**Call for Proposals – Open Textbook Creation and Adaptation Grant**Please send the completed form to: [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca) Application deadline is **1 June 2020**

**A. Project Contacts**

1. Principal Applicant:

Name: Department / Faculty:

Title: Telephone:

Email:

2. Please list the team members (and their institute 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.

The proposal is for:

a) creation of a new textbook;

b) adaptation of an existing open-access textbook; or

c) transformation of a set of open-access resources into a textbook.

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

3. Other closely related subject-areas in which the proposed resource can be beneficially used for teaching:

4. 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).

5. In which course(s) do you plan to use the proposed resource? How often is the course offered? What is the approximate enrollment in the course(s) per semester?

6. Have any other instructors expressed interest in using the resource for their teaching? Please name them.

**C. Project Information**

1. If you are planning to adapt existing open resources, what foundational resources will you be working with, and what is the copyright status of these resources (Creative Commons or other open license applied)? Please insert the links to the main materials to be used.

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

3. Is there an existing textbook in your course that this new resource would replace? If so, please provide the textbook name, publisher, and cost.

4. Will ancillary materials be produced (e.g., lab manuals, test-bank questions, PPT slides) to accompany the textbook? If so, please list and describe.

5. If you plan on using multimedia in your proposed open textbook, please list the media to be included (e.g., video, audio).

**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.

**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 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.
* Sign a letter of agreement with the University, agreeing to the project goals, deliverables, and funding timeframe.

**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 that time.

|  |  |  |
| --- | --- | --- |
| **Allocation of funds** | **$ Amount Requested** | **Funding Source (Dept/Faculty Commitment if applicable)** |
| Teaching release (in the amount of sessional lecturer III stipend) |  |  |
| 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) |  |  |
| **TOTAL** |  |  |

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

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

**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) |  |  |
| 8 | Approvals (Department / Program Head and Dean / Director) |  |  |

Please send the completed form to: [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca) **Application deadline is 1 June 2020**.

For more information on the call for proposals and the U of R 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)