****

**CALL FOR PROPOSALS: SUMMER 2020**

The UBC Sustainability Scholars Program is an innovative paid internship program that matches UBC graduate students with on- and off- campus sustainability partners to work on applied research projects that support the advancement of sustainability.

The Program attracts bright, enthusiastic, and motivated graduate students with the skills and capabilities to help you achieve your sustainability goals.

As a Program partner, you have access to a diverse pool of UBC graduate students ready to start working on your next sustainability challenge. Imagine adding fresh ideas and robust research skills to your team!

Past projects have addressed a variety of themes such as climate adaptation, local food, procurement, transportation, zero waste, green buildings, biodiversity, and wellbeing.

Scholars can undertake a variety of applied research projects including developing case studies; preparing feasibility studies; building and assessing lifecycle costing tools; developing surveys and analysing results; writing business cases; conducting and developing environmental scans; preparing emissions inventories, developing tool-kits; or drafting policy (to name a few).

**How it works**

We work with you to refine a strong research proposal, and then search UBC for well-qualified candidates. You interview from a short-list, check references, and select the best candidate for your project. Your Scholar works a minimum of 250 hours on a part-time basis between May 4 and August 14 and is paid $22 per hour. You provide mentorship to your Scholar over the 15-week program term.

TYPES OF PROJECTS

We accept a broad range of sustainability-focussed projects, but preferred projects have the following qualities:

* The project involves research related to your organization’s sustainability goals
* The Scholar’s work will be meaningful and actionable
* The scope offers sufficient challenge to a graduate student and involves minimal clerical work
* A mentor with relevant expertise from within your organization is available to provide guidance
* The deliverables are manageable within approximately 250 hours of work





Over 345 Sustainability Scholars projects since 2010

PROGRAM PARTNERS HAVE INCLUDED:
BC Housing, BC Hydro, BC Ministry of Energy and Mines, Capilano University, City of Abbotsford, City of Campbell River, City of Maple Ridge, City of New West, City of North Vancouver, City of Port Moody, City of Richmond & BC Ministry of Energy and Mines, City of Surrey, City of Vancouver, City of Victoria, ClimateSmart, Community Energy Association, Capital Regional District (CRD), District of West Vancouver, Fortis BC, Fraser Basin Council, Fraser Health Authority, Great Bear Initiative Coastal First Nations, Metro Vancouver, Musqueum, Provincial Health Services Authority, Township of Langley, TransLink, UBC, Vancouver Coastal Health, Vancouver Island Real Estate Board (Nanaimo), World DanceSport Federation, Zero Emissions Building Exchange (ZEBx)

**What we do**

* Advertise and explore networks across UBC to find the right candidates for your project
* Take care of all recruitment-related administration
* Provide student and mentor orientation training
* Support mentors and graduate students throughout the project

**What** **you** **get**

* A graduate student (Masters, PhD) with the expertise to produce high quality applied research
* An injection of fresh ideas and cutting-edge knowledge
* The opportunity to support the professional development of a future sustainability leader
* A low-risk way to assess potential employees

**Cost**

* For a 250-hour project, the total cost to partners is $6125.
* $5500 goes to the student, the rest covers EI, WCB, HTX and CPP contributions
* UBC covers all program administration costs

**Get** **started**

Please complete the Project Proposal template and submit it by November 15. If you’re new to the Program, we would be delighted to discuss your ideas for a project. Please get in touch to arrange a phone call or meeting to get started.

The summer program runs for ~15 weeks (May 4 to August 14, 2020).

CONTACT

Karen Taylor, Manager,

UBC Sustainability Scholars Program

604 822-9362 / karen.taylor@ubc.ca

sustain.ubc.ca/scholars

**THE NEXT DEADLINE FOR PROJECT PROPOSALS IS NOVEMBER 15, 2019**



Program Guide
&
Project Proposal Template

Contents

[About the UBC Sustainability Scholars Program 5](#_Toc20815689)

[About the UBC Wellbeing Funding Program 5](#_Toc20815690)

[Program Structure 6](#_Toc20815691)

[Preferred Projects 6](#_Toc20815692)

[Program Timeline 7](#_Toc20815693)

[Conditions of Participation 8](#_Toc20815694)

[Appendix A: Program Agreement 9](#_Toc20815695)

[Appendix B: Project Proposal 19](#_Toc20815696)

# About the UBC Sustainability Scholars Program

The UBC Sustainability Scholars program was established to provide a unique educational experience for UBC graduate level students through funded sustainability internship projects. Working under the mentorship of our partner organizations, UBC Sustainability Scholars are immersed in real world learning where they can apply their research skills and contribute to advancing organizational sustainability goals.

The program is open to UBC graduate-level students from all academic disciplines. Since 2010, the program has engaged over 345 Scholars who have completed projects for partners in local governments, the health and energy sectors, a local First Nations community, and several UBC campus departments.

Over 23% of the former Scholars engaged to work on City of Vancouver projects later obtained employment at the City, and many other Scholars have been hired by their partner organizations directly into short-term contracts following the completion of their work term.

Many partner organizations find the program provides an opportunity to assess students as potential employees and introduce them to the intricacies of working in complex organizations and local governments in a mutually beneficial way.

Students in the program gain valuable experience conducting applied research on matters to do with sustainability. The program provides diverse opportunities for students to:

* Apply their research skills to real-world sustainability questions and challenges
* Refine their project management and presentation skills
* Expand their professional work experience
* Develop practical sustainability skills and knowledge under the guidance of a mentor
* Build professional network connections

# About the UBC Wellbeing Funding Program

Since 2017, UBC Wellbeing has co-funded a number of Sustainability Scholars projects that supported UBC’s wellbeing strategies, particularly those set out in the Okanagan Charter, the 20-year Sustainability Strategy, and the People and Place strategy. Following on the success of the last three years, and in conjunction with the [Wellbeing Strategic Framework](https://wellbeing.ubc.ca/framework), UBC Wellbeing is once again offering partial funding for up to five projects that support the health, wellbeing, and social sustainability priorities on our Okanagan and Vancouver campuses. Preference will be given to projects that address one or more of the priority areas in the Wellbeing Strategic Framework: Collaborative Leadership, Food & Nutrition, Mental Health & Resilience, Social Connection, Built & Natural Environments, and Physical Activity & Sedentary Behaviour.

# Program Structure

The summer program runs from May 4 to August 14, 2020. During this time, each Scholar works a minimum of 17 hours a week on a sustainability project. The cost to participate in the program is $6125 per Scholar. Each Scholar works for 250 hours over the course of the program term and is paid $22 per hour (a total of $5550). $625 goes toward their statutory benefits (CPP, WCB, EI, and HTX). **Successful Wellbeing project proposals will receive up to $3,062.50 in funding from UBC Wellbeing, the remainder is payable by JV to the UBC Sustainability Initiative in September**. UBC Sustainability Initiative (USI) covers the program administration, student recruitment, professional development training, and the end-of-program conference costs.

The partner organization assigns a mentor to spend time with the Scholar and oversee their work. In consultation with each other, the Mentor and Scholar determine an appropriate distribution of work hours over the internship period, and complete and sign a Project Plan outlining the agreed objectives, tasks and associated deliverables of the project.

The UBC Sustainability Scholars Program Manager places the call for applications, manages the incoming applications, and provides a short-list of up to five possible candidates for consideration by the Mentor. UBC hosts a program orientation and professional development workshops as needed. UBC requires Scholars to produce a report (or, depending on confidentiality of the content, a 3 to 4 page Executive Summary to serve as a record of their work), which will be posted in the online public-facing [Sustainability Scholars Project Library](http://sustain.ubc.ca/scholarslibrary).

The project Mentor develops and puts forward a project proposal, reviews the applicant shortlist, interviews, performs a reference check, and notifies UBC of their chosen candidate according to the deadlines provided below. Mentors are responsible for overseeing the Scholar’s work throughout the project and for ensuring the project is satisfactorily completed within the program timeframe. Preferably, the student will be able to spend a portion of their time working on-site at the partner organization.

# Preferred Projects

Preferred projects have the following qualities:

* The primary project tasks involve research related to the organization’s wellbeing/social sustainability goals. Proposed topics will be evaluated in terms of how they further the [UBC Wellbeing Strategic Framework](https://wellbeing.ubc.ca/framework) priority areas and the goals and principles in the[Okanagan Charter for Health Promoting Campuses & Universities](https://wellbeing.ubc.ca/okanagan-charter), [UBC’s 20-Year Sustainability Strategy](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/uploads/CampusSustainability/CS_PDFs/PlansReports/Plans/20-Year-Sustainability-Strategy-UBC.pdf)*,* and [People and Places](https://strategicplan.ubc.ca/core-areas/people-places/).
* The sustainability qualities (environmental, economic, or social) of the project are clear.
* The scope offers sufficient challenge to a graduate student and allows them to engage in a larger, meaningful project with minimal routine clerical work.
* The deliverables are manageable within the allotted 250 hours of work.
* The value to the organization and how the Scholar’s work will be actionable is evident.
* A mentor from within the organization who has the relevant expertise will be available to provide guidance to the Scholar throughout the project.

# Program Timeline

|  |  |
| --- | --- |
| **October** | Call for project proposals. |
| **November** | Applicants are encouraged to apply early. UBC Wellbeing will review proposals on a rolling basis and, if necessary, refine with mentors. Final proposals due **November 15, 2019.** Notice of funding approval November 28, 2019.Please use the proposal template in Appendix B. |
| **January** | UBC places the call for, manages and shortlists applications; provides up to 5 applications to the Mentor for consideration and selection.Mentors attend a program orientation session (in person or by video conference) the week of January 27.**Mandatory:** Mentor or authorized agent signs and returns the Program Agreement to UBC by January 31. (See sample Program Agreement in Appendix A) |
| **February** | Mentor reviews the applicant shortlist, interviews applicants, performs a reference check, and notifies UBC of their chosen candidate. Note that interviews and hiring decisions take place on a rolling basis between February 11 and 25. Ideally, the last of the job offers and student appointments are in place February 28. |
| **May** | UBC provides a program orientation to students and works with Mentors on getting projects started. |
| **May 4 to August 14** | Students work 250 hours (part time) to complete their projects. |
| **Mid-August** | Evaluation survey distributed to Mentors and Scholars. |
| **Late September** | Wrap up event. Scholars present their work at the annual Research to Action: Advancing Urban Sustainability conference. (Optional) |

# Conditions of Participation

As a partner organization/project mentor participating in the UBC Sustainability Scholars program, you are required to undertake the following:

* Sign and submit a **Program Agreement** before January 31. See **Appendix A** for a *sample* of the Program Agreement. You will receive a formal version of the agreement in December. Note that we cannot accommodate changes to the overall language and elements contained in the agreement. (Basically, you have to sign it as is.) However, if you would like to partner with us for a longer term (minimum three years) and commit to funding several projects a year (minimum 4) we will work with you to revise the agreement to suit both parties’ needs. **Please make sure that your organization will accept the conditions in the Agreement before you commit to a Scholar.**
* Between February 11 and 25 interview short-listed candidates, perform reference checks, and inform the Sustainability Scholars Program Manager of your chosen candidate.
* Work with your Scholar to establish clear objectives and boundaries for their project.
* Spend time with the Scholar to guide and mentor their work. Note that the first few weeks will require the greatest amount of your time to refine the project, orient them, develop the Project Plan and connect them to the relevant information sources. After that, anticipate meeting with the Scholar on a regular basis by phone or in person to stay on top of the project. Time permitting; a minimum of 20 minutes per week is ideal.
* Where possible, provide your Scholar with a workspace for a portion of the term of their appointment.
* Ensure the Scholar provides the agreed upon deliverables on time and of suitable quality. Note that UBC does not provide project management of the student’s work—it is the mentor’s responsibility to provide the support necessary for satisfactory completion of the project.
* Agree not to compete with the Scholars Program by independently recruiting for the same project elsewhere.

Note that the deliverables include a **public facing document** (either a final product or an executive summary) which will be included in the Sustainability Scholars online project library. Please visit the project [library](http://sustain.ubc.ca/scholarslibrary) for examples of other UBC Sustainability Scholars projects.

A project proposal template with examples is provided at the end of this document (**Appendix B**). Please use it to develop your own project proposal.

**Deadline to submit Wellbeing-funded project proposals for the summer 2020 program is November 15, 2019, although applicants are encouraged to submit earlier.**

**We will be in contact with you if any clarification is needed.**

# Appendix A: Program Agreement

This appendix contains a sample of the Program Agreement (please do not sign this one; you will receive a formal version in December).

All participating organizations must sign a Program Agreement to confirm understanding of the program requirements and deadlines, treatment of scholars, use and ownership of intellectual property, applicable fees, and to indemnify UBC should the scholar’s work be substandard or the scholar cause damage in some way.

Note that we cannot accommodate changes to the overall language and elements contained in the agreement. **Please ensure that your organization will accept the conditions in this agreement before you commit to a Scholar.**

If you would like to partner with us for a longer term (minimum three years) and commit to funding several projects a year (minimum 4) we would be happy to work with you to revise the agreement to suit both parties’ needs. Please contact Karen Taylor if this option interests you.

**UBC Sustainability Scholars Program Agreement**

THIS AGREEMENT is dated as of the <day> day of <month>, 201x.

**BETWEEN**:

**UNIVERSITY OF BRITISH COLUMBIA**,
having an office at 2329 West Mall, Vancouver, BC V6T 1Z4
(Hereinafter “**UBC**”)

**AND**:

This is an **example** of the Program Agreement that all program participants must sign. A formal version of this document will be sent to you directly. Please ensure that your organization will accept the conditions in this agreement—**without changes**—before you commit to a Scholar.

**<Name of Partner Entity>,**having an office at <Street address>, <City>, <Province> <PC>
(Hereinafter the “**Partner**”)

Collectively referred to as the “Parties” or individually as a “Party”

**BACKGROUND:**

1. UBC, through the UBC Sustainability Initiative (USI), delivers the Sustainability Scholars Program, an initiative to match graduate students interested in undertaking sustainability-related internships with organizations working on projects to advance sustainability (the “**Program**”).
2. The Partner wishes to engage UBC to <description of service(s) to be rendered> advance sustainability (the “**Project**”), and UBC agrees that the Project is in keeping with the goals of the Program.
3. The Partner and UBC will work together to select one or more UBC Sustainability Scholars to work on one or more Projects (the "**Scholar"** or “**Scholar(s)**”).

NOW THEREFORE, in consideration of the mutual covenants and promises made by the parties and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Partner will appoint a Project Mentor (the “**Mentor**”) with sufficient subject experience who will provide guidance, direction, and oversight to the Scholar on the Project. The Mentor will provide clear direction to the Scholar as to the topic and scope for the Project, and how it relates to the Partner’s sustainability goals and strategies.
2. The term of the Project will be from <month> <day>, <yyyy> to <month> <day>, <yyyy> (unless extended by mutual agreement between the Partner, UBC, and the Scholar). During the term, the Scholar will work on the Project on a part-time basis, working a minimum of ten hours per week, and working a total of approximately <# hours> for the duration of the Project. The Mentor will ensure that the Scholar does not work more than eight hours in a day or 40 hours in any week. During the academic term, Scholars may not work more than 12 hours a week. Within the above parameters, the Mentor and the Scholar will work out the details of the work schedule for the Scholar during the Project.
3. At the outset of the Project, the Mentor will provide the Scholar with an orientation to the Partner’s workplace that includes, as applicable: names and contact information for staff; the Scholar’s workstation and any desk-sharing arrangements; arranging for security passes, computer log-ins, printer codes, explanation of IT rules; etc.; workplace health and safety rules; emergency procedures; personal protective equipment; and location of first aid facilities and first aid procedures.
4. The Partner and Mentor will retain overall responsibility for the care, safety (including provision of and training in the use of safety equipment, if applicable), treatment, and general working conditions for the Scholar.
5. Also at the outset of the Project, the Mentor and the Scholar will work together to determine the Project deliverables, including results, reports, and other agreed-upon products (collectively, the “**Deliverables**”), and an appropriate timeline for delivery of the Deliverables taking into account such matters as the Scholar’s availability and schedule, the Partner’s requirements, and any time constraints of the Program.
6. Within two weeks of the commencement of the Project, the Mentor and the Scholar will work together to finalize and sign a Project Plan, which will typically be in the form that is attached as Appendix “A” to this Agreement. The Mentor will ensure that a copy of this signed Agreement is forwarded to UBC.

Example

1. The Scholar will remain an employee of UBC throughout the Project, and will be paid by UBC. Should UBC carry out any internal investigation that involves the Scholar, the Partner will cooperate with such investigation.
2. UBC maintains WorkSafe BC insurance coverage for its employees including the Scholar.
3. Upon the execution of this Agreement, the University will invoice the Partner $**<fee amount>** CDN per Scholar (the “**Project Fee**”) (which covers the Scholar’s salary, ancillary costs, and administrative expenses of UBC) plus GST if applicable. The Partner shall pay the Project Fee to UBC within 30 days of receiving the invoice. The Partner is also responsible (at the Partner’s expense) for providing all equipment, material, and other needs relating to the Scholar’s work on the Project, including without limitation licenses, software, transportation, long distance fees, and any insurance the Partner wishes to obtain in relation to the Project and the Scholar’s work on the Project.
4. Should the Scholar become unavailable to work on the Project, UBC will make every effort to obtain a replacement Scholar. If a replacement Scholar cannot be found within the constraints of the Project timelines/budget, the Partner shall have the right to cancel the Project and UBC will reimburse the Partner a pro-rata amount of the Project Fee.
5. Should the Partner terminate the Project for any reason other than cause (which means serious misconduct on the part of the Scholar), the Partner will still be responsible to pay the entire Project Fee to UBC.
6. The Deliverables belong to the Partner, though the Partner agrees that UBC may post the final report and/or executive summary prepared by the Scholar online in the publicly available UBC Sustainability Scholars Project Library (the “**Project Library**”), where these documents may be accessed and used by members of the public including students and employees of UBC. If the Partner is of the view that the final report and/or executive summary prepared by the Scholar contains confidential or sensitive information, then the Partner may create a version of these documents that does not use confidential or sensitive information, and provide such version to UBC to be posted online in the Project Library. If the Partner does not provide such version to UBC, UBC will post the final report and executive summary prepared by the Scholar in the Project Library. The Partner also agrees that the Scholar may use the version of the final report and/or executive summary that is posted in the Project Library for his/her own non-commercial purposes.
7. UBC does not provide any representation whatsoever regarding the quality or accuracy of the Scholar’s work, including Deliverables and the Partner hereby confirms that it accepts all risk and liability with regard to its use or reliance upon the Scholar’s work.
8. The Partner hereby agrees that it will not seek in any way to hold UBC liable for any of the Scholar’s actions while carrying out the Project.
9. The Partner further agrees to fully indemnify and hold harmless UBC in the event that the Scholar suffers any damage or injury arising out of or in connection with the Project (other than claims covered by WorkSafe BC coverage), and also in the event that the Scholar and/or any third party makes any claim against UBC in any way relating to the Scholar’s involvement with or work on the Project.
10. All references in this Agreement to the singular shall include the plural where applicable.
11. Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, employment or agency relationship between the Parties for any purpose.

Example

1. This Agreement will be governed by and interpreted in accordance with the laws of the Province of British Columbia.
2. This Agreement embodies the entire Agreement between the parties with regard to the subject matters dealt with herein, and no understanding or agreements, oral or otherwise, exist between the parties except as contained in this Agreement.
3. This Agreement may not be modified except by a writing signed by both parties.
4. Time is of the essence in this Agreement.
5. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile or electronic transmission shall be as effective as delivery of an originally executed counterpart hereof.
6. The parties will execute such further and other documents as necessary to carry out and give effect to the terms of this Agreement.

IN WITNESS TO THE ABOVE, the duly authorized representatives of each party have executed this Agreement on the date and year first written above.

|  |  |  |
| --- | --- | --- |
| **<name of partner entity>**By its authorized representative: |  | **UNIVERSITY OF BRITISH COLUMBIA**By its authorized representative:This is an **example** of the Program Agreement that all program participants must sign. A formal version of this document will be sent to you directly. Please ensure that your organization will accept the conditions in this agreement—**without changes**—before you commit to a Scholar. |

**Appendix “A”**

**UBC Sustainability Scholars Program**

**Project Plan**

|  |  |
| --- | --- |
| **Scholar’s Name:** |  |
| **Project Title:** |  |
| **Organization:** |  |
| **Mentor Name & Email:** |  |

**Version Control**

*You may need to amend and change the Project Plan. These changes should be well communicated between all project stakeholders and documented with a version control chart. An example version control chart follows.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Author** | **Role** | **Changes** | **Date** |
| 2.0 |  | Sustainability Scholar/Research | e.g., Changed due date of early findings report |  |
| 1.0 | [put your name here] | Project Mentor | e.g., Initial version |  |

**Objectives:**

*Describe the objectives of the project (max 500 words)*

Example

**Project deliverables:**

*Please list each key deliverable for your project and the associated deadlines in the below table. We suggest you also include a deadline for the submission of a draft final report, allowing adequate time for review and refinement before the project end date. Suggestions provided below in light grey. Bolded items are required deliverables with established due dates.*

|  |  |  |
| --- | --- | --- |
| Deliverable | Due Date | Approvals Needed |
| 1. Orientation and Project Management training delivered by UBC
 | May 2 | n/a |
| 1. Project Plan due to UBC
 | May 10 | mentor |
| 1. Outline of project report to mentor
 | May 16 | mentor |
| 1. First draft project deliverables to mentor
 | May 31 | mentor |
| 1. Second draft of project report to mentor
 | June 21 | mentor |
| 1. Mid-Project Presentation
 | June 27 | n/a |
| 1. Mentor on vacation
 | July 3 - 13 |  |
| 1. Final draft of deliverables to mentor or project committee
 | July 23 | Mentor or project committee  |
| 1. Final presentation to host department
 | Aug 1 |  |
| 1. Project completed and final report(s) submitted to mentor and UBC. *Note: Depending on the nature of the project, the final report submitted to the mentor may differ from the public facing final report or executive summary posted on the UBC website. If this is the case, make two separate deliverable entries.*
 | Aug 12 at the latest  | Mentor |
| 1. Final Presentation at UBC Sustainability Scholars Conference
 | TBD (week of Sept 23) |  |

**How will the deliverables be used?**

*How and when does the Mentor plan to use the deliverables?*

**Scholar Schedule:**

*Please outline the planned work schedule for the Scholar, including any known absences of the Scholar or Mentor for vacation, courses etc. These absences should be considered when preparing the product deliverable schedule above. Note BC Employment Standards Act applies to Scholars. They can only work a maximum of 8 hours a day or 40 hours a week.*

e.g., Scholar will work Monday, Wednesday and Thursday for 5 hours each day at [location]. Scholar vacation week of July 10. Mentor on vacation July 17 through August 2.

Example

**Project Risks**

*List any risks that may affect the project scope, schedule, time or resources and steps that may be taken to mitigate the risk. Be sure to include constraints (e.g., access to stakeholders, testing equipment, access to specialized software)and the Scholar’s schedule, such as the number of hours per week and the proportion of time the scholar will work on site (if applicable). An example is provided below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Impact if Risk Happens (L, M, H)** | **Probability of Risk (L, M, H)** | **Response: Path to Solution** |
| Lack of data from Client | L | L | Project to proceed using best available information: recommendations and overall accuracy may be compromised.  |
| Scholar Leaves Appointment | L | L | In this unlikely event, work would resume or recommence once another Scholar has been retained for the project.  |
| Mentor becomes unavailable | L | L | In this unlikely event, xx person would proceed as contact person.  |
| Delayed approvals for security clearance | H | L | In this unlikely event, the Mentor will have to manage all matters requiring security clearance until clearance is approved. |
|  |  |  |  |

**Scope**

1. In Scope:

*Describe the work to be done. It is often best to describe the work in bullet form as it makes it clear to the reader/contributor.*

1. Out of Scope:

*Describe the work that will not be done.*

**Resources & Stakeholders**

*Use this section to list the existing resources the Scholar should review (or stakeholders/staff that the Scholar should consult) in order to successfully complete or get up to speed on the project. The list does not need to be exhaustive.*

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder/Resource | Role | Location | Notes |
| Policy Document X | Background information | www.abc.ca/greenbuildingpolicyx | Version 2 is most recent |
| Project mentor’s senior manager | Has to approve final report before submitting to UBC |  | Project Mentor will forward draft when ready. Ask their admin assistant to block time off in their calendar to proofread asap. |
| Staff member name in X department | Subject expert | Subject.expert@gmail.comExample | Interview in first week to understand implications of the project on the Planning Department |
| Data set  | Must be analysed prior to starting in-person interviews. | Project mentor will provide. | Allow extra time to clean database prior to analysis |
| Steering committee | Review and approve report | Remote locations. Ask office administrator for email addresses. | Notify of approval deadline 4 weeks in advance |

**Communication Plan**

*Describe how communication will take place among the project team to ensure that the needs of the project team are met and any problems are addressed in a timely manner.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Deliverable** | **Dates** | **Accountable** |
| Weekly Updates | Progress Report (bullet points) | Fridays | [Scholar name here] accountable; project mentor to be involved |
| Technical Meeting Attendance (in person where possible) |  | Monthly |  |
| UBC Sustainability Scholars Program Manager Office Hours | Bring any issues that cannot be resolved with the mentor to the attention of UBC Program Manager | Monthly | [Scholar Name here] |
| Information sharing as it becomes available | Project Specific information | Ongoing | All stakeholders to provide information in a timely manner and to provide prior and reasonable notice of dates when they will be unavailable  |

**Roles and Responsibilities**

*Outline the roles and responsibilities of any stakeholders involved in the project.*

|  |  |
| --- | --- |
| **Name, Role & Organization** | **Responsibilities** |
| Project Manager [the Scholar] | * Lead all project phases
* Create Project Plan and update as needed
* Lead and manage project team for all phases of project
* Produce all deliverables as per the Project Plan
* Save all project reports, data and analysis to shared file server or a drive that is regularly backed up
* Complete post-project survey to enable continuous improvement of the Program
 |
| Project Partner/Client [the mentor] | * Provide high level guidance and approve scope, budget and schedule
* Provide workspace (as appropriate)
* Provide connections and linkages with industry professionals/contacts
* Ensure scholar has everything needed to successfully deliver the project (i.e., equipment, software, data, introductions, etc.)
* Sign off Project Plan
* Sign off on changes to Project Plan
* Sign off on the final deliverables
* Complete post-project survey to enable continuous improvement of the Program
 |
| Project Sponsor(s) – USI/UBC and Funding Partner | * Provide high level guidance
* Provide overview of program and administrative support (including basic IT and security access)
* Remove roadblocks with stakeholders that cannot first be resolved by the mentor, as requested by scholar

Example* Hold monthly office hours to help provide support, answer questions and resolve any issues that cannot be resolved between the Scholar and the Mentor
* Payment of scholar
 |
| Other |  |

**TERMS OF UBC SUSTAINABILITY SCHOLAR PROJECTS:**

**1. Use of Deliverables Produced**

Any materials created by a Scholar as part of their participation in the UBC Sustainability Scholars Program are owned by the Partner organization. The deliverables produced by a Scholar, be they a report, presentation or other material containing recommendations, case studies, data analysis and so on, are provided to the Partner at the completion of the project. The Partner may use the outputs, results and findings to help inform various initiatives. The final report and executive summary (or a version of these documents prepared by the Partner to expunge confidential or sensitive information) will be made publicly available online on the UBC Sustainability Scholars Project Library.

The Scholar is welcome to use the publicly available portion (the version posted to the UBC website) of the work they generate in this program for future research and projects, including use in publications, presentations and other communications. Each public facing report should name the authoring Scholar, and provide recognition that the project was conducted for the Partner organization as part of the UBC Sustainability Scholars program.

Any other use of Partner-held materials or deliverables associated with the project must be approved by relevant staff members at the Partner organization and UBC Sustainability Initiative. This includes (but is not limited to) distribution to external stakeholders or media, submission for course credits, or publishing as part of a work portfolio.

**2. Media Requests**

Over the course of the project term, Scholars may be contacted by a member of the media about their project. UBC has a strict media policy. UBC Sustainability Scholars are not authorized to speak with the media on behalf of UBC. Please direct media inquiries to UBC public affairs.

**3. Professional and Ethical Quality of Work**

Example

UBC Sustainability Scholars must ensure that the projects they undertake are carried out to a high standard. This includes professional and ethical conduct when performing any project work that requires gathering or use of data, including interviews or surveys, which may require consent and careful consideration of factors such as privacy, confidentiality and the security of information.

Throughout their project, and in consultation with their mentor, Scholars should ensure that where necessary:

* Each prospective participant to the project is provided full disclosure of all information necessary to make an informed decision to participate in the project; including how the data or information they provide will be collected, used, disseminated, retained and/or disposed of.
* Each prospective participant to their project provides their consent voluntarily; and are made aware that they can withdraw their consent at any time, including withdrawal of their data or information.
* Use research surveys in which subjects remain anonymous or that have adequate mechanisms for guarding confidentiality
* Any information or data provided to the Scholar as a part of their project work is safeguarded appropriately by the Partner organization, the accessibility of collected and stored data is considered, and the data is not misused or wrongfully disclosed.

**4. Confidentiality - Non-Disclosure Agreements**

If a company or individual involved in the project requests a Non-Disclosure Agreement (NDA) due to the sensitive or confidential nature of information being provided, the Scholar should immediately notify their mentor, as well as the UBC Program Manager.

The Scholar should work directly with their Mentor to facilitate a conversation with the party concerned, and arrange a NDA on behalf of the Partner organization, if necessary. Before agreeing to complete a NDA, the Scholar and their mentor should determine what obligations for confidentiality are being requested, and discuss the following points with the participant, which may alleviate the need for an NDA:

* Any confidential data or information is privy to only the Scholar and the Partner organization for the purposes of the project (i.e., would not flow to UBC);
* Any confidential information would be excluded from any public-facing report submitted to UBC (i.e., a high level executive summary of the project only to UBC, rather than full project report);

If required, and the mentors would be comfortable: Offering that the party concerned review the content of the public-facing report or high level summary as ‘pre-approval’ to its publication on the UBC website.

**SIGNED:**

 **\_\_\_\_ \_\_\_\_ \_\_\_\_\_**

**Scholar Name Signature Date**

Example

 **\_\_\_\_ \_\_\_\_ \_\_\_\_\_**

**Mentor Name Signature Date**

# Appendix B: Project Proposal

This appendix contains the template for your Project Proposal. Please use it to guide and structure the project(s) you intend to put forward to the program. **Proposals are due to UBC November 15.**

Once we receive your proposal, we will review it to confirm that it is suitable for the program.

Projects are assessed based on the following criteria:

* The primary project tasks involve research related to the organization’s wellbeing/social sustainability goals. Proposed topics will be evaluated in terms of how they further the [UBC Wellbeing Strategic Framework](https://wellbeing.ubc.ca/framework) priority areas and the goals and principles in the[Okanagan Charter for Health Promoting Campuses & Universities](https://wellbeing.ubc.ca/okanagan-charter), [UBC’s 20-Year Sustainability Strategy](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/uploads/CampusSustainability/CS_PDFs/PlansReports/Plans/20-Year-Sustainability-Strategy-UBC.pdf)*,* and [People and Places](https://strategicplan.ubc.ca/core-areas/people-places/).
* The sustainability (environmental, economic, social) qualities of the project are clear.
* The scope offers sufficient challenge to a graduate student and allows them to engage in a larger, meaningful project with minimal routine clerical work.
* The deliverables are manageable within the allotted 250 hours of work.
* The value to your organization and how the Scholar’s work will be actionable is evident.
* A mentor from within your organization who has the relevant expertise will be available to provide guidance to the Scholar throughout the project.
* Whenever possible the Scholar has the opportunity to engage with/learn from others in your organization doing similar work (e.g., by working on site a few hours a week, attending meetings or workshops at your office, delivering brown-bag presentations about their project work to stakeholders, etc.)

**HINT: Please make your project title as descriptive as possible—even if you think it might make your project seem boring.**

**Your project proposal will be converted to a job description and the project title will be the first thing potential candidates see. As your project will be one of many, a concise title outlining the project activities and theme is most likely to garner the attention of the most suitable candidates. (E.g., “Reducing GHG emissions from food consumption,” “Developing value-added EV charging infrastructure in grocery store parking lots,” “Research to understand how to support energy step code implementation in small to medium sized BC communities,” “Understanding the applicability of the RELi rating system to UBC green buildings,” etc.)**

If you would like to discuss your project or review any of the details, don’t hesitate to contact alicia.hibbert@ubc.ca at any time.

**Please submit your project proposal(s) to** **alicia.hibbert@ubc.ca** **before November 15.**

**Research project title**

Feasibility Study and Implementation Plan on Baselining Food Insecurity at UBC

**Goal or Operations Plan objective**

Eliminate Severe Food Insecurity

Objective: Help support the achievement of Goal 4 of UBC’s Action Framework for a Nutritionally Sound Campus: No member of our community experiences hunger due to severe food insecurity.

**Please specify the strategic area(s) this project supports:**

Okanagan Charter:

20 Year Sustainability Strategy:

UBC Wellbeing Strategic Framework Priority Area:

UBC People and Place Strategy:

**Project description**

*Describe the general project (e.g., the purpose of the project, why it is valuable, how and when the Scholar’s work will be actionable) and include a general outline of the key questions the Scholar will be researching.*

The outcome of this project will be a critical next step eliminating food insecurity at UBC through assessing baseline data, focusing primarily on students and secondarily on staff and faculty. Food insecurity among students will be assessed in a future Canadian Campus Wellbeing Survey, but this pilot data will need to be analyzed against other universities and population-level data. Baseline data for staff is not yet available. The Food Insecurity Action Team (FIAT) would like to learn more about student and staff baseline food insecurity data to determine the best course of action to address food insecurity at UBC.

**Scope of Work:**

* Conduct a literature and best practices review of food insecurity at the national, regional and local level – particularly in Higher Education, including
	+ Interviews with faculty experts who have done research on food insecurity at UBC to inform a UBC-specific context
	+ Literature review that includes research on the methodology of how to best measure and baseline food insecurity, how to connect it to data on student achievement and post-secondary outcomes, as well as how to measure food insecurity amongst other members of the community in academic institutions
* Review existing validated instruments to measure food insecurity, including the results of the pilot Canadian Campus Wellbeing Survey
* In consultation with faculty experts and staff mentors, design a food insecurity survey suitable for dissemination to students (if applicable), faculty and staff.
* Work with UBC Stakeholders to identify opportunities for including the instrument in existing UBC surveys for students (undergrad and graduate), staff, and faculty on both UBC campuses.
* Make recommendations to address potential gaps.

**Deliverables**

*Note that a final deliverable (either a full report or, if the report contains confidential information, an executive summary) is required by the end of the program (March 14, 2020). The deliverable will be archived in the online public-facing* [*Scholars Project Library*](https://sustain.ubc.ca/scholarslibrary)*.*

* A final report, containing a summary of student food insecurity data at UBC, comparing these data to national results from the Canadian Campus Wellbeing Survey and population-level data in Vancouver, as well as further recommendations for staff/faculty data collection, complemented by a final PowerPoint presentation to key stakeholders
* Literature and best practices review of food insecurity in Canada and in post-secondary settings
* Summary report of interviews with stakeholders
* A final report [or Executive Summary] for the UBC Sustainability Scholars online project library.

**Staff Mentor and Department**

*If you plan to take time off over the duration of the project, please specify who will act as an alternate mentor for your Scholar during your time away.*

Mentor: Name, Job title, department, email, phone number, address.

Alternate (if applicable): Name, Job title, email, phone number, address.

**Time Commitment**

*Please update the completion period if you wish your project to start sooner than the program window of May 4 to August 14. Note: The standard duration of a Scholars internship is 250 hours. If your project requires more time, you may increase the number of hours (up to a maximum of 500hours in total) to be completed during the term of the program. At 500 hours, the Scholar will be working on a near full-time basis. Student hours beyond the base 250 must be fully funded by the project partner. Please also use this space to indicate any critical dates for the project, and the optimal schedule for your Scholar’s work if known.*

* This project will take **250** hours to complete.
* This project must be completed between May 4 and August 14, 2020
* The Scholar is to complete hours between [insert work hours for your department, and days of week], approximately XX hours per week.
* If applicable, list dates of any mandatory meetings, special events, etc. that you require your Scholar to be available

**Required/preferred Skills and Background**

*This section will be used to match students with your project. Please be as specific as possible in describing the skillsets you require—they will be used to guide the application shortlisting and in developing skills training and professional development workshops. Feel free to add to or delete from the list below as necessary.*

[ ]  Excellent research and writing skills

[ ]  Demonstrated interest in sustainability

[ ]  Experience conducting stakeholder engagement events, including facilitation skills, is an asset

[ ]  Familiarity with research methodologies and survey techniques

[ ]  Statistical analysis

[ ]  Excellent public speaking and presentation skills

[ ]  Community engagement experience

[ ]  Familiarity conducting focus group research

[ ]  Strong analytical skills

[ ]  Ability to work independently

[ ]  Deadline oriented

[ ]  Project management and organizational skills

[ ]  Chemical engineering background

[ ]  Programming skills

[ ]  Familiarity with WordPress, Drupal, or other website content tools

[ ]  Strong technical and drafting skills

[ ]  Demonstrated experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  GIS training or experience.

[ ]  Familiarity with benchmarking methods and tools

[ ]  Comfortable interacting with strangers to conduct public/in person surveys

[ ]  Familiarity preparing feasibility studies

[ ]  Experience with financial modelling and analysis

[ ]  Design and layout skills

[ ]  Criminal Record Check required [note that the project partner is responsible for reimbursing the successful candidate’s reasonable expenses to get a criminal record check done]

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional information UBC should know to help find a suitable candidate for this project.**

*(e.g., UBC departments/faculty, reminder about what worked well in the past, etc.)*