

# Open Textbook Creation / Adaptation Fund – Proposal Form

## 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 school-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 of the final product benefit students in the course) and/or local practice (i.e. how might the project influence practices in the department/school/institution)? The goals should be measurable.

6. What materials will be produced (e.g. textbook, test-bank questions, PowerPoint slides, lab manual, etc.)? Note: materials must be openly accessible in PDF, PressBooks, website or similar format (Support is available through Learning and Teaching Division).

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

## Open Textbook Creation / Adaptation Fund – Proposal Form

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 (If this is a new course, please provide an estimate of enrolment)?

10. What existing textbook would new open resource(s) replace and what is the current cost of that textbook (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.

13. Please provide an approximate timeline and completion date. Projects should be completed by December 2022.

### **D -- Evaluation**

14. Explain the plan for evaluating the effectiveness of the resource(s). Please align the evaluation plan with the goals set out in question 5 above.

# Open Textbook Creation / Adaptation Fund – Proposal Form

## E -- Requirements:

**Please note:** If the application for funding is successful:

- You will be required to attend a mandatory introductory session that will discuss OER and copyright considerations.
- Content must carry an open license (Creative Commons) that is the least restrictive given the included resources (guidance on this can be provided by the library if requested) and be openly available through our open repository.
- The resource must be accessible for those with disabilities (e.g. viewable by screen readers).
- The resource must be implemented in the course specified in this application within one year of the product(s) completion.
- Your final project will be required to have a copyright audit, to ensure all materials are copyright compliant.

*We are committed to supporting you through this process to ensure your resource meets these requirements.*

### Signatures:

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**Project Lead**

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**Supervisor**

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**Program Head/Academic Chair**

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### 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 upon approval, costs associated with the creation of needed media such as images, costs associated with formatting of the final product.*

Purpose of Funds (Some examples are included below in italics)	(\$) Amount Requested	Dept/School Commitment (if applicable)
<i>Release Time for Instructor (One Month, June 2020) \$485.02/day</i>		
<i>Assessment and evaluation from external experts</i>		
<i>Copyeditor</i>		
<i>Research Assistant</i>		
<i>Graphics Designer</i>		
<i>(A full budget can be attached if preferred)</i>	<b>TOTAL:</b>	

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## 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 (e.g.: textbook, learning object(s), etc.)		
2	The open foundational resource that will be adapted / built upon is indicated		
3	A commitment to use the product in a course offered at Saskatchewan Polytechnic after project completion		
4	Clear and measurable goals		
5	Budget outlined (as per template we provide)		
6	Commitment and pathway to make resource openly accessible		
7	Understanding and commitment from your immediate supervisor/academic chair		

Please, send this completed form to [mantykam@saskpolytech.ca](mailto:mantykam@saskpolytech.ca)

Questions? Please contact [copyright@saskpolytech.ca](mailto:copyright@saskpolytech.ca)