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| **CityLAB Challenge Submission Form - Instructor** | |
| Instructors, this is your chance to share your idea with City of Hamilton staff. Tell us about the problem you would like to solve and your idea for how you think you and your students could help to address the problem. We will share your idea with City staff and try to find you an appropriate match. We can't guarantee that we will find you a match but will do our best. You are also welcome to browse the challenges submitted by City staff on our website. | |
| **Instructor details** | Instructor name:  Instructor position:  Instructor email:  Instructor phone number: |
| **Descriptive project title.**  In 35 characters or less, what is the title of the project you're proposing? Aim for something catchy, it doesn't have to describe everything, but it should get the audience's attention. This title can change but an interesting and creative title helps us easily share information about your challenge. |  |
| **Challenge description**  Describe the issue or challenge you would like to tackle in this project. Try to use plain language that people from a variety of disciplines/departments will be able to easily understand. |  |
| **Proposed project**  How could you and your students help the City address the challenge? What approach, methods, or research can you offer? |  |
| **Deliverables/outputs**  What would you/your students be able to do or produce? Select all that apply and/or add more information. | Primary Research (ie. conducting surveys and/or collecting data)  Secondary Research (i.e. review of literature and finding information from books and online)  Feasibility Study  Business Case  Policy Paper  Prototype (physical)  Design  Marketing Report  Advertising Report  Marketing Campaign  Developing a Website  App or Game Development  Pilot  Event or Workshop  Other (please specify) |
| **Summary of the project**  In under 120 characters, how would you describe your proposed project idea? Example 1: “What barriers do people experience in accessing wellness programs, and how can City Housing support resident engagement?”  Example 2: “How might we make active transportation more attractive for the McMaster community?” |  |
| In what department of the City of Hamilton do you think you will be likely to find a project partner? Please check all that apply. For more detailed information about all the areas of work at the City, please visit <https://www.hamilton.ca/city-council/city-administration/senior-leadership-team> | City Manager's Office  Healthy and Safe Communities  Corporate Services  Planning and Economic Development  Public Works  Communications and Strategic Initiatives  Human Resources |
| **Project location**  Does your project idea take place in a area of Hamilton? Check out the Ward Boundary Map here: <https://arcg.is/1nWK0a0> | City-Wide  Specific Ward(s) Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **When are you available to begin this project?** | Winter semester 2024 (January - April)  Fall semester 2024 (September – December)  Winter semester 2025 (January - April)  Other (please specify) |
| **Some projects require extra documentation to ensure success, particularly more complex ones involving the sharing of confidential information. Do you anticipate the need for a formal Memorandum of Understanding (MOU) or an information sharing document?** | Yes, I will require an MOU  Yes, I will require an Information Sharing Agreement  No, I will not require extra documentation  I'm unsure, please contact me with more information |
| **Course Information:** | Name of course:  Program/Department:  Level of course:  Number of Students: |
| **Learning Objectives:**  Please provide a short summary of the learning objectives in your course. |  |
| **If you have one, please provide a copy of the course outline for reference (an old version is acceptable).**  Please upload a file here if you have any. |  |
| **Do you have any original, relevant images that we can use to promote your challenge?**  Please upload images here if you have any. |  |

**Questions and completed challenges through Word should be forwarded to Hannah Stoesz at** [**Hannah.Elgersma@hamilton.ca**](mailto:Hannah.Elgersma@hamilton.ca)