



University of Victoria

Division of

Learning and Teaching Support and Innovation

Application Guidelines for Open Educational Resource (OER) Grants

Applications Due: May 10, 2021, 4:00 PM

Prior to applying for a grant in support of teaching and learning, please review [Overview of UVic Grants Supporting Learning and Teaching](#).

Contents

<i>Grant in a Nutshell</i>	2
Overview of the Grant.....	2
What is an Open Educational Resource?	2
What is an open textbook?	2
Eligibility for the Grants.....	2
Project Funding for Grants	2
Range of Proposals	2
<i>Application Requirements</i>	3
Budget and Accounting Requirements	3
Eligible Expenses	3
Ethics Approval Requirements	5
Assistance for Completing Your Proposal	5
<i>Proposal Adjudication</i>	5
Grant Criteria.....	5
<i>Grant Awardee Commitments</i>	6
Project Requirements All OER projects must:.....	6
Grant Progress Report.....	6
Project Completion and Final Report	6

Grant in a Nutshell

Overview of the Grant

The University of Victoria provides grants for the purpose of the adoption, adaptation or development of open educational resources (OERs) for undergraduate students, with the aim of replacing existing textbooks or other types of educational resources that can be prohibitively expensive. Ideally, the completed OERs will be useable not just at UVic, but other post-secondary institutions.

What is an Open Educational Resource?

Open educational resources (OER) are freely accessible, openly-licensed documents and media that are useful for teaching, learning and research purposes.

What is an open textbook?

Open textbooks are one type of OER. Open textbooks are licensed under an open-copyright license and made available online to be freely used by students, teachers and members of the public. Print-on-demand copies can also be made available at cost through the University Bookstore.

Eligibility for the Grants

Proposals are encouraged from all individuals teaching undergraduate courses at the University, including research-stream and teaching-stream faculty, sessional lecturers, and teaching-related staff. Preference is given to those teaching larger classes, those teaching in faculties with generally higher course costs and those teaching in faculties underserved by OERs. Note that previous recipients of OER grants or other grants from the Division of Learning and Teaching Support and Innovation (LTSI) are eligible to apply. If you are a previous grant recipient but have not fulfilled the obligations of your grant (reporting, etc.), you must complete those obligations prior to being considered for an OER grant.

Project Funding for Grants

Proposals may have a single applicant or a principal applicant with added co-applicants. The grant funding for any successful proposal is limited to a maximum of **\$7,500**. Where there are multiple proposals from the same unit, we may ask the dean, chair or director to prioritize these proposals within the context of the strategic directions of the faculty, department or school. The intent is to distribute financial support across meritorious proposals (preferably in a diversity of faculties and divisions) in order to maximize direct benefits to a wide range of student learners. Note that the amount allocated per grant will be commensurate to the scale of the project; you are therefore asked to consider your budgetary request accordingly (i.e., a resource created from scratch may involve more expenses than a resource that is based on an existing textbook).

Range of Proposals

The adjudication panel for OER grants will consider any proposal that aims to adopt, adapt, or develop OERs, with preference given to those projects that demonstrate potential for significant large-scale or long-term impact.

Examples include (but are not limited to):

- **Example 1 – Review and Adopt:** For one of your courses, replace a textbook and/ or recommend OER materials
- **Example 2 – Adapt:** For one of your courses, adapt, revise, modify, alter or customize as needed (e.g., for a different course level, update with current information, address diversity needs)
- **Example 3 – Create:** Create a new open educational resource from scratch. This might include a brand new open textbook or other open learning materials (assignments, videos, presentations, diagrams, problem sets or test banks for an existing open textbook, supplementary learning activities, etc.)

Application Requirements

The following are the steps of the application process:

1. Complete the [grant application form](#) following these guidelines and respecting the word limit for each item;
2. Once you have submitted the application, you cannot edit it. If you have questions or need to make an urgent amendment, contact the Program Coordinator at tsipc@uvic.ca;
3. LTSI will send your application to your Chair/Director (or Dean, if you are a Chair/Director) for approval. Please ensure you have communicated your project proposal to them in good time (following departmental/faculty guidelines for the submission of grant proposals to Chair/Director/Dean) for their review.

Budget and Accounting Requirements

The Chair/Director/Dean's support for the project indicates three things:

1. Confirmation of departmental/unit support for this application, including a commitment to project completion. Note that, where teaching release is requested, the maximum amount from a grant that can be used for that purpose is **\$5,000**, and that the principal applicant's home unit is responsible for supplementing any remaining funds towards course release
2. Understanding that, if the grant is approved, the principal applicant's home unit will be contacted by LTSI and will be asked to assign a distinct account to the principal applicant to be used solely for approved budget items related to the grant, and LTSI will have viewing privileges on the account to monitor expenditures. If the project requires ethics approval (see [Ethics Approval Requirements](#)), we will transfer funding to the newly created account only after we receive an e-copy of the ethics approval from the University Human Research Ethics Board (HREB) or a copy of the email from HREB indicating that ethics approval is not required
3. Commitment, along with the recipient, to assume responsibility for any deficits accrued in the recipient's LTSI grant account.

Grants normally expire on March 31st of the year two years after the grant is approved. For example, a grant approved in spring 2021 expires on March 31, 2023. If a project should require more time, it would be necessary to contact LTSI (Program Coordinator, tsipc@uvic.ca) to request approval of an extension. On expiry of the grant, any remaining funds will be returned to LTSI for redistribution in future Library-LTSI OER competitions.

Funds used for items other than those listed in the approved application budget must be pre-approved by LTSI.

Eligible Expenses

The maximum individual grant allocation is **\$7,500**. Eligible expenses include but are not limited to:

- paying students or other research assistants.¹ Note that this budget item is particularly encouraged for OERs. Individuals who hope to be hired on the grant as research assistants should not be listed as the applicant or a co-applicant
- teaching release time (see details under **Budget and Accounting Requirements**)
- engaging outside consultants that are essential to the successful completion of the grant. If you are requesting such a budget item, please explain the value of this work for the grant. Note that copyright will be retained by the faculty member(s) who created it, and resulting work should be published by the University of Victoria
- fees to participate in relevant training and workshops to support project goals.

Applicants and co-applicants **may not** use grant funds for the following:

- To be reimbursed for work related to the grant
- To purchase equipment or supplies normally supplied by the University
- To use commercial services (other than those stated in the list of eligible expenses)
- To cover costs of academic work, such as journal subscriptions
- To cover costs of registration for, or travel to, academic conferences as these may be covered through Professional Development or other UVic funds

When completing your project budget, describe exactly how much will be spent doing what. The sustainability of the project should be an important consideration in this, since continuation of the project in post-grant years should not be dependent on continued grant funding. For example, if the proposed project were to seek funding to support a research assistant (RA) integral to the successful operation of the target course, the adjudication panel would need to know how funding for the RA would be sustainable after completion of the grant.

Budget Examples (examples are general to LTSI grants and are not specific to OERs)

- *One graduate student will be hired at \$31.00 per hour for 40 hours to help survey the introductory chapters of five existing textbooks. Total pay will include 4% vacation pay and compounded 10% benefits (\$31.00 x 40 = \$1,240.00).*
- *A graduate Research Assistant will travel to the field teaching site (250 km round trip) four times. Travel will be reimbursed at the standard UVic rate for use of personal vehicle of \$0.51/km (\$0.51/km x 1000 km= \$510.00).*
- *The research assistant is needed for the initial design of course modules and monitoring of students' reaction to the redesigned course elements. These RA activities will not be needed in subsequent offerings of the redesigned course. The redesigned course will be sustainable without additional outside support.*

¹ You must adhere to all university policies and procedures, including those pertaining to wage rates, vacation pay, and appropriate benefits. Please consult the [Human Resources CUPE 4163 salary schedule](#); click on (Component 1 & 2) TA Appendix for current rates. Note that vacation pay of 4% is computed on the wage rate and that benefits pay of 10% is computed on the wage rate + vacation pay. For example, a graduate student serving as a senior assistant (CUPE 4163) after September 1, 2020 and before September 1, 2021 would have a wage rate of \$27.10. The 4% vacation pay would increase the wage cost to \$28.18 ($\$1.08 * \27.10), and the 10% benefits would increase the wage cost to \$31.00 ($\$2.82 * \28.18).

Ethics Approval Requirements

Ethics approval is required for projects that include data collection from human participants, as well as experiences wherein students collect data from human participants during their course work or other research activity (e.g., interviews, surveys, participant observation, focus groups). The principal applicant is responsible for ensuring that ethics approval is obtained prior to data collection in these cases. It may take several weeks for the completion of the ethics review process. We therefore urge you to consult the UVic [Human Research Ethics website](#) (HRE) and contact ethics@uvic.ca or ethicsassist@uvic.ca to discuss whether you will require research ethics approval. Note that prior ethics approval is *not* required at the time of application.

Assistance for Completing Your Proposal

We recommend that you receive consultation on your proposal well in advance of the proposal deadline.

Resources to support your project:

- UVic Libraries' ePublishing Services, is available to support you in formatting your online textbook and for questions related to the use of images and any third party content. Liaison librarians are available to assist in identifying or suggesting resources for use in OER projects;
- The Technology Integrated Learning (TIL) unit of LTSI is available to support you in the use of technology tools, such as Brightspace and Online Academic Communities for adopting, adapting and creating open educational resources;
- BCcampus' [Faculty OER Toolkit](#) is an information resource about and guide to adapting and adopting Open Educational Resources;
- BCcampus has a [catalogue of open textbooks](#);
- BCcampus [BC Textbook/OER Directory](#).

In addition, LTSI organizes a series of workshops to support applications for its grants. Dates of the workshops for the grants will be announced on the LTSI newsletter.

Note that LTSI can assist with, among other things: how to define and write intended learning outcomes; how to conduct a focus group; examples of learning principles; and principles of Universal Design for Learning (UDL).



Proposal Adjudication

After the proposal deadline, all applications will be screened to ensure that they are complete and appropriate to the grant. If we conclude that a proposal is a better fit for one of the other learning and teaching grants, the principal applicant will be contacted prior to final adjudication. In addition, the adjudication panel may, on occasion, propose modifications to the budget. If successful, the principal applicant will be notified of any recommendations for modification along with the panel's decision. All applicants will be notified of the adjudication decision by email.

Grant Criteria

OER proposals shall be adjudicated according to the following criteria:

- The quality of the project goals and motivation;

- The potential impact on UVic students in terms of cost-savings and learning based on the cost of educational materials being replaced, class sizes, as well as possible employment of research assistants (RAs) for the project;
- Their potential impact on student learning and the student experience in the form of high-quality materials, and open and innovative pedagogy;
- Overall alignment with the [UVic strategic framework](#);
- Long-term plans to reuse the OER in courses in subsequent terms;
- The extent to which the OER will be freely and openly shared throughout and beyond UVic (e.g., through BCcampus);
- The feasibility of the plan and timeframe: will the OER be ready within a reasonable timeframe, preferably ready for the following winter or spring term?
- Logical alignment of the budget with the work to be undertaken.



Grant Awardee Commitments

We hope to build on the successes and lessons learned in this ongoing initiative to inform the broader teaching and learning community at UVic. Accordingly, we ask that successful applicants show their commitment by participating in occasional update meetings with other awardees. Email invitations will be sent once dates and duration are finalized.

Project Requirements

All OER projects must:

- Be released with an open licence, such as a Creative Commons licence (CC BY or CC BY-NC), which allows others to freely retain, copy, modify, remix, and/or redistribute the content;
- Include all source/editable files used in creating the resource (including any multimedia files) to easily enable further remixing and modifications; and
- Be copy-edited.

Grant Progress Report

Successful grant recipients will complete a brief [Progress Report](#) by March 31st of the calendar year following receipt of the grant, regardless of whether or not the project has been completed. When submitting a Progress Report, applicants must include their detailed budget showing all to-date expenditures in Canadian funds.

Project Completion and Final Report

Grant recipients will normally complete their projects by March 31st of the second year from the time of their grant approval. For example, a proposal approved in spring 2021 would have funding until March 31, 2023 or project completion, whichever occurs first. The [Final Report](#) provides an opportunity for you to share your experience with colleagues. The Final Report should include the project goals, the intended learning outcomes, the learning principles applied and a brief discussion of your experience. You must also include a separate budget sheet describing expenditure details.

We ask that successful applicants take part in a local (virtual or in-person) event to disseminate their findings (such as a showcase, conference, panel, speaker series, or workshop at the LTSI). One opportunity is the annual *Let's Talk About Teaching* event, which is coordinated by LTSI. The event is held each August, and participation is highly recommended.

Similarly, it is expected that successful applicants will share their project results with their departmental colleagues. If your department is not able to provide opportunities for sharing the project, we would be happy to assist in organizing an event in your department or at LTSI.



OER grants are offered as a partnership between UVic Libraries (Libraries) and the Division of Learning and Teaching Support and Innovation (LTSI), with invaluable support from the 2020 BCcampus OE Sustainability Grant, as well as the Division of Student Affairs, the University of Victoria Students' Society (UVSS) and University Systems.