

THINKING ABOUT SUBMITTING A LIVING LAB APPLICATION?

Complete proposals will include the following:

- A proposal summary including activities associated with implementation and expected outcomes of the project.
- An explanation of how this project supports the University Mission. Applicants should explain how the project furthers the University's core mission of teaching, research, and outreach. If applicable, identify the project's specific [Learning and Development Outcomes](#).
- An explanation of how the project advances climate action goals identified in the [2023 Climate Action Plan](#). If not applicable please identify how the proposed project contributes to campus or regional sustainability as described in the [Strategic Plan, MPact 2025](#).
- A specific location. Provide information about the proposed location for the project and why it was chosen. If you have not identified a location for the project, that should be stated as well as a campus preference.
- A description of how outreach to the university community has been conducted. Applicants should describe impacts to University Departments or programs that are adjacent to the space, use the space, or will use the space once the project is implemented.
- If you are a student, please identify an academic department and faculty member that is advising and sponsoring the project. A letter of support from this faculty or staff member will be required.
- A financial plan/budget, showing that the budget has been thoughtfully and reasonably. Projects do not need to secure financial resources prior to submission, however.
- A Proposed Project Implementation Date and project duration.
- A long term responsibility plan: explain which department or unit will be responsible for any ongoing maintenance of the space, if applicable.
- Proposal Activities: know what will be a part of your project, including excavating, planting, constructing, use of power tools, etc.
- An understanding that the applicant will share their Living Lab project with the campus community.