# **OER Publishing Program Large Project Grant Application Instructions**

This document provides instructions on how to successfully complete the application form for the OER Large Project Grant. It is important to provide the Adjudication Committee with as much detailed information as possible so that they can easily determine each proposal’s eligibility and merit for funding.

1. **Project Contacts**

The principal applicant and other collaborators must provide their information in this section. The principal applicant, co-applicants, and collaborators (e.g., author of a chapter) listed here will also appear on the contract if the proposal is successful in attracting funding.

1. **Project Description**
2. Please use the menu in Word under insert to select the type of project this proposal represents.
3. State the primary area for which the project is being created.
4. For a new open textbook that is being created, you will need to provide a draft table of contents for the proposed textbook. For any adaptation, please provide the table of contents for the adapted version you plan to create even if it is the same as that in the original open textbook.
5. This question is asking for an estimate of the ratio of new content you plan to add to existing content. Application for the large grant assumes you are engaged in either a major adaptation of an existing open textbook (requiring the creation/addition of up to 50% new content) or the creation of a new open textbook (requiring the creation/addition of more than 50% new content).
6. The OER Program’s main purpose is to reduce costs for students specifically in high enrollment first and second-year courses. With this in mind, you must identify the course(s) for which this resource will be used. For the University’s annual report to the Government of Saskatchewan you must also provide information on the cost-savings to students as well.
7. If there are any other courses in which this textbook can be used, please identify the courses and provide the potential cost-savings for students in them as well.
8. Please provide a concise explanation about how this resource will be integrated into the delivery of the principal and/or co-applicant’s course(s).
9. This question requires an explanation of the goals of your proposed project.
10. If other instructors have expressed interest in using the resource once completed, list them in this section.
11. **Project Information**
12. One of the key elements of open resources is that they can be shared with others with the 5 R’s (retain, reuse, rework, revise, remix) applicable to them. The Adjudication Committee will particularly focus on building upon pre-existing textbooks to ensure that projects are completed in a timely manner. The OER Program Manager will check through various open education repositories to ensure that all proposals leverage existing open content.
13. You will need to indicate which platform your project will use for content development.
14. For authors who choose to use a platform other than Pressbooks, they will need to make sure that project documents are accessible to students in multiple formats. Pressbooks allows an author to provide a resource in multiple formats including XML, PDF, EPUB, HTML.
15. This information is required when providing cost-saving data to the Government of Saskatchewan in the University’s annual OER Publishing Program report.
16. What other supplementary materials will you provide? Resources with supplementary resources tend to have higher adoption rates.
17. Provide a list of any media you plan to integrate into your resource.
18. **Project Activities and Milestones**
19. This table will be helpful in creating a workplan for your project. The list of milestones will be used as checkpoints for development progress.
20. For effective project management, the roles and responsibilities must be set for all project participants. Project tasks with approximations of the time required to complete them should be provided.
21. Continued resource development and improvement beyond the funding period of the project is important. The Adjudication Committee will take this into account when determining which projects to fund.
22. **Requirements**

These are the requirements that all funded projects must fulfill. Questions regarding any of these requirements should be addressed to the OER Program Manager at [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca).

1. **Proposed Budget**

This is the section of the proposal where a budget is laid out. Since an important portion of the OER Publishing Program fund is provided through a provincial government grant, the funded projects are required to comply with the eligible expense criteria set by the Government of Saskatchewan

### **Eligible expenses:**

* Student assistants (undergraduate and graduate)
* Software licences (some limitations - see note below)
* Travel (some limitations - see note below)
* External expertise not readily available on campus e.g. copy-editing, developmental editing, graphic design, app development, cultural consultation. **Note:** where external contractors are hired, they must agree to release all elements openly. Wherever possible, students should be engaged in this work.
* Initial hosting fees for open digital products/tools
* Expenses related to accessibility requirements, e.g., captioning
* Development of data collection instruments, protocols, and REB applications

### **Ineligible expenses include**:

* Wages for faculty, regularly assigned teaching assistants, or staff members who would normally be employed by the University
* Professional memberships and journal subscriptions
* Hardware, equipment, and other expendables
* Principal grant holders and co-applicants may not pay themselves
* Costs normally covered and budgeted for by the University
* Costs associated with the delivery of the course associated with the OER
* Commercial software where there is no plan for sustainability, or where its use will impede open licencing of the final product(s)

#### Budget notes:

Funding for software may only be requested where there is a strong demonstrated need, where no open source alternative exists, and where use of the software will not limit open-access practice such as remixing or adapting. Software should generally be limited to no more than 10% of the total budget requested for the project.

Travel budget may be requested only when travel is absolutely necessary for the project, for example, travelling to a lab/site to film video or to interview an Elder for the project.

1. **Approvals**

In this section, the approvals of the principal applicant’s Department/Program Head and Dean/Director are required to complete the application. Names and signatures are required prior to submission of the application.