**OER Grant Application**

*Before you apply, read through the expectations and evaluation criteria (*[*https://www.kpu.ca/open/grants*](https://www.kpu.ca/open/grants)*)*

*Need help? Contact* [*open@kpu.ca*](mailto:open@kpu.ca)

# Background

**If you are applying as a group, the application form must be filled out by Project Lead, who must be a regular faculty member at KPU.**

Responses are not saved until you completely submit your application, so you may find it helpful to prepare your answers in advance using the following document.

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Kwantlen Polytechnic University (“KPU”) collects your Personal Information through Microsoft Forms in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (“FIPPA”), R.S.B.C. 1996, c.165 for the purpose of reviewing your application for this grant to determine if you meet the eligibility criteria.  Microsoft Forms manages your personal information outside of Canada.  If you have any questions about the processing of your Personal Information, please contact an **Open Education Strategist,**at [**open@kpu.ca**](mailto:open@kpu.ca). If you are not comfortable having your application be disclosed for storage outside of Canada, please fill out this OER Grant Application Preparation document and email your application to [**open@kpu.ca**](mailto:open@kpu.ca)**.**

**Full Name:**

**KPU Email:**

**Faculty:** Faculty of Academic & Career Preparations / Faculty of Arts / Faculty of Health / Faculty of Science & Horticulture / Faculty of Trades & Technology / Melville School of Business / Wilson School of Design

**Department or Program:**

**Do you have project partnes?** Yes / No

**If yes, what are the names, departments, and affiliations of your project partners?** *e.g. John Doe (KPU - Geography); Jane Finch (UBC - Geography)*

**Which grant stream are you applying for?** Stream A / Stream B

**Stream A:** Receive up to $4,000 in project funding, up to $2,000 of which can be used for PD.

**Stream B:** Receive a single course release plus up to $2,000 in project funding.

# Section 1: Project Proposal

**What is your project's deliverable? What will your project create or adapt?** *Choose all that apply.*

( ) Textbook

( ) Journal

( ) Website(s)

( ) Videos

( ) Presentations

( ) Other

**What topics will your resource cover, and how will it cover them?** **(Max 400 words)** *E.g. This resource will contain details and step-by-step instructions for a variety of chemical experiments, supported with images, videos, and text, that will be...*

**Have you conducted a search for existing OERs that you could use or adapt for your project?** Yes / No

**If yes, did you find OERs that meet the needs of your project?** *If you are unsure whether an OER can be used, an OE Strategist can help determine if or how the OER might be adapted.*

Yes / No / Maybe

**Do you have experience (open education or otherwise) developing a similar resource?** *If no, skip this question. If yes, tell us about how your previous experience will help you with this project (Max 200 words)*

**(Only for Stream A) Will your project involve hiring a student assistant?** Yes / No

**Will your project involve students who are *not* hired as student assistants?** Yes / No

*E.g. Having students in your course contribute to the OER as part of an assignment.*

# Section 2: Project Plan

## **For Stream B Applicants:**

**Which is your non-teaching semester?** *We cannot offer you a section release during your non-teaching semester.*

( ) Spring

( ) Summer

( ) Fall

**Spring Cycle Applicants Only: Please confirm that you are applying for a Fall semester (Sept 1 - Dec 31) section release:** Yes / No

**Fall Cycle Applicants Only: Please confirm which section release you are requesting:**

( ) Spring Section Release (Jan 1-Apr 30)

( ) Summer Section Release (May 1-Aug 31)

**What is your faculty status at KPU?** Full Time Regular / Part Time Regular (Time Release not offered as additional work) / NR2

## **For Stream A and Stream B Applicants**

**What is your anticipated project start date?**

**What is your anticipated project end date?**

**Download and fill out the following timeline template:** *Expenses must be submitted by 01-Mar, so plan your timeline accordingly* <https://www.kpu.ca/sites/default/files/Teaching%20and%20Learning/OER%20Grant%20Timeline%20Template.xlsx>.

**Download and fill out the following budget template:** *Maximum $4,000, up to $2000 of which can be used toward professional development funding (Stream A). Or Maximum $2,000; Funding expires at the end of the fiscal year and is not tied to section release dates (Stream B).* <https://www.kpu.ca/sites/default/files/Teaching%20and%20Learning/OER%20Grant%20Budget%20Template_0.xlsx>.

**How will you address accessibility in your project?** *Consult the BCcampus Accessibility Toolkit (*[*opentextbc.ca/accessibilitytoolkit/back-matter/appendix-checklist-for-accessibility-toolkit/*](http://opentextbc.ca/accessibilitytoolkit/back-matter/appendix-checklist-for-accessibility-toolkit/)*) for ideas.*

*E.g. Videos made will be captioned with transcriptions available…*

# Section 3: Impact – Course & Affordability

**Which course(s) will be impacted by your project deliverable?** *E.g. PSYC 1100*

**How many sections of the course(s) are typically offered in an academic year? If multiple courses will be impacted, choose the average number across all courses.**

( ) Less than 1

( ) 1-2

( ) 3-4

( ) 5 or more

**What is the typical section size of the course(s) being impacted? If multiple courses will be impacted, choose the average number across all courses.**

( ) Small (5-10)

( ) Medium (11-20)

( ) Large (21-35)

**Will your project deliverable replace commercial/paid resources or otherwise affect course costs for students?** Yes / No

**If yes, which commercial/paid resource(s) will be replaced?** *Include title and author(s)*

**Estimate the cost to students of the commercial resource(s) being replaced. If multiple resources were replaced, estimate the total number across all courses.**

( ) $50 or less

( ) $51-$100

( ) $101-$200

( ) $201-$300

( ) $301 or more

# Submission

**Before you submit your application, inform the Dean of your Faculty or Chair of your department/program that they will be contacted by Open Education to endorse your application.**

**Dean or Chair Name:**

**Do you consent to all parts of your application being shared with the Dean of your Faculty or the Chair of your department?** Yes / No

**I agree to abide by the following expectations for grant recipients:** Yes / No

* Publication of the project deliverable
  + With an open (Creative Commons) license,
  + In an open, editable format (e.g., Pressbooks),
  + Stored in an open repository (e.g,. KORA), and
  + Acknowledging support from the OER Grant Program and the Open Publishing Suite (OPUS)
* Open textbooks must
  + Be organized into chapters and include chapter learning outcomes and learning activities,
  + Be proofread or copyedited, and
  + Meet BCcampus' Checklist for Accessibility
* Participation in OER workshops or seminars during the project
* Sharing of experiences with the KPU teaching and learning community
* Changes to the proposed timeline and budget must be made in writing with the understanding that changes to funding and timelines that cross fiscal years, likely cannot be accommodated.
* Completion of a summary survey at the end of the project