# **A -- Subject Information**

1. Subject Matter:

# **B -- Project Contacts**

2. Lead contact and department:

3. Team members and affiliations (Department/College/Institution if applicable):

4. Department or college-level approval or endorsement for this project (name and position):

# **C -- Brief Project Information**

5. Describe the goals of this project, particularly the impact it will have on student learning (i.e. How will the open pedagogy project [students creating / contributing to a resource] benefit students?) and/or local practice (i.e. how might the project influences practices in the department/college/institution)? The goals should be measurable.

6. What materials will be produced by the students (e.g. posters, web content, an open textbook, etc.)?

7. In what course(s) would students engage in open pedagogy?

8. How many students were in enrolled in the course(s) during the most recent academic year?

9. In addition to the students in the course, who else may benefit from this project (e.g. other students using the materials for learning, local community members, research communities, etc.)

10. Identify the key activities for this project and their associated timelines, including any anticipated key milestones or decision points (bullet points please).

11. Explain the plan for the sustainability of the final product or activity including how the work will be kept current in the absence of ongoing funding.

12. Explain how the resource and or materials created by students may be shared.

# **D -- Evaluation**

13. Explain the plan for evaluating the effectiveness of the resource(s) and / or activity. Please align the evaluation plan with the goals set out in question 5 above.

# **E -- Requirements:**

**Please note:** If the application for funding is successful, the project must:

* Carry an open license that is the least restrictive given any existing content that may be built upon included resources (guidance on this can be provided by the GMC if requested)
* For work created by or contributed to by students, students will be given choice about whether to share, how to share, and under what terms materials will be shared.

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

# **F -- Budget Information**

Please outline how the money requested will be spent, including an indication of financial and in-kind contributions that will be secured from other sources (if applicable).

*Some example areas where funds could be appropriately spent are costs associated with the creation of needed media such as image; costs associated with formatting of the final product; support for graduate or undergraduate students not enrolled in the course, but who will provide assistance for an open pedagogy project. Funding for undergraduate or graduate students will be in line with their respective rates of pay. Information on these amounts can be found at* [*http://working.usask.ca/salaries/index.php*](http://working.usask.ca/salaries/index.php)*.*

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| **Purpose of Funds** | **($) Amount Requested** | **Dept/College Commitment (if applicable)** |
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| *(A full budget can be attached if preferred)* **TOTAL:** |  |  |

# **Appendix -- Project Checklist**

This checklist is for you to use 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 | Clear description of the project or activity |  |  |
| 2 | How students in the class will benefit from this project or activity |  |  |
| 3 | How others may benefit from this project or activity |  |  |
| 4 | Clear and measurable goals that are achievable within project timeframe |  |  |
| 5 | Clear budget (as per template we provide) |  |  |
| 6 | Clear and realistic plan for evaluating the effectiveness of the integration of the activity. This would include alignment in proposal (goals, activities and evaluation). |  |  |
| 7 | 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), but with students given choices related to whether to release their work openly and what open license they will to include. |  |  |

**Completed forms can be emailed to:**

The Gwenna Moss Centre for Teaching and Learning **gmctl@usask.ca**