Download Instructions

OER Small Project Grant Application Form (Adaptation)

* 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 roles: Student Assistant/s, Instructional Designers, Developmental and Copyeditors, Videographers, Graphic Designers, Elders and so on.)

1. Principal Applicant's Full Name *

2. Do you currently hold another OER grant? *

- ☐ Yes
- ☐ No

3. Employment Status*

4. Department/Faculty/Federated College: *

5. Email: *

6. Project Title:*

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

8. If applicable, list the co-applicants and their department/faculty/federated college and employment status.

Name	Department/Faculty/Federated College	Employment Status

9. *Collate and submit the principal applicant's CV along with any co-applicant(s)' CVs with the application.* ***Note*** *that the co-applicants must also meet the eligibility criteria.**

☐ Done

B. Project Description

1. Describe your proposed adaptation project and explain its purpose and your objectives. Ensure that you also explain how this proposed resource will be integrated the delivery of your course. (Maximum 400 words). *

2. Provide a draft Table of Contents for the proposed open educational resource (if applicable).

3. Indicate the primary subject area of the proposed resource (e.g., political science, computer science etc.)

   Primary subject area:*_____

   In the table below, list all courses in which you and/or your co-applicants will use the proposed resource for teaching. Using the ** formula below, provide information on cost savings to students.

Course Title	Delivery frequency	Faculty	Enrollment per section or term	Estimated cost savings**

** *For estimating cost savings use $ in the range of $25-$100 x avg # of students x # of sections/year.*

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

Course Title	Delivery/frequency	Faculty	Enrollment	Estimated cost savings**

** *For estimating cost savings use $ in the range of $25-$100 x avg # of students x # of sections/year.*

C. Project Information

1. 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 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? Add N/A if not applicable to your project. *

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.*

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.		

If your project requires the assistance of a research associate/post doc rather than a student assistant, provide rationale:

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. Note: the grey cells in the table are roles that the Program Manager will hire on your behalf if needed. Their responsibilities/tasks need not be filled in. *

Roles (Examples provided below.)	**Responsibilities**	**Tasks**	**Approximate hours**
Student Assistant 1			
Author 1			

Copy Editor (Required for books and textbooks)			
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. 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.
- Books/textbooks must undergo peer-review, which is to be arranged by the OEP program.

Support to ensure your resource meets these requirements is available if needed. Please discuss your ideas and questions with the OEP Program Manager prior to submission.

G. Proposed Budget

1. Have you received any other funding grants for this project? Provide the details of any financial and in-kind contributions secured from other sources where applicable.

2. 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. See the list of eligible expenses in the application instructions. *

Purpose of Funds (Examples have been provided below)	**($) Amount**
Student assistant/s (As Per CUPE 2419 collective agreement) https://www.uregina.ca/hr/assets/docs/pdf/faculty-staff-relations/cupe-2419-2022-2025-collective-agreement.pdf	
Research Associate/Post Doc/s (As per CUPE 5791 collective agreement) https://ursource.uregina.ca/hr/assets/pdfs/collective-agreements/cupe5791/2023-2028-cupe-5791-research-employees-collectiveagreement-signed.pdf	
Media Designer (photography, videos, figures, tables, etc. $3000 Cover design $1000	
Peer-review ($300 x 2) Required for books or textbooks	
Editing (copyediting usually- $3,500, proof reading - $2,000)	
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 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:_____ Date

Co-Applicant's Signature:_____ Date

H. Approvals

1. **To be completed by the Principal Applicant's Department or Program Head** (If your academic unit does not have a department or program head, please ask the Dean to complete this section, as well as Section 2).

   Department/Program Head'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

   If your answer is no, briefly explain why?

   Dept./Program Head Signature * Date *

2. **To be completed by the Dean.** (If your Faculty / School does not have department or program heads, please fill in the above section as well. Otherwise, please answer the following question.)

   Dean's Name

   Dean's Signature Date *

Principal Applicant: Please collate your CV and co-applicant's CV and attach them to your application form before sending this application to 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 principal applicant and co-applicants are attached with the application form	☐