

OER Large Project Grant Application Form

[Click here to download instructions](#)

A. Project Contacts

Principal Applicant: _____
 Department/Faculty/Federated College: _____
 Title: _____
 Email: _____

Please list the co-applicants if applicable. Co-applicants must meet the eligibility criteria.

Name	Department/Faculty/Federated College

Use as many rows as needed

B. Project Description

1. Please indicate with a check mark or an ✓ the option that best describes your proposed project.

Open textbook	
Transformation of lecture notes to OER	
Web resources for use in teaching	
Adapting existing OER (over 50%)	
Other (please specify):	

2. Describe your proposed open educational resource (OER) and explain its purpose and objectives. Make sure that you also explain how this resource will be integrated into the delivery of your course(s). (Maximum 500 words).

3. Please provide a draft Table of Contents for the proposed open educational resource.



4. Indicate the primary subject area of the proposed resource (e.g., political science, computer science etc.) and list all courses in which you and/or co-applicants will use the proposed resource for teaching and provide the information on cost savings to students.

Primary Subject Area: _____

Course	Delivery/frequency	Faculty	Enrollment	Estimated cost savings*

Use as many rows as needed.

* For the projection of cost savings resulting from OER, please use the following guideline: Cost of Textbooks – use average cost of \$150 x avg # of students who enrol x # of sections/term

5. If you are using a commercial resource (such as a publisher textbook) in any of the above listed courses that this proposed OER will replace, please provide the approximate cost to students of this commercial resource?

6. If there are other course instructors who have expressed interest in using the resource for their courses, please name them and list the courses and provide potential cost savings for those courses as well.

Course	Delivery/frequency	Instructor	Enrollment	Estimated Cost savings*

Use as many rows as needed.

* For the projection of cost savings resulting from OER, please use the following guideline: Cost of Textbooks – use average cost of \$150 x avg # of students who enrol x # of sections/term



C. Project Information

7. If the proposed OER is not an adaptation, have you completed an environmental scan to determine if there are similar existing OERs? If there are similar resources, in what ways will your proposed OER be different?

8. If the proposed OER is an adaptation, list the main existing OERs that you will adapt for the proposed resource and provide the copyright status for each of these resources (Creative Commons or another open license applied). Provide the relevant links to the main materials to be used.

Title	Author(s)	Copyright License	Resource link

Use as many rows as needed.

9. Does your proposed resource require a publishing platform other than our institutional digital publishing platform Pressbooks and, if so, why? If so, what platform do you propose to use to ensure that your resource is accessible to students in multiple formats?

10. If your proposed OER is a textbook, do you plan to create supplementary materials (e.g., Power Point slides, lab manuals, text-bank questions, practice tests)? Please describe. Note that, at a minimum, slides must accompany the textbook.

11. If you plan to create new multimedia or use existing multimedia in your proposed OER, please describe the media to be included (e.g., video, audio, H5P).



D. Project Activities and Milestones

12. 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.		
6.		
7.		
8.		

Use as many rows as needed.

13. Please list the roles and responsibilities of all people who will be involved in the completion of this project. Please note that for a Large Grant, the budget must include a copy editor. Note the grey cells in the table below are roles that the Program Manager will hire on your behalf. Their responsibilities/tasks need not be filled in.

Roles	Responsibilities	Tasks	Approximate hours
Student RA			
Author 1			
Author 2			
Student reviewer			



Instructional designer			
Copy editor			
Graphic artist			

Use as many rows as needed.

14. 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.

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

F. Requirements

Please note: If the application for funding is successful, the resources, outcomes, and content of the project / project authors or creators must:

- Carry the open licence Creative Commons BY NC SA 4.0. If a different open license is required, please explain and provide a rationale (e.g., Indigenous, cultural restrictions). Note that commercial content and applications cannot be included in most circumstances or may require special permission.
- 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.).
- Must be published using the suitable institutional repositories.
- Be published 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 implemented in the course specified in this application within one year of the product(s) completion.
- Provide presentations on your project at the conclusion of the project through delivery of OEP program webinars and workshops.
- Commit to producing a final report providing information on problems, solutions, and other issues encountered during development.
- Books/textbooks must undergo peer-review, which is to be arranged by the OEP program.

Please discuss your ideas with the OEP Program Manager prior to submission if you have any questions.

Support to ensure your resource meets these requirements can be provided if needed.



G. Proposed Budget

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

Amount and Purpose of funding requested from the OEP Program and (Items provided below are examples)	(\$) Amount
Teaching release (in the amount of sessional lecturer III stipend) (subject to the Academic Unit Head’s / Dean’s approval) Only one course release can be funded through the grant.	
Student assistant (As per Cupe 2419 Agreement: https://www.uregina.ca/hr/assets/docs/pdf/faculty-staff-relations/cupe-2419-2022-2025-collective-agreement.pdf)	
Editing (copy-editing usually - \$3,500, proof reading - \$2,000); required for books/textbooks)	
Media (photography, videos, figures, tables, etc. - \$3,000) and production (cover design \$1,000)	
Peer review (at end of project \$300 x 2); required for books/textbooks	
Instructional Designer (recommended) (approx \$150/hour)	
TOTAL	
Other sources of funding and in-kind support (if any) (add rows as needed)	
GRAND TOTAL:	



Budget Notes:

* **Software** can only be purchased where there is a strongly demonstrated need, where no open source alternative exists, and where use of the software will not limit open practice such as remixing or adapting. Software should generally be limited to no more than 10% of the overall budget.

^ **Travel** should be limited and only where absolutely necessary for example, travel to a lab/site to film video or an interview and Elder for an open resource. Support for students to present results of the project at a conference may also be considered.

Applicant signature:

Co-Applciant signature:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

H. Approvals

Department or Program Head (if your academic unit does not have a department or program head, please ask the Dean 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 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 No

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

Yes No



Name: _____

Signature: _____

Date: _____

Dean

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 No

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

Yes No

Name: _____

Signature: _____

Date: _____

I. 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 are/is indicated		
4	Clear timeline for completion of the project (within two years)		
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	Clear and realistic plan for evaluating the effectiveness of the adoption of the resource(s), this would include alignment in proposal (goals, activities and evaluation) and plan for adjusting as needed (sustainability)		
9	Agreement to release the final product, including source materials, openly (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?)		



University of Regina

