2024 OER Fund Affordability Grant – Proposal Form Template

Please note: This PDF is for reference only. All proposals must be submitted through the online form.

- *Before proceeding, please read all OER Fund Affordability Grant criteria and application instructions at:*
  https://oerfund.open.ubc.ca
- *Applications should be written in language that is understandable to a non-specialist.*
- *The online application system is plain text. You will <u>not</u> be able to add tables, graphs, or charts in your proposal.*

Project Title (170 characters max.)
Do not use all-caps.

Principal Applicant
For administrative purposes, there must be <u>one</u> Principal Applicant who should be a full-time UBC faculty member.

Principal Applicant's name:

Principal Applicant's email address:

Principal Applicant's title(s) (e.g. Assistant Professor, Instructor, Sessional/Lecturer, Professor of Teaching, etc.):

Principal Applicant's Faculty, College, or administrative unit:

- ☐ Faculty of Applied Science
- ☐ Faculty of Arts
- ☐ Faculty of Dentistry
- ☐ Faculty of Education
- ☐ First Nations House of Learning
- ☐ Faculty of Forestry
- ☐ Faculty of Graduate Studies
- ☐ Faculty of Land & Food Systems
- ☐ Allard School of Law
- ☐ Faculty of Medicine

- ☐ Faculty of Pharmaceutical Sciences
- ☐ Sauder School of Business
- ☐ Faculty of Science
- ☐ UBC Health
- ☐ UBC Library
- ☐ Vantage College
- ☐ VP Academic
- ☐ VP Students
- ☐ Other

(Please specify)

Principal Applicant's Department, School, or unit (e.g. Mathematics, Latin American Studies, etc.):

Co-Applicant(s)

Please indicate all other co-applicants' names as well as their corresponding titles, affiliations, and UBC email addresses, separated by commas (e.g. Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca). If your proposal is successful, this list will be published on the UBC website (emails will be removed).

Department Head Approval

*The Department Head/Unit Head, Director, or equivalent of the Principal Applicant, has been consulted on the nature of the project, is aware of potential resource commitments, **including any potential faculty releases**, and has agreed to support the project, which is indicated by the below confirmation. If there are resource commitments from the departments of any co-applicants, their Department Heads should also be aware of, and in support of the project.*

☐ *I confirm that my Department Head(s) is aware, and in support of, the project.*

Name of Department Head(s) who you have consulted with on this application:

Project Summary (200 words max.)

Describe your project in a manner that is accessible to a non-specialist. If your proposal is successful, this summary will be published on the Open UBC website.

Project Goals (500 words max.)

Please clearly state the project's rationale and overall objectives.

Subject Area

Please succinctly state the project's overall subject area (e.g. Calculus, Forestry, Philosophy, Urban Design, etc.).

Existing OER in this Subject Area

If your project intends to create new open resources, please provide a rationale for why you are creating new resources rather than modifying or adapting existing recourses. The UBC Library can assist in finding relevant OER content. Please email open.ubc@ubc.ca to book a consultation. Between September and November, we will also be hosting weekly drop-in sessions.

OER Format

What will be the primary format of the OER output of this project? Please choose one:

☐ Open Textbook ☐ Online or Web Resources

☐ Multimedia Resources ☐ Video

☐ Course Modules ☐ Other:

☐ Quiz Questions/Problem Bank

(Please describe)

UBC Course Impacts

Please fill in the following table with the primary confirmed courses where the OER will be used at completion of this project. Please fill in the specific course code(s), section number(s), year, and term (e.g. FNH 200, 102, 2023/2024, Sep).

Course Code	Section	Academic Year	Term (Sep/Jan/May)

Please list any additional UBC courses where the OER could be used:

Please list any confirmed additional or non-UBC uses of the OER:

Cost Savings

Will you be using the resources funded by this project to replace a paid textbook, online access code, etc.?

☐ Yes

☐ No

If applicable, what is the title(s) and approximate cost(s), in Canadian dollars, of the resource(s) being replaced?

Will students be required to buy or purchase access to any other learning materials in the primary course where this project will be implemented?

☐ No, all student costs for required learning resources will eliminated.

☐ Yes, there will be additional costs for required learning materials (e.g. students have to pay for lab software, access codes for homework systems, etc.). Please describe:

Project Timeline (500 words max.)
Provide a clear work plan for how you will achieve the stated objectives of the project. Please include when you will initiate project development, when you will implement the project, and when you will evaluate whether your project's intended goals have been achieved.

EDI (150 words max.)
How does your approach align with UBC's priorities for equity, diversity, and inclusion?

Accessibility (150 words max.)
All OER developed with support from the OER Fund must follow the guidelines in the OER Accessibility Toolkit
What steps will you take to ensure that the accessibility in the development and implementation of this project?

Final Implementation Date
Please enter the date as to when you will begin to use the resources created with this funding in UBCV courses.

(mm/dd/yyyy)

Total Funding Requested
The total budget of an OER Affordability Grant cannot exceed $25,000.

$

Additional Funding or In-kind Support
Please indicate any funding from other sources outside of the OER Fund that will be applied to this project.

$

Sustainability Plan (500 words max.)
For how long will the materials be useful? How will you maintain, update, or improve the materials over time?

Sharing Plan (500 words max.)
How will students access the resources? How will the resources be shared openly (e.g. they will be placed into UBC cIRcle, an OER Repository, an open website.) All resources funded by this project will be listed as a part of the UBC OER Collection and UBC Library and CTLT will provide support for sharing?

Which Open Copyright License Will You Apply to Your Resource?

For any outputs or resources, please indicate what Creative Commons or other open copyright license you will use. More information about Creative Commons and open copyright licenses can be found at Open Licensing for Instructors on the Open UBC website: https://open.ubc.ca/open-licenses/

☐ CC-0

☐ CC-BY

☐ CC-BY-SA

☐ CC-BY-NC

☐ CC-BY-NC-SA

☐ Other:

(Please specify)

Project Evaluation (500 words max.)

Describe how you will find out if the project resulted in the intended impact(s). What evaluation strategy will be used? Outline any key indicators that will be used to determine the project's success/performance.

OER Affordability Grant Project Budget

Please use and upload the Excel Document provided in Excel format: https://oerfund.open.ubc.ca/apply/

Information on funding criteria and cost estimates for OER Fund proposals can be found on the OER Fund website under OER Affordability Grants > Before You Apply: https://oerfund.open.ubc.ca/oer-affordability-grants/

In preparing your budget, please refer to the rates published on the Open UBC website (under Before you Apply) for costs of services and salaries relating to staff and students at UBC: https://oerfund.open.ubc.ca/oer-affordability-grants/

Please note, projects funded by the OER Fund are required to be accessible and to follow the guidelines in the Open UBC OER Accessibility Toolkit. It may be useful to include budget times related to this requirement (e.g. additional student hours, funds for video transcription, etc.).