Sustainable Smart Campus as a Living Lab – Projects for Consideration (Part 1)

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| *Project name* |  |
| *Type of Project (select one)* | [ ] VPRDO development grant application (up to $100k) – *Fill in Part 1 only*[ ] SSC full *proposal* (on average $800K for awarded projects) – *Fill in Parts 1 and 2* |
| *Team Composition (indicate the project leader)* | Please fill in the name(s) and affiliated unit(s) of your team, and indicate if all team members have given their consent to join the project.  |
| *Project description* |  |
| *Direct benefits to the campus* |  |
| *Please explain how this project meets our definition of “Sustainable” and “Smart”* |  |

Sustainable Smart Campus as a Living Lab – Projects for Consideration (Part 2)

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| *Anticipated Timeline*  | *Please add progress milestones and completion dates* |  |
| *Non-budget resources*  | *Please include any resources needed that are outside the scope of the budget. Examples include the allocation of space in a building or landscape; technical expertise from university professional staff.*  |  |
| *Educational outcomes* | *Please detail the learning experience of the project, and specifically how it will contribute to the learning benefits of our community.* * *Can any of the learning outcomes be measured or developed as KPIs?*
* *Are the learning outcomes active or passive (on the part of the community member)?*
* *Will the project generate data that can be used in future research projects or coursework? If yes, how?*
* *Can the project be connected to existing educational platforms like USEL or UROP or FYP?*
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| *Stakeholder engagement* | *Please explain how the project can be explained to the different segments within our community, especially if an outreach program is part of the project.* |  |
| *Long-term* | *Please explain how the project will end, and what happens at the end of the project lifespan. Consider things like whether the project budget covers the de-installation or removal of the equipment, or how the equipment can be safely and efficiently reused or recycled.* |  |
| *Line-level budget* | *Please identify* 1. *Capital costs (equipment, supplies, materials)*
2. *Staffing costs (full or part-time, non-student)* -*maximum of $500k over two years*
3. *Student support (PG student, UG stipends, internships) NOTE: funding is NOT allowed for RGS*
4. *Ongoing costs (costs for ongoing maintenance, repairs, subscriptions, or other recurring costs). Please include if these costs are part of this budget, or if other university unit will take over (e.g., FMO).*
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| *RA resource support* | *RAs working directly for the SSC can be “loaned” to project teams in support of project work- available for up to 25% of their time. If you are interested, please indicate the type of work needed, specialty skills requested, and what period(s) in the two-year cycle you will need assistance.*  |  |

SSC Project Criteria Rubrics (*for project development guidance*)

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| **criteria** | **Unsatisfactory** | **Improvement Needed** | **Satisfactory** | **Exceptional** |
| **Project champions** | Lacking at least one full-time HKUST faculty or staff to take ownership and lead the project. | Single HKUST faculty or staff as the lead / point of contact. No cross-disciplinary collaboration.  | A dedicated team that includes people from other disciplines, with a dedicated team leader and others committed to support. | An interdisciplinary team with a diverse member set, preferably with student and/or alumni involvement; with one dedicated team leader and others committed to support. |
| **Stage of development** | Requests for seed grant, basic research, entrepreneurship. | Project ideas with reasonable opportunity for campus, but lack definition or concrete steps for implementation. | Idea is further developed with a general budget, rough outline, and implementation timeline. Shared idea with campus operations staff (CMO, etc). A demonstrable prototype or pilot has been developed. | Idea has well-defined project scope of work, line-level budget, timeline, and locations for implementation. Incorporated feedback from campus operations staff (CMO, etc). A demonstrable prototype or pilot has been developed. |
| **Visibility and Educational Potential** | Projects with zero potential for broad educational outcomes for the community; or no potential for follow-on research or knowledge transfer. | Projects that appeal only to people who specialize in the field; limited ability to showcase the technology or approach. Some data or information generated with potential for follow-on work. | Internal or external projects that appeal to more than one stakeholder group, with some visible learning opportunities identified. Identification of KPIs and data potential for future follow-on projects.  | “Home-grown” projects that are designed to engage multiple stakeholder groups and have potential for high visibility within the campus. Identification of KPIs and data potential for future follow-on projects, with specifics carved-out for student hands-on projects like UROP/USEL or service learning experiences. |
| **Sustainable and Smart** | Projects that cannot satisfy definitions. | Projects that have marginal smart or sustainable benefits, but not combined. | Projects that can demonstrate positive sustainable and smart elements. | Projects that satisfy the definitions in ways that provide a clear demonstration of how the approach is a model for the vision, and would be a clear source of inspiration and pride for the HKUST community  |
| **Value for money** | Projects that cannot demonstrate a positive value for money proposition; top heavy with staffing costs. | Value for money and cost benefit analysis included, but weak. Too much heavily weighted on staffing expenses.  | Positive value for money in life-cycle CBA, clearly defined end-of-life strategy (plan for hand-over). Staffing expenses are reasonable and justifiable.  | Positive value for money in life-cycle CBA, clearly defined end-of-life strategy with salvage / recycling plan; clear and accepted roles for admin staff for hand-over. Staffing expenses are reasonable and justifiable.  |