**Call for Proposals – OER Publishing Program Large Project Grant Application Form**Please send the completed form to: [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca) Application deadline is **15 January 2021**.

**A. Project Contacts**

1. Principal Author / Editor (also the principal applicant)

Name: Department / Faculty:

Title: Telephone:

Email:

2. Co-author / Editor

Name: Department / Faculty:

Title: Telephone:

3. Please list any other team members (and their institution affiliations) to work on this project, such as other faculty, graduate students, etc. (if applicable) and outline their respective responsibilities for the project.

**B. Project Description**

1. Please circle the option that best describe your proposed project.

This proposal is for:

☐ Open textbook

☐ Transformation of lecture notes to OER

☐ Assessment tools

☐ Quiz Questions/Problem bank

☐ Web teaching resources☐ Video

☐ Major adaptation of an existing OER

☐ Other:

|  |
| --- |
|  |

2. Primary subject-area of the project (e.g., economics, statistics, biology):

3. Have you explored the possibility of collaborations with other authors on this project to avoid duplication?

4. Please provide a draft table of contents for the proposed open educational resource (if applicable)

5. List all courses in which the proposed resource will be used for teaching. Please complete the table below. If any of these courses is taught by an instructor other than the applicant(s), please add a confirmation letter from this instructor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Delivery/frequency** | **Faculty** | **Enrollment** | **Estimated cost savings** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Are there other courses in which this resource can potentially be used? Complete the table below. You are encouraged to provide a letter of support from the instructors, who usually teach the listed courses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Delivery/frequency** | **Faculty** | **Enrollment** | **Estimated Cost savings** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. Explain how the open resource will be integrated into the delivery of your course.
2. Explain the cost savings to students using this open resource. If you have been using open access texts or resources pick a closely related publisher text / resources as a point of reference.
3. Please outline the goals of the proposed project (in particular, how it will benefit students, enhance teaching and learning, and contribute to knowledge and/or practice in the relevant subject area).

**C. Project Information**

1. Provide a list of all existing open resources that you will be referencing as the main base for your project. Please provide the copyright status of each of these resources (Creative Commons or other open license applied). Provide the relevant links to the main materials to be used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Authors** | **License** | **Resource link** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Open textbook development exists in multiple platforms and formats, i.e. Word, Latex, Pressbooks. The University of Regina now has an institutional instance of Pressbooks. What is the format you will use for your project? If you are unsure, please consult the OER Publishing Program Manager Isaac Mulolani at Open.Textbooks@uregina.ca.
2. Is there a current publisher-based textbook used in your course that this open textbook will replace? If so, please provide the textbook name, publisher and cost.
3. If you are planning to use multimedia in your proposed open textbook, please list the media to be included (e.g., video, audio, H5P).

**D. Project Activities and Timeframe**

1. What are the key activities for this project and their timeframe? Please list the key activities in the box below, including milestones and/or deliverables.

|  |  |
| --- | --- |
| **Key activities** | **Timeframe** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

2. Please describe how this project will be sustained and kept current, even in the absence of ongoing funding. Answering this is imperative since OER must be continually updated to improve their quality.

**Other**Please outline any other considerations that you feel help support your application.

**E. Requirements**If the project proposal is successful, the applicant agrees to the following conditions.

* The final product must be used as the required textbook or resource in at least one of the classes outlined earlier in this application within one year of product completion.
* Release the final product under an open licence, such as Creative Commons, that is the least restrictive given the resources included.
* Commit to develop accessible resources for those with disabilities.
* 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 timeframe.
* A final project report will be presented providing information on problems, solutions and other issues encountered during development.

**F. Budget**

In the table below, please outline the proposed expenses and financial and in-kind contributions secured from other sources where applicable. Eligible expenses include areas such as: teaching release for faculty and sessional lecturer; creation of media such as images and graphs; instructional design; and copy editing. *The dollar amounts provided in the table are guidelines based on average rates for a textbook.*

The amount of funding for teaching release will be in line with the sessional rate of pay according to the U of R Academic Collective Agreement in effect at that time.

Funding for hiring student research assistants will be in line with the student rate of pay according to CUPE 2419 Collective Agreement in effect at the time. Please note you can request up to $8,000 for hiring student assistants Student assistants must be U of R students.

The maximum amount of funding that can be requested is $25,000. Funding beyond this amount will be considered depending on the need and the availability of funding. Please note: The OER Publishing Program does not pay remuneration for authors / co-authors or editors/co-editors of the funded projects.

|  |  |  |
| --- | --- | --- |
| **Allocation of funds** | **$ Amount Requested** | **Funding Source (Dept/Faculty Commitment if applicable)** |
| Teaching release (in the amount of sessional lecturer III stipend) |  |  |
| Student research assistant |  |  |
| Instructional designer ($2,500)\*\* |  |  |
| Peer review (including student review near end of project $250 X 3) |  |  |
| Editing (copy editing - $3,500, proof reading - $2,000) |  |  |
| Media (photography, videos, figures, tables, etc. - $3,000) and production (cover design $1,000) |  |  |
| Honorariums (e.g., for Elders) |  |  |
| Other (please describe each item) |  |  |
| **TOTAL** |  |  |

\* If you request a teaching release, you must obtain the approval of your department or program head (if applicable) as well as your Dean / Director before you complete the budget section.

\*\* The Dollar amounts in this table are approximate suggested amounts.

**Please provide budget details and justify each item:**

**G. APPROVALS**

**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.

2) 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 above section. Otherwise, please answer the following question.

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:**

**H. Project Checklist**

Please use this checklist as a final review of your application to ensure it is in line with the fund criteria.

Does your project have the following?

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Yes | No |
| 1 | A clear description of the final product (adaptation or creation of a textbook and/or ancillary/supplementary resources) |  |  |
| 2 | Particulars about the copyright status of the open foundational resources that will be adapted/built upon |  |  |
| 3 | A commitment to use of the product as the required course material in a course to be offered at the U of R within one year of product completion |  |  |
| 4 | Clear and measurable goals that are achievable within project timeframe |  |  |
| 5 | A clear budget (as per template provided) |  |  |
| 6 | Agreement to release the final product, including source materials, under an open license, such as a Creative Commons license, that is the least restrictive given the resources included |  |  |
| 7 | A commitment to develop, with support, accessible resources for those with disabilities (e.g., viewable by screen readers) and language requirements. |  |  |
| 8 | Approvals (Department / Program Head and Dean / Director) |  |  |

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**Application deadline is 15 January 2021**.

For more information on the call for proposals and the University of Regina OER Publishing Program, you may contact Associate Vice-President (Academic) Dr. Nilgün Önder at [AVP.Academic@uregina.ca](mailto:AVP.Academic@uregina.ca) and/or Program Manager Isaac Mulolani at [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca)