

OER Small Project Grant (Adaptation) Application Form

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A. Project Contacts

1.

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

2. 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).

3. Please provide a draft Table of Contents for the proposed open educational resource (if applicable).



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. Use as many of the rows of the table as needed.

Primary Subject Area: _____

Course	Delivery/frequency	Faculty	Enrollment	Estimated cost savings*

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

5. 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	Delivery/frequency	Instructor	Enrollment	Estimated Cost savings*

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



C. Project Information

6. 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

7. 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 and others in multiple formats.
8. Regardless of the format used, you will be responsible for ensuring the accessibility of your deliverables. Please indicate how you will ensure your proposed resource is accessible to students and others in multiple formats.

D. Project Activities and Milestone

9. 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.

10. Please list the roles and responsibilities of all people who will be involved in the completion of this project. 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			



11. 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 must:

- Carry the open license 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 created 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, or where the project is not associated with a credit course, a timeframe for release within one year.
- Be willing to present at the conclusion of your project at an OEP Program webinar or workshop.
- Commit to providing regular updates on the project to the OEP Program.

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

You may seek advice from the OEP Program Manager to ensure that your proposed project meets these requirements.



G. Proposed Budget

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 include 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 (Items provided below are examples)	(\$ Amount
Student Assistant (As Per CUPE 2419 collective agreement. https://www.uregina.ca/hr/assets/docs/pdf/faculty-staff-relations/cupe-2419-2022-2025-collective-agreement.pdf)	
Editing (copy editing - \$500, proof reading - \$500)	
Media (photography, videos, figures, tables, etc.) and production (cover design \$400)	
TOTAL:	
Other sources of funding and/or in-kind support	

Budget Notes:

* **Software** can only be purchased where there is a strong 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-Applicant 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 / Director to complete this section)

- 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. _____

Name: _____

Signature: _____

Date: _____

Dean / Director

If your Faculty / School does not have department or program heads, please answer Question 1 under G Approvals.

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 is indicated		
4	Clear timeline for completion of the project (4 – 6 months)		
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 (such as a 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 head/dean?)		
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University
of Regina

