# **PSU Living Lab Program: Project Profile Form**

## FORM INSTRUCTIONS

***Please review***

* Please maintain the heading structure of this form for accessibility.
* If you are not already in contact with a member of the Living Lab team, please notify [livinglab@pdx.edu](mailto:livinglab@pdx.edu) with your desire to pitch, participate in, or support a Living Lab project.
* If you are PSU staff pitching a project, contact [livinglab@pdx.edu](mailto:livinglab@pdx.edu) to begin working with a member of the Living Lab team to complete this profile form. The completed form will be used by the Living Lab team to recruit participants.
* For faculty and students interested in participating in a project that already has a completed profile: email [livinglab@pdx.edu](mailto:livinglab@pdx.edu) to discuss your interest!
* Whether you are pitching a project or participating in a project, please review the Disclaimer information below.

## PARTICIPATION DISCLAIMER

By agreeing to participate in a Living Lab project, you (staff, student, or faculty):

1. Grant the Living Lab program at Portland State University (PSU) the non-exclusive right to, without changes to the content, copy, display, and distribute the content created as part of this Living Lab project and to make this work available online.
2. As per PSU policy, consent to being photographed (if your name will not be used in connection with the likeness\*). If you do not wish to be photographed, you can choose to opt-out so as not to be within the camera's range.

\*If you will be identified, or would like to be, an additional consent/release form is required.

## PROJECT OVERVIEW

*Briefly describe the vision and purpose of this project.*

### Project title

### Project overview

### Intended time period for project and/or date when project pitched

## PROJECT PARTNERS

*Who is the staff and departmental partner or audience for this project?*

### Project Contact(s) & Title(s) & Full Department Name(s):

### Email(s):

## PROJECT INFORMATION

### Indicate all themes that apply to this project by placing an X next to reach relevant theme:

\_\_\_Energy \_\_\_Water \_\_\_Purchasing \_\_\_Waste \_\_\_Food \_\_\_Land Use \_\_\_Transportation \_\_\_Climate Action \_\_\_Social \_\_\_Community Wellbeing \_\_\_Other: (*please describe*)

### Project Background & Context

*What challenge, opportunity, or need does this project relate to or fill? Include or comment on how this project builds on prior work.*

### Contribution to Sustainability at PSU

*Describe how the project supports PSU’s and/or your departments’ sustainability goals and plans.*

### Outline of Project Details

*Describe tasks and activities involved in the project. Common tasks include research or literature review; data collection; design, proposal, and recommendations development, and more.*

### Anticipated Outcomes

*Describe the desired outcomes of this project, including qualitative and quantitative outcomes.*

### Required Deliverables

*Indicate specific deliverables, such as photographs; prototypes; etc. All Living Lab projects require a written and verbal form of communicating project process and outcomes.*

### Ideal Project Start and Completion Date

*Indicate the optimal timeline for the project, including any time-sensitive aspects.*

### Special Considerations

*List special equipment, liability considerations, access restrictions, etc.*

### Potential Information Sources

*Specify documents, links, literature, contacts or other sources to inform project work.*

### Student & Faculty Qualifications

*Describe desired experience, background and skills that project participants should have in order to successfully complete the project.*

### Budget & funding (if any)

*List known funding sources, and/or projected resource needs for the project.*