# **A -- Subject Information**

1. Resource(s) 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 adoption / adaptation of an open textbook benefit students?) How will this project impact 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 (e.g. textbook, test-bank questions, PowerPoint slides, lab manual, posters, etc.)?

7. If planning to adapt existing open resources, what foundational resources (e.g. an existing open textbook) will you be working with?

8. In what course(s) would the new resource(s) be used?

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

10. What existing resource would this new resource replace and what is the cost of that resource (if applicable)?

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

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

# **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 the included resources (guidance on this can be provided by the GMC if requested)
* OER created will be accessible for those with disabilities (e.g. viewable by screen readers).
* OER, including textbooks and ancillary resources will be implemented in the course specified in this application within one year of the product(s) completion.

*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: release time for the instructor(s) creating / adapting the learning materials; 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 OER or open pedagogy project. Release time funding for faculty or sessional instructors will be in line with the sessional rate of pay. 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 final product (textbook, ancillary resources to accompany an open textbook, or both) and / or activity. |  |  |
| 2 | The open foundational resource that will be adapted / built upon is indicated (if relevant) |  |  |
| 3 | A commitment to use of the product in a course to be offered at the U of S within one year of product completion (if relevant) |  |  |
| 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 adoption of the resource(s) or 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) for any OER not created by students enrolled in the course. |  |  |
| 8 | A commitment to develop any OER, with support, accessible resources for those with disabilities (e.g. viewable by screen readers) |  |  |

**Completed forms can be emailed to:**

The Gwenna Moss Centre for Teaching and Learning [**gmctl@usask.ca**](mailto:gmctl@usask.ca)