



# **Daylight Academy**

## Project Policy

# 1. What is a DLA project?

The main goal of the Daylight Academy (DLA) is to provide scientists, architects and other professionals interested in daylight related topics with an international and interdisciplinary platform where they have the opportunity to exchange, be inspired, learn from each other and develop innovative outside-the-box ideas. To foster these interactions, the DLA not only organises events such as the annual conference but also finances and facilitates bottom-up initiatives throughout the year.

The DLA can for example support the preparation of a position paper on an important daylight question, integrating the knowledge of an interdisciplinary working group and intended to be published and disseminated among the relevant stakeholders. It can also fund academic and public educational events such as a summer school for young researchers. In principle, all kinds of initiatives addressing the topic of daylight in an interdisciplinary way and aiming at producing a concrete outcome can be considered, provided that they meet the criteria described below.

These initiatives are defined in this document as “projects”.

## 2. How are projects submitted and selected

### a. Who can propose projects

A project can be proposed by a DLA member, associate, or a member of the wider DLA community. However, applicants from the latter two groups need to include at least one DLA member as a co-lead to be eligible.

### b. Eligibility criteria

To be considered, a project must fulfil the eligibility criteria.

These criteria are:

- A DLA project must address an important and specific question in the field of daylight research or its application.
- A DLA project brings people together in an interdisciplinary and trans-disciplinary way (including a large proportion of DLA members and/or associates).
- A DLA project produces a concrete output (e.g. paper, blueprint, guidelines, claims leading to new research projects, a larger research proposal ready to be submitted elsewhere, educational material).
- Has a dissemination plan (e.g. knowledge transfer including public outreach if relevant).

Please note that DLA projects can serve as seed funding to kick start a research project idea provided that the above-mentioned criteria are

fulfilled.

**c. Selection criteria**

- Quality and feasibility of the (scientific) approach.
- Relevance for daylight research or its application.
- Projects with a higher degree of inter- transdisciplinarity will be preferred.

**d. Project submission form**

Project proposals are officially made via a project submission form, which is available to download on the DLA website or can be requested from the DLA office. The project proposal must include details about the project's:

- Name
- Goals
- Outputs
- Process
- Dissemination plan
- Name of lead(s) and project members
- Budget outline

Please refer to the form for further details.

**e. Funding range**

Projects can apply for funding within the range of CHF 5,000 to CHF 25,000. An increase to a project's original budget is possible but is subject to approval by the steering committee.

**f. Project budget**

The budget outline details how much funding the team needs to realise their goal. The chief aim of funding is to help the project realise its goals and teams are therefore encouraged to develop their budget as they see fit, as long as the respective points on the budget are sufficiently explained.

The specific areas of where budget funds will be spent is defined by the project group in the project submission form. Funding items can include for example:

- Workshop(s)/Meetings
- Travel
- Publications
- Services associated with output (for example printing, video, etc.)
- Administrative or writing support (for example for PhD student(s))

#### g. Submission deadline

Please see the Daylight Academy website to view the deadline for project proposal submissions.

#### h. Submission process

1. The working group fills out the project submission form which can be accessed either online on the DLA website or by contacting the DLA office.
2. The lead or co-leads of a prospective project send the project submission form to the DLA office.
3. The DLA office reviews the submission form to check if the project fulfils the eligibility criteria.
4. Project proposals that fulfil the eligibility criteria are sent on to the DLA steering committee, which examines them according to the selection criteria and decides on whether to approve the respective project or not.
5. The steering committee approves the projects that best fulfil the selection criteria within the available budget.
6. The steering committee can ask for revisions and offer resubmission if it sees fit.

### 3. How are projects run?

After a project is approved by the steering committee, the DLA office contacts the project leads and requests:

- The details of the institution's account to which the approved project budget needs to be sent.
- A description and image(s) by which the project will be identified on the DLA website.

Thereafter, individual DLA projects operate according to the division of roles and responsibilities of the individual actors defined in section 3.a). A project monitoring process is also in place to ensure overall project coordination and effective feedback is maintained.

#### a. Roles & Responsibilities

##### i. Steering Committee

The DLA steering committee examines project proposals and selects based on the selection criteria. It approves project policy changes as well as any potential requests for increase of a projects budget. It examines requests to deviate from the original project goal. It can also decide to stop a project if it there are strong elements showing that the respective project group is no longer able to operate.

##### ii. DLA office

The DLA office receives project proposals and submits them to the steering committee. It keeps track of projects based on their outline goals and targets, collects feedback annually, project evaluations and coordinates project activities within DLA events such as the Annual Conference or Daylight Awareness Week.

The DLA office does not provide support for DLA project meetings / events specific for the DLA project. Neither does it provide administrative or coordination support to the individual projects.

### iii. Project lead

The project lead is responsible for putting the interdisciplinary project group together, leading it as for informing the DLA office about developments of the project. This includes:

- Sending a project description to the DLA office for the DLA website and any new information relevant to updating the project webpage
- Budget relevant tasks
  - Communicate to the DLA office which institution will administer the project budget (for example lead(s) institution)

Once the project is finished, provide a document showing how the funds were used in detail

- Informing the DLA office about any changes that deviate from the original project submission forms' goals, outputs, or participants
- Mitigating the effects of any changes
- Filling out a project status survey annually
- Filling out a project evaluation report at the end of a project

### iv. Project participant

Project participants are members of the project group who are not leads. Participants' roles are defined by the group according to the needs and structure of each specific project.

Project participants are required to:

- Inform the lead if they decide to leave the project
- Inform the lead if they are unable to attend a meeting or other project activity

### b) Project monitoring

Projects are monitored via contact between the project leads and the DLA office. This is chiefly done via:

- a regular annual survey on the status of their project that the office sends to the project leads at the beginning of each calendar year.

- both leads and participants also complete a post-project survey for feedback monitoring by the DLA office and improvement of DLA processes
- finally, the project leads need to fill out a “Project Evaluation Report” sent to them by the DLA office at the end of a project.

#### c) Budget monitoring

The approved budget is allocated to the project group for it to spend as planned in the budget outline for the realisation of the project.

The budget is sent to a project members’ institution, for example, a university. This institution uses the budget according to the approved budget outline.

Once the project is finished, the project leads provide a report showing how the funds were used in detail.