Template Application for the Funding of Living Labs at Freie Universität Berlin.

\*Please note the Living Labs funding criteria when applying.

<https://www.fu-berlin.de/en/sites/nachhaltigkeit/stabsstelle/Innovationsmanagement/living-labs/index.html>

The following information is requested for the application:

1. Persons involved
2. Description of the identified problem
3. Description of the solution approach for a Living Lab
4. Approach/method
5. Project plan
6. Financing plan with expenditure items
7. Risk assessment
8. Perspective

Additional:

1. Informal consent for publication
2. Self-declaration for the protection of third-party rights

Please use this file as a template for your application.

If you wish to use relevant attachments or a table, you may add this.

Applications and all attachments must be submitted electronically as a PDF via e-mail to sabine.heckmann@fu-berlin.de.

All information will be kept confidential and used only in the context of this call for application.

Application for the funding of Living Labs at Freie Universität Berlin

**[date of application]**

DD/MM/YYYY

**[Motivation]**

We apply because… .

We apply for a funding amount of …€.

**[Both applicants and, if applicable, other persons involved]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **FU position(s)** | **FU-institution(s)** | **Contact information**  **(e-mail, phone)** |
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\*Please attach proof of employment (e.g. function address) or student status (e.g. matriculation number).

**[Important experience and skills]**

For our Living Lab project, we bring the following relevant experience and skills:

**Optional comment:***What else we would like to say....*

**[Name of your Living Lab project]**

*Please give your Living Lab project a name. This can be changed later.*

**[Description of the identified problem]**

*Please describe in a comprehensible way the problem for which there is no satisfactory solution to date and how your solution approach can help in this regard. Sources from your problem analysis as well as data from previous experiences or benchmarks can support your arguments.*

*What is the problem? Who is dealing with the problem to date? What, if anything, do you learn from the analysis of existing solutions for your project? What would happen if you left the situation as it is?*

**[Description of your solution approach for a Living Lab]**

*Describe your approach to solving a Living Lab project on the identified problem, considering the evaluation criteria. Please describe precisely and understandably.*

*What goal(s) are to be pursued within the funding period? What do you want to change? How is your project relevant to the FU? What aspects of the FU sustainability mission statement and/or the FU climate emergency declaration are you addressing? Who do you want to reach? Why is your Living Lab project important and new? What do you want to achieve with your Living Lab project?*

**[Approach/Method]**

*Please describe your approach or methods used to achieve your outlined goal and solve the identified problem. Also address questions regarding knowledge transfer at Freie Universität Berlin and participation processes.*

*Which approach do you choose for your Living Lab project? How would you like to make the knowledge you have gained available to other areas of the university and groups of people? How can a knowledge transfer within Freie Universität Berlin be realized so that others learn from your project? How will Freie Universität Berlin learn about your goals, activities and (interim) results? How will collaboration take place, possibly also with other status groups? Who could be involved, why, and how do you want to encourage and/or enable others to help shape sustainable development at the university during the implementation of your project? What opportunities for reflection periods do you pursue during your implementation phase? How will you measure and document your results? Which indicators do you intend to use to measure the described impact?*

**[Project plan]**

*Please provide an overview of the timeline (milestones and quality assurance measures). The form - graphic, bullet points, etc. - is freely selectable, but should be comprehensible.*

*Where should your Living Lab project be implemented? When should the Living Lab project start? Until when should the funding period last? How do you plan to proceed with the project implementation? What activities do you plan to carry out to achieve your project goals? What are the sub-goals? When will interim reflections take place? What communication activities are planned for your project?*

**[Financing plan with expenditure items]**

*Please state all currently identifiable and eligible expenses in euros that are necessary for the implementation of your project. Calculate the resource requirements as realistically, plausibly and appropriately as possible. All costs must be calculated in euros including the statutory value-added tax. Please provide your details in an Excel spreadsheet. Feel free to use the table below or use your own template.*

*What specific key resources (materials, people, time, know-how and experience, etc.) do you expect to need to implement your project? What costs do you estimate?*



**[Risk assessment]**

*Please assess what key risks you currently anticipate in implementing your Living Lab project and how you are trying to manage them.*

**[Perspective]**

*If applicable, what is the long-term goal of your project? Do you intend to continue your Living Lab project after the funding phase? If so, what considerations do you have in this regard? How do you currently assess what will happen with your Living Lab after the funding phase in terms of transfer and further development?*

**[Informal consent for publication]**

We, [names], hereby declare that our project proposal for a Living Lab at Freie Universität Berlin and its results may be published on the website of Freie Universität Berlin for educational and informational purposes and that we may present our idea and its interim results as needed. We agree that photographic and/or video material created by us in the course of the funding may be used by Freie Universität Berlin. We are aware that this application will be forwarded confidentially, as necessary, to relevant persons with professional expertise for the assessment of feasibility.

\*Signatures

**[Self-declaration for the protection of third party rights]**

We, [names], hereby declare that existing rights of third parties have not been infringed.

\*Signatures