

## 2019 High-impact OER Mini-Grant Program Planning Document

### Overview

The Maryland Open Source Textbook (M.O.S.T.) initiative<sup>1</sup> is seeking proposals for its High-Impact OER Mini-Grant program to strategically support Maryland public higher education institutions' efforts to increase access, affordability, and achievement for students through the incorporation of open educational resources (OER) into teaching practice. The goals of the OER Mini-Grant program are to impact student success through:

- OER adoption in high enrollment courses;
- OER scaling projects that lead to the development of OER pathways; and
- OER creation in high-need areas.

Mini-grants will be awarded to selected grantees in the following categories:

- **Adopt/Adapt OER (\$500 - \$1,500):** Targets OER adoption in a high enrollment course for which high-quality OER content already exists.
- **Scale OER (\$1,500 - \$2,500):** Targets projects with a vision, plan, and commitment to develop an OER pathway.
- **Create OER (\$1,500 - \$2,500):** Targets OER creation in a high-need discipline/meta-discipline to fill gaps in existing OER content.

Proposals must be received by **11:59 p.m. ET on Friday, March 15, 2019**. Additional information regarding timelines, eligibility criteria, participation requirements, and application process are provided below.

### 2019 High-impact OER Mini-Grant Program Timeline

- **February 1, 2019** - Call for proposals opens
- **February 13, 2019 (12:00 p.m. Eastern Time)** - Mini-grant informational webinar held
- **March 15, 2019 (11:59 p.m. Eastern Time)** - Deadline for all proposals
- **March 29, 2019** - Grantees notified
- **April - May 2019** - High-impact OER face-to-face grantee workshops
- **May - July 2019** - Final OER preparation work
- **August 2019** - Online training for adjuncts (*if applicable*)

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<sup>1</sup> For more information about the M.O.S.T. initiative, visit [www.usmd.edu/cai/most](http://www.usmd.edu/cai/most).

## Eligibility Criteria

The High-impact OER Mini-Grant Program is open to Maryland public higher education institutions only. To be eligible for a High-impact OER mini-grant, all proposed projects must:

- Replace traditional textbooks with learning resources that:
  - Are openly licensed with a Creative Commons CC-BY Attribution 4.0 International License.
  - Are fully accessible according to WCAG 2.0 and WCAG 2.1 Standards.
  - Are openly and freely available outside their delivery platforms.
  - Provide students with day-one access to their learning materials.
  - Allow students to retain access to the OER content after the course is completed.
  - Are continuously updated and maintained.
  - Are easily discoverable.
- Explore how OER can support learning-centered pedagogies and continuous quality improvement.
- Ensure total course material costs do not exceed \$40, with lower costs preferred.
- Include a letter of support from the department chair(s) or dean(s) for the project.

Below are additional eligibility criteria specific to each grant category.

### Adopt/Adapt OER proposals (Awards of \$500 - \$1,500) must:

- Target OER adoption in a high enrollment course for which high-quality OER content already exists. Such courses include but are not limited to<sup>2</sup>:

Freshman Seminar/College Success	Introduction to Psychology
English Composition I and II	Introduction to Sociology
Basic Reading & Writing	College Algebra
Introduction to College Composition	Beginning and Intermediate Algebra
American Literature I and II	Mathematics for Liberal Arts
U.S. History I and II	Introduction to Statistics
Music Appreciation	Biology I and II
Introduction to Business	Chemistry
Macro/Microeconomics	Geology
Principles of Marketing	Public Speaking/Communication

- Commit to teaching at least one section of the proposed course using OER during the Fall 2019 semester. Adoption in more than one section is encouraged.

In addition, we will be looking for the following in Adopt/Adapt OER mini-grant proposals (preferred but not required):

- The potential to scale use of OER to most or all course sections over time.
- A plan to sustain adoption over time.
- Some prior experience with OER.
- Collaboration that involves multiple instructors, instructional designers, librarians, and support staff.

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<sup>2</sup> Please email [most@usmd.edu](mailto:most@usmd.edu) if you have questions regarding eligibility of specific courses.

**Scale OER proposals (Awards of \$1,500 - \$2,500) must:**

- Be led by someone with experience teaching with OER.
- Target projects with a vision, plan, and commitment to develop an OER pathway (e.g. across several general education courses, across several sequential courses in a department, Z-degree development, etc.). All courses in the OER pathway do not need to be converted in Fall 2019 in order to be eligible for a grant.
- Provide detailed plans on how OER scaling, maintenance, and sustainability will occur.

In addition, we will be looking for the following in Scaling OER mini-grant proposals (preferred but not required):

- Includes OER adoption in multiple sections of courses during the Fall 2019 semester.
- Collaboration that involves multiple instructors, instructional designers, librarians, and support staff.

**Create OER proposals (Awards of \$1,500 - \$2,500) must:**

- Target OER creation in a high-need discipline/meta-discipline to fill gaps in existing OER content.
- Include a detailed plan on how OER will be created, scaled, maintained, and sustained over time.
- Secure the commitment of additional institutional resources (e.g. instructional designer, media specialist, librarian, etc.) for OER content production and maintenance over time.

In addition, we will be looking for the following in Create OER mini-grant proposals (preferred but not required):

- Includes cross-institutional collaboration with at least one 2- or 4-year higher education institution in Maryland.

**Participation Requirements**

**If selected, mini-grant awardees will commit to the following:**

- Use the grant funds to support faculty stipends, professional development, travel expenses, conference presentation expenses, etc.
- Participate in a one-hour pre-workshop webinar in Spring 2019.
- Attend a half-day face-to-face, hands-on workshop in Spring 2019.
- Successfully implement proposed plan, meet student cost savings, project goals, and accessibility and open licensing requirements.
- Complete a project planning template during the OER preparation period and complete a brief final grant report in Spring 2020.
- Be willing to participate in at least one faculty interview or focus group.
- Be willing to recruit students for at most one interview or focus group.
- Share outcomes and learnings at the 2020 M.O.S.T. Summit (tentatively scheduled for Spring or Fall 2020) to share outcomes of grant projects.
- Share adapted or new OER content through M.O.S.T. OER Commons.<sup>3</sup>
- Complete a faculty survey and assist in administering a student survey.<sup>4</sup>
- Assist in collection of de-identified student impact data.

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<sup>3</sup> M.O.S.T. OER Commons will be launched in 2019 to provide an online referatory for faculty to share their OER.

<sup>4</sup> Surveys have received IRB approval and all technical administration will be handled by Kirwan Center staff.

**Scale OER awardees will also:**

- If appropriate, help plan and coordinate training for instructors teaching sections of the OER course(s). The virtual training can be led by experienced OER trainers and will be provided free of cost by the Kirwan Center.

**Proposal Review and How to Submit**

The following criteria will be used to evaluate and select proposals for funding:

- Degree to which proposal meets or exceeds eligibility requirements.
- Potential to impact affordability, accessibility, and achievement.
- Total sections impacted.
- Total student cost savings.
- Level of institutional or departmental support.
- Feasibility of meeting project goals within time and budget constraints.

**To submit your proposal:**

Using this planning document as a guide, complete the High-impact OER Mini-Grant Program Application and **submit the proposal by 11:59 PM Eastern Time on Friday, March 15, 2019**. Please email completed proposals in MS Word or PDF format to [most@usmd.edu](mailto:most@usmd.edu).

Applicants are encouraged to attend the [mini-grant informational webinar](#), which will be held **on Thursday, February 13, 2019 at 12 p.m.**, prior to submitting a proposal (webinar will be recorded for those who cannot attend).<sup>5</sup>

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<sup>5</sup> Register for the informational webinar at <https://goo.gl/forms/M36851NpMynrKs4k1>.

## 2019 M.O.S.T. High-impact OER Mini-Grant Program Application

### APPLICATION OVERVIEW

To submit a proposal for the M.O.S.T. High-impact OER Mini-Grant Program, complete the mini-grant application at <https://www.surveymonkey.com/r/2019MOSTminigrant>. Using the Mini-Grant Planning Document as a guide and to ensure your project meets eligibility requirements, provide answers to the following questions using the recommended word guidelines. We encourage applicants to attend the mini-grant informational webinar on February 13, 2019 at 12 p.m. prior to submitting a proposal ([click here](#) to register for the webinar). **All proposals must be submitted by 11:59 p.m. Eastern Time on Friday, March 15, 2019.** If you have any questions about the mini-grant program or the application, please contact us at [most@usmd.edu](mailto:most@usmd.edu).

### CONTACT INFORMATION

1. Grant Lead
  - First Name
  - Last Name
  - Title
  - Email Address
  - Institution
  - Department
2. If your project team includes other members, please include the following information for each member:
  - First Name, Last Name, Title, Email Address, Institution, Department

### PROJECT DETAILS

3. Which type of mini-grant are you applying for?
  - a. Adopt/Adapt OER (\$500 - \$1,500)
  - b. Scale OER (\$1,500 - \$2,500)
  - c. Create OER (\$1,500 - \$2,500)
4. What course(s) will be the focus of your project? [200 words] Please include:
  - a. Course title(s)
  - b. Brief description of the course(s)
  - c. Estimated number of sections and total student enrollments in the course(s) in Fall 2019
  - d. Estimated number of sections and total number of student enrollments **impacted by the project** in Fall 2019 and, if applicable, in academic year 2019 - 20
  - e. Title and cost of the textbook(s) currently used

5. *[For OER Creation proposals only]* Identify the high-need discipline/meta-discipline that your proposal will be targeting and provide data on why OER creation is needed for this discipline/meta-discipline. [300 words]
6. Describe your experience teaching or supporting the course(s) that are part of your proposed project and whether you have previously used OER. [150 words]
7. Are there existing open educational resources available for the course(s)? Please describe what materials exist and provide a reference URL for them if available. [200 words]
8. Describe the plans for implementing your project during Fall 2019. Please be sure to address the Eligibility Criteria noted in the Mini-Grant Planning Document. [500 words]
9. Describe how the OER will support learning-centered pedagogies and continuous quality improvement. [150 words]
10. *[For Scaling proposals only]* Describe the plans for implementing your scaling project beyond Fall 2019 and how the project will meet its OER pathway goals. [300 words]
11. Describe departmental, institutional, and/or cross-institutional support for your proposed project. Please also include a letter of support from the department chair(s) or dean(s) for the project in the appendix of your proposal. [150 words]
12. Describe any collaboration with other instructors, instructional designers, librarians, support staff, etc. that will take place. [150 words]
13. Identify resources (time, effort, professional development, funds, etc.) that will be needed over the longer-term to maintain, update, and sustain the use of the OER course(s) you plan to adopt, scale or create. [150 words]
14. What level of funding are you requesting and how will it be used? Please be sure to remain within the range for the type of mini-grant you are applying for and provide a brief budget summary. Funds can be used in a range of ways including faculty stipends, release time, travel, etc. [500 words]
15. Have you reviewed the Participation Requirements and are you willing to commit to them? [Yes/No]
16. Please add any additional information you feel is pertinent to your proposal application (optional). [250 words]