



## OER Fund Implementation Grant – Proposal Form

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

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

### Project Title (200 characters max.)

Do not use all-caps.

### Principal Applicant

For administrative purposes, there must be one Principal Applicant who should be a full-time UBCV 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Faculty of Applied Science      | <input type="checkbox"/> Faculty of Pharmaceutical Sciences |
| <input type="checkbox"/> Faculty of Arts                 | <input type="checkbox"/> Sauder School of Business          |
| <input type="checkbox"/> Faculty of Dentistry            | <input type="checkbox"/> Faculty of Science                 |
| <input type="checkbox"/> Faculty of Education            | <input type="checkbox"/> UBC Health                         |
| <input type="checkbox"/> First Nations House of Learning | <input type="checkbox"/> UBC Library                        |
| <input type="checkbox"/> Faculty of Forestry             | <input type="checkbox"/> Vantage College                    |
| <input type="checkbox"/> Faculty of Graduate Studies     | <input type="checkbox"/> VP Academic                        |
| <input type="checkbox"/> Faculty of Land & Food Systems  | <input type="checkbox"/> VP Students                        |
| <input type="checkbox"/> Allard School of Law            | <input type="checkbox"/> Other                              |
| <input type="checkbox"/> Faculty of Medicine             | <input type="text" value="(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 and in support of the project.

I confirm that my Department Head/Unit Head is aware and in support of this project.

**Project Summary (500 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 resources. The UBC Library can assist in finding relevant OER content. Please email [open.ubc@ubc.ca](mailto: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
- Multimedia Resources
- Course Modules
- Quiz Questions/Problem Bank

- Online or Web Resources
- Video
- Other:

(Please specify)



**UBC Course Impacts**

For administrative purposes, there must be one UBCV credit course designated as the primary course where the OER is to be used.

Course Code and Section Number(s) of primary UBCV course(s) where the OER will be used (e.g. FNH 200, MATH 110-002, etc.):

Please list any additional UBC courses where the OER will 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 or online access code, etc.?

- Yes
- No

What is the title(s) and approximate cost, 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 be 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.

**Final Implementation Date**

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

**Total Funding Requested**

The total budget of an OER Implementation 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.

\$

**OER Implementation Grant Project Budget**

Please use and upload the Excel template provided in Excel format.

Information on funding criteria and cost estimates for OER Fund proposals as well as the budget template can be found on the OER Implementation Grants page of the Open UBC website, under Before You Apply.

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. 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.).

**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. CTLT will provide support for sharing OER resources.

**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 License for Instructors on the Open UBC website: <https://open.ubc.ca/find/open-licensing-for-instructors/>

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 its intended impact(s). What evaluation strategy will be used? Outline any key indicators that will be used to determine the project's success/performance.

**Thank You!**

Funded projects may be contacted to share or feature their experience or project with colleagues through a UBC event, web profile or article, or social media.