

## Download Instructions



### **OER Small Project Grant Application Form (Supplementary Teaching Resource)**

\* Required

#### A. Project Contacts

##### **Eligibility Criteria**

- Priority will be given to tenure-track or tenured faculty and instructors employed by the University of Regina and its federated colleges.
- Applications from faculty/instructors who are on term-appointment and sessional lecturers with preference or priority will also be considered. However, since their employment contract is temporary, applicants falling into one of these groups must make a convincing case that there is a very good prospect that the proposed textbook or supporting teaching material will be used in U of R/ federated college courses within one year of product completion.
- Applicants cannot apply for a concurrent Large OER project grant or within 2 years of holding a Large OER project grant. A Large OER project grant may, however, be held concurrently with a small/supplementary OER project grant.
- Principal applicants and co-applicants must meet the above eligibility criteria and have relevant academic qualifications and teaching experience with respect to the proposed OER.

The principal applicant must provide their information in this section, along with the co-applicant/s information. The individuals listed here will also appear on the contract if the proposal is successful in attracting funding. Note that the applicants and co-applicants are the non-paid contributors. (The paid contributors to the project are not listed as co-applicants, including such roles as the following: Student Assistant/s, Instructional Designers, Developmental and Copy Editors, Videographers, Graphic Designers, Elders and so on.)

1. Principal Applicant Full Name \*

2. Do you currently hold another OER grant? \*

☐ Yes

☐ No

3. *Include the Principal Applicant's CV with the application before submitting application* \*

Done

4. Employment status: \*

- ☐ Tenure or Tenure Track Faculty
- ☐ Tenure or Tenure Track Instructor (including lab and clinical instructors)
- ☐ Term Appointment Faculty
- ☐ Sessional Instructor

5. Department/Faculty/Federated College: \*

6. Email: \*

7. Project Title:\*

8. Outline your relevant credentials and experience in the subject area of the proposed resource. \*

9. List the co-applicants and their department/faculty/federated college if applicable.


10. Collate the CVs of the co-applicants and submit them with the application form.  
**Note** that co-applicants must also meet the eligibility criteria.

## B. Project Description

1. Select the option that best describes your proposed project:

- ☐ Video Series
- ☐ Quiz questions/problem bank
- ☐ Slide Deck (Power Point, Beamer, etc)
- ☐ Course Animations
- ☐ H5P Series
- ☐ Images/figures bank
- ☐ Case Studies Set/Repository
- ☐ Lab Manual
- ☐ Other (specify): \_\_\_\_\_

2. Describe your proposed supplementary open educational resource (OER) and explain its purpose and objectives. Ensure that you also explain how this resource will be integrated into the delivery of your course(s). (Maximum 400 words). \*

3. 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 you co-applicants will use the proposed resource for teaching and provide information on cost savings to students.

Primary subject area: <sup>\*</sup>\_\_\_\_\_

Course Title	Delivery frequency	Faculty	Enrollment	Estimated cost savings**

<sup>\*\*</sup> For estimating cost savings use \$ in the range of \$25-\$100 x avg # of students x # of sections/term.

4. Indicate 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. <sup>\*</sup>

Course Title	Delivery/frequency	Faculty	Enrollment (avg # of students)	Estimated cost savings**

<sup>\*\*</sup> For estimating cost savings use \$ in the range of \$25-\$100 x avg # of students x # of sections/term.

C. Project Information

1. If applicable, provide a list of all existing open resources that you will be adopting/adapting as a 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

2. Does your proposed resource require a publishing platform other than our institutional digital publishing platforms (Pressbooks, mediaspace, WordPress) and, if so, why? If so, what platform do you propose to use to ensure that your resource is accessible to students and others in multiple formats. \*

3. Regardless of the format used, you will be responsible for ensuring the accessibility of your deliverables. How will you ensure that the resource is usable by those with physical, sensory, cognitive, or learning disabilities? Please indicate how you will ensure that your supplementary resources are accessible to students and others in multiple formats to your project.\*Please indicate how you will ensure that your supplementary resources are accessible to students and others in multiple formats to your project.\*

D. Project Activities and Milestones

1. What are the key activities for this project and their milestones? Fill the table below with the key activities (like the table image), including key activities and/or deliverables, whose responsibility these will be, and key milestones. Please use calendar months (January-December) in your milestones and provide as much detail as possible. \*

Key activities/deliverables		Responsibility	Milestones (January to December)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2. Fill in the following table which lists 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 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 Assistant 1			
Student Assistant 2			

Copy Editor			
Graphic Designer			
Instructional Designer			

3. 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

1. 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 appropriate 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.
- Implement the resource 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.
- Note that 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

Detail your budget using the following table. Include 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. \*

Purpose of Funds	(\$) Amount
Student assistant/s (SA)	
(i.e. Graduate SA to review OER materials=\$30/hr x 20hrs = \$600) (As Per CUPE 2419 collective agreement. <a href="https://www.uregina.ca/hr/assets/docs/pdf/faculty-staff-">https://www.uregina.ca/hr/assets/docs/pdf/faculty-staff-</a>	



<a href="https://www.cupe.ca/research/research-reports/relations/cupe-2419-2022-2025-collective-agreement.pdf">relations/cupe-2419-2022-2025-collective-agreement.pdf</a>	
Media (photography, videos, figures, tables, etc. - \$3,000) and production (cover design \$1,000)	
Peer review (\$300 x 2) Required for Large grants	
Editing (copy editing usually- \$3,500, proof reading - \$2,000) Required	
<b>TOTAL:</b>	
<b>Other Sources of funding and/or in-kind support</b>	

**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's Signature \*

Signature date \*

Co-Applicant's Signature

Signature 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). Please save and forward your application to your department/program head or Dean.

Department/Program Head or Dean's Name \*

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

Comments

Dept./Program Head or Dean's Signature \*

Signature date \*

**Applicant:** Please collate your CV and Co-applicant CVs and attach them to your application form before sending this application to [Open.Textbooks@uregina.ca](mailto:Open.Textbooks@uregina.ca)

## I. 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:

Item	Yes
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)	
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	
Where applicable, the foundational open resource(s) that will be extended/adapted/adopted is indicated	
Clear timeline for completion of the project (within 2 years for large project; 4-6 mos. for small)	
Clear, detailed budget including eligible expenses and within the maximum limits of funding per project	
Clear and measurable goals that are achievable within project timeframe	
A commitment to use of the product in a course to be offered at the institution within one year of product completion	
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)	
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)	
A commitment to develop, with support, accessible resources for those with disabilities (e.g., viewable by screen readers)	
Required signatures and indications of support (have you discussed your intentions with your department chair/dean?)	
CVs of applicant and co-applicants are attached with the application form	