



Living Lab Digital Archive : Guidelines

Living Lab Archive Purpose:

The [UGA Living Lab Archive](#) consists of projects and data arising from UGA's Living Lab program, an initiative that aims to create sustainable solutions to campus challenges through collaboration between operational staff, faculty, and students.

By submitting your project or dataset to the archive, your work will have a lasting impact on UGA's efforts to become a leader in sustainability across universities. The UGA Living Lab Digital Archive aims to

1. **Document** a dynamic collection of Living Lab project outcomes and campus data
2. **Share** - Provide the opportunity for groups to share, analyze, and build upon existing findings in collection
3. **Teach** - Support learning goals through utilizing data and projects as teaching tools
4. **Accelerate** the implementation of sustainability solutions on campus, in our community, and beyond

What constitutes an “archive ready” resource / output?:

- Contains content focused on hyperlocal engagement and issues, meaning campus based or the Athens community.
- Falls under one or more of these impact areas: Energy & Climate, Waste, Water, Food & Dining, Grounds, Transportation, Buildings, Materials, Procurement, Planning, etc.
- Substantial findings from projects such as CURO, Sustainability Grants, capstone classes, faculty-guided research, campus internships, campus datastreams, etc.
- Contains the following elements in documentation:
 - Authors
 - Collaborating Partners (include logos when possible) & Stakeholders
 - Brief summary or Abstract
 - What data was used and where to access it
 - Page numbers (for written reports)
- Data stream contents
 - Description of the data fields
 - Individuals or entities who generated the data
 - When data was collected and the dates it covers

- A reference to the methodologies used in collecting the data
- Purpose for which the data was initially collected
- Types of materials accepted to the archive
 - Written reports and summaries (PDF format)
 - Websites of lasting impact (use of UGA licensed products encouraged)
 - Video or Audio content (multiple formats accepted)
 - Data spreadsheets or live stream data (XLSX or API connected data)

Content Considerations & Model Examples

Submissions to the archive do not have to follow rigid formats but we've found that including information on the following elements is extremely useful to tracking progress and advancing solutions.

- Overview
 - Provide appropriate background and context for the work.
 - Was this done in relation to a course project, was it on behalf of a UGA collaborating unit, etc.? Who are the other key partners?
 - Are there other key elements of the history of this work that inform current efforts?
- Outcomes
 - What progress towards sustainable outcomes of lasting impact does this effort contribute?
 - Did your project advance any strategic or operational goals of UGA or individual units?
 - What challenges did you identify in achieving the outcomes in your project?
- Next Steps
 - What structures, processes, and resources do you recommend for a continuity of efforts and to achieve desired outcomes?
 - How could future efforts further advance strategic or operational goals of UGA or individual units?
 - How can the efforts of your project be further advanced by others working in this impact area?

Examples of Archive Materials

- [Waste Reduction Services Carbon Footprint Capstone with Data Spreadsheet](#) – good example of a class project focused on a Climate Solutions impact area with data analysis.
- [Campus Arboretum Campus Walk StoryMaps](#) – good example of digital website resources using StoryMaps developed by an internship.
- [Bee Campus USA Report](#) – good example of an interdisciplinary meta-analysis of all annual outcomes for the Campus Pollinator Project collaborative, an example of a Biodiversity and Landscape impact area developed by Grounds and an internship.

How to submit something to the digital archive:

- Please email Justin Ellis @ justin.ellis@uga.edu with your Living Lab documentation and/or data. Or call the office at 706-542-3093. We're happy to provide suggestions and support.

