

# Smart Living Lab Student Incubator

## Rules and Guidelines for Coaches

**The Student Incubator is a project incubation programme of the Smart Living Lab, whose establishment was supported by the future-orientated company the Baloise Group. The funding programme enables students to work on their own creative projects by supporting them in the development and realization of original and new ideas. In addition to a financial support, the programme also offers professional coaching in order to support the ideas on a content level.**

### **1. General conditions for participation**

The programme is available to all students (Bachelor, Master or PhD) studying at one of the Smart Living Lab's partner institutions. The condition for participating as a student in the programme is that the proposed project relates to at least one of the Smart Living Lab's research areas: well-being and behaviours, interaction and design processes, energy systems or construction technologies. Each project is accompanied by a coach. Coaches are members of the Smart Living Lab scientific community ([see Smart Living Lab staff](#)). External industry partners may act as additional coaches if the project is industry related.

### **2. Amount of financial support**

A maximum amount of CHF 4'000 may be requested by students for each project. Additionally, the students receive a discretionary grant of CHF 1'000 (in case that more than one student are working on one project, the grant of CHF 1'000 has to be divided up by the group members).

Coaches are not compensated financially.

### **3. Process of submitting projects**

Each project will be accompanied by a coach, whereby it is under the responsibility of the student to seek after a coach. Before submitting ideas, students are asked to get in contact with their coach. An initial, a mid-term and a final meeting between the coach and the student is recommended.

Ideas can be exceptionally submitted without having a coach, should the students be unable to find a coach themselves. In this case the members of the CoDir (Executive Committee) may help to find an adequate coach.

In a first discussion, it is the task of the coach to decide whether the student is ready to submit the project or whether a pre-coaching support is necessary for sharpening the idea.

Submission forms and deadlines are available on the website

[www.smartlivinglab.ch/incubator](http://www.smartlivinglab.ch/incubator)

The completed forms must be submitted by e-mail to [incubator@smartlivinglab.ch](mailto:incubator@smartlivinglab.ch).

An information session is organised in order to answer all upcoming questions from the students. For the date of the next event, refer to [www.smartlivinglab.ch/incubator](http://www.smartlivinglab.ch/incubator).

## **4. Procedure after the project is submitted**

### **4.1. Project selection**

The decision board for the project selection is composed of the Smart Living Lab's Executive Committee (CoDir) and a representative of the supporting partner Baloise Group.

After a first review, the decision board will select the projects which are to be presented in a separate pitching session (during a CoDir meeting). The coach may at this stage offer early-stage support by preparing the students for their pitch.

After the pitching session, the students will be informed of the final decision whether their project is accepted. In case that a project is rejected, the students have the opportunity to modify and reformulate the basic idea and to submit it again, with advice of the coach.

#### **4.2. Realization of projects**

The students are provided with the financial resources and the coaches are available for all questions and support in order to realize the projects successfully. The Smart Living Lab offers a workspace, which can be used for working on the projects.

#### **4.3. Presentations and reporting**

Whether and how many interim presentations are necessary for a project depends on the decisions of the coaches, as well as the question of in front of whom has to be presented. For some projects, it may be reasonable to keep the presentation on a small scale, however for others it might be of interest to present the results during a Smart Living Lunch.

The final presentation of project results is organized as a special event. It is the task of a coach to inform the supported students, when the final presentation of project results takes place. The last step in order to finalise the projects is a short written report by the students, which should give an overview of the work performed and the results achieved.

Additionally, a financial report has to be handed in and signed by the coach, documenting how the requested financial resources were used.