (optional)

The ZHAW is a founding member of the Zurich Knowledge Centre for Sustainable Development (ZKSD), a research-oriented cooperation platform for sustainable development between Zurich's universities. The ZKSD offers a networking platform and a place for interdisciplinary and transdisciplinary networking and exchange, as well as co-working spaces. The SIP Living Labs projects benefit from the cooperation with the ZKSD through additional visibility and networking opportunities. For further information, visit the ZKSD website and contact sustainable@zhaw.ch.

Comments (optional)