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

1. **Applicants:**
2. Principal Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Co-Applicant(s):

Department/Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list any other team members (and their institutional affiliations) to work on this project, such as other faculty, graduate students, etc., if applicable.
2. **Project Description**
3. Please indicate with a check mark or an x the option that best describes your proposed project.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Open textbook |  | Web Resources |
|  | Transformation of class notes to OER |  | Videos |
|  | Assessment tools |  | Animations |
|  | Power Point slide deck |  | Adapting existing OER |
|  | Quiz questions/Problem bank |  | Other |

1. Please state the primary subject area of the project (e.g., economics, statistics, biology etc.):
2. Please provide a draft table of contents for the proposed open educational resource (if applicable).
3. Please provide an estimate of the ratio of existing content to new content you plan on adding.
4. List all courses in which the proposed resource will be used for teaching at the University of Regina and/or Federated Colleges and provide the information on cost savings to students. Adjust the rows of the table as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Delivery/frequency** | **Faculty** | **Enrollment** | **Estimated cost savings** |
|  |  |  |  |  |
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*Add as many rows as needed.*

1. Are there other courses in which this resource can potentially be used? Provide potential cost savings for those courses as well.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Delivery/frequency** | **Faculty** | **Enrollment** | **Estimated Cost savings** |
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*Add as many rows as needed.*

1. Explain how the open resource will be integrated into the delivery of the principal and co-applicant course(s).
2. Please outline the goals of the proposed project. Specifically, how will it benefit students, enhance teaching and learning, and contribute to knowledge and/or practice in the subject area?
3. Are there other instructors who have expressed interest in using the resource for their teaching? Please list them with their permission.
4. **Project Information**
5. Provide a list of the main existing open resources that you will be referencing as a base for your project. Please provide the copyright status of each of these resources (Creative Commons or other open licenses as applicable). Provide the relevant links to the main materials to be used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Authors** | **License** | **Resource link** |
|  |  |  |  |
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*Add as many rows as needed.*

1. Open textbook development exists in multiple platforms and formats, e.g., Word, LaTeX, and Pressbooks. The University of Regina now has an institutional instance of Pressbooks available to all project authors. What platform will you use for your project?
2. If you will be using a platform other than Pressbooks, you will be responsible for ensuring the accessibility of your deliverables. Please indicate how you will ensure your project documents are accessible to students in multiple formats.
3. Is there a current publisher-based textbook used in your course that this open textbook will replace? If so, please provide the textbooks name, publisher and cost.
4. At a minimum, Power Point slides should be provided for your textbook. What additional ancillary materials will be produced (e.g., lab manuals, text-bank questions, practice tests etc.)?
5. If you plan to use multimedia in your proposed open textbook, please list the media to be included (e.g., video, audio, H5P).
6. **Project Activities and Milestones**
7. What are the key activities for this project and their milestones? Please list the key activities in the table below, including key milestones and/or deliverables. Please use calendar months (January - December) in your milestones and provide as much detail as possible.

|  |  |  |
| --- | --- | --- |
| **Key activities and deliverables** | **Responsibility** | **Milestone** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

*Add as many rows as needed.*

1. Please list the roles and responsibilities of the project team members and other support staff (such as student assistant, instructional designer, and graphic artist) if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **Responsibilities** | **Tasks** | **Approximate hours** |
| Principal Applicant |  |  |  |
| Co-Applicant(s) |  |  |  |
| Student Assistant |  |  |  |
| Instructional designer (if applicable) |  |  |  |
| Graphic artist (if applicable) |  |  |  |
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*Add as many rows as needed.*

1. Please describe how this project will be sustained and kept current, even in the absence of ongoing funding from the OER Publishing Program. Answering this question is imperative since OER must be continually updated to improve their quality.
2. **Other:** Please outline any other considerations that you feel would help support your application.
3. **Requirements**

**Please note:** If the application for funding is successful, the resources, outcomes and content of the project must:

* Carry an open license that is the least restrictive possible (e.g., Creative Commons licence) given the included resources, unless otherwise requiring restriction (e.g., Indigenous, cultural restrictions). Please note that commercial content and applications cannot be included in most circumstances or may require special permission; all resources included in the project must be able to be released openly.
* Be accessible for those with disabilities (e.g., adhering to accessibility standards such as viewable by screen readers, captioned videos, high contrast text and images, keyboard accessibility etc.).
* Be compatible with as wide a range of platforms as possible (e.g., Windows, Mac, Linux, Android etc.).
* Be created in a format and using standards that will allow it to be reused, remixed, and adapted widely using common and preferably free or open technologies.
* Maintain a commitment to allowing translation of this work into other languages.
* Sign a letter of agreement with the University, agreeing to the project goals, deliverables and funding milestones.
* Be used in the main course specified in this application within one year of the product(s) completion.
* Provide presentations on your project at the halfway point and at the conclusion of the project through delivery of OER Program workshops.
* Commit to producing a final report providing information on problems, solutions and other issues encountered during development.

**Please discuss your ideas with the OER Program Manager prior to submission if you have any questions**. **The Program Manager can provide support to ensure your resource meets these requirements.**

1. **Proposed Budget**

Please provide a detailed budget that includes all items needed for this project to be successful, for example, student assistants, software (limited), travel (limited), graphic design, copy-editing, app development, and hosting fees etc. Please include financial and in-kind contributions secured from other sources where applicable. Please see the list of eligible expenses in the application instructions.

Please note:

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.

|  |  |
| --- | --- |
| **Purpose of Funds** | **($) Amount** |
| Teaching release (in the amount of sessional lecturer III stipend) |  |
| Graduate research assistant or undergraduate research assistants  (up to $9,000 in total) | Applicable rates as specified in the CUPE 2419 Collective Agreement[[1]](#footnote-1) |
| Editing (copy editing - $3,500, proof reading - $2,000)  Required |  |
| Media (photography, videos, figures, tables, etc. - $3,000) and production (cover design $1,000) |  |
| Peer review (at end of project $250 x 3)  Required |  |
| Please list and provide details for any other requested funds |  |
| In-kind support received / pledged from other sources |  |
| **TOTAL:** |  |

**Principal Applicant signature**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co-Applicant signature**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Approvals by the Principal Applicant’s Academic Unit**

**To be completed by the Principal Applicant’s Department or Program Head (if your academic unit does not have a department or program head, please ask the Dean / Director to complete this section)**

1. Does the proposed project align with the objectives and needs of the academic program for which the project is being proposed for classroom use?

Yes or No

If you answer “No”, please briefly explain why.

1. Has the applicant requested a teaching release to be used during the project time?

Yes or No

If you answer “Yes”, do you agree to accommodate the applicant’s request?

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean / Director**

If your Faculty / School does not have department or program heads, please fill in the preceding section in addition to this section. Otherwise, please answer the following question only.

Has the applicant requested a teaching release to be used during the project time?

Yes or No

If you answer “Yes”, do you agree to accommodate the applicant’s request?

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Checklist**

This checklist is for you to use as a final review of your application to ensure it is in line with the funding criteria. Does your project have the following?

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Yes | No |
| 1 | Clear description of the final product (open textbook, ancillary resources to accompany an open textbook, standalone open educational resources such as simulations, open course modules) |  |  |
| 2 | Clear description of the expected or potential impact of the project including student cost savings, and other outcomes e.g. improved learning, satisfaction, retention, pedagogical innovation |  |  |
| 3 | Where applicable, the foundational open resource(s) that will be extended/adapted/adopted is indicated |  |  |
| 4 | Clear timeline for completion of the project (within one to two years usually) |  |  |
| 5 | Clear, detailed budget including eligible expenses and within the maximum limits of funding per project |  |  |
| 6 | Clear and measurable goals that are achievable within project timeframe |  |  |
| 7 | A commitment to use of the product in a course to be offered at the institution within one year of product completion |  |  |
| 8 | A clear and realistic plan for maintaining and updating the resource over the next several years at a minimum after the project completion. |  |  |
| 9 | Agreement to release the final product, including source materials, openly (such as a Creative Commons license, which allows others to freely adapt, modify, copy and/or redistribute the content) |  |  |
| 10 | A commitment to develop, with support, accessible resources for those with disabilities (e.g., viewable by screen readers) |  |  |
| 11 | Required signatures and indications of support (have you discussed your intentions with your department chair/dean?) |  |  |

1. **Hourly Pay                 Holiday Pay PLUS Statutory Holiday Pay plus Statutory Holiday Pay 2021**

   PHD                                 $20.96                          $23.70 (4 weeks holiday pay)

   Masters                            $19.98                          $22.59 (4 weeks holiday pay)

   4th Year                           $17.56                          $19.50 (3 weeks holiday pay)

   1st Year to 3rd Year         $14.39                          $15.98 (3 weeks holiday pay) [↑](#footnote-ref-1)