OER Small Project Grant – Application Form

**A. Project Contacts**

1. Principal Applicant:

Name: Department / Faculty:

Title: Telephone:

Email:

2. Please list the team members (and their institutional affiliations) to work on this project, such as other faculty, graduate students, etc., if applicable.

**B. Project Description**

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

This proposal is for:

1. the minor adaptation of an existing open textbook or lab manual, or
2. the creation of supplementary teaching materials (e.g., PowerPoint slide deck, test-bank) to support an existing open textbook or lab manual

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

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).

4. In which course(s) do you plan to use the proposed resource?

1. What is the course name and number?
2. How often is the course offered?
3. What is the approximate enrollment in the course per semester?
4. What is the cost of the primary textbook that this open textbook is replacing (if applicable)?
5. What proportion, approximately, of all the course resources currently being used are free to students?

**C. Project Information**

1. Please list the title and CC license of the open textbook or lab manual to be adopted if applicable:

2. What is the format of the existing resources to be used (e.g., html, Microsoft Word, PDF, PressBooks)?

3. If you are creating supplementary materials, what type of teaching material are you proposing to create?

1. PowerPoint slide deck
2. test-bank
3. assessment tools
4. exercises
5. other (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. |  |

**E. Budget**

In this section, the Review Committee is looking to understand the scope of your project (e.g., will you need copy editing service, images produced, amount of assistance needed from the program manager, etc.) so that the Committee can determine how much funding should be allocated to the necessary expenses.

In the table below, please outline the proposed expenses and any financial and in-kind contributions secured from other sources for your project where applicable. Eligible expenses include areas such as: copy editing, project management, development of PowerPoint slide deck, creation of media such as images and graphs.

|  |  |
| --- | --- |
| **Proposed expense type (e.g., copyediting, multimedia creation, etc.)** | **Funding Source (Dept/Faculty commitment if applicable)** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**F. 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.

**Name:**

**Signature:**

**Date:**

For more information on the call for proposals and the University of Regina Open Textbook 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 at [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca)