



The University of Victoria provides grants for the purpose of the adoption, adaptation or development of Open Educational Resources (OERs), 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.

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## About the Grant

### Overview

Open Educational Resource (OER) Grants are offered as a partnership between UVic Libraries and the Division of Learning and Teaching Support and Innovation (LTSI).

### What is an Open Educational Resource?

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.

### 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.)

### Eligibility

We encourage proposals from all individuals teaching at the University, including research-stream and teaching-stream faculty, sessional lecturers, and teaching-related professional staff of the University. Preference is given to those teaching undergraduate courses, those teaching larger classes, those teaching in faculties with generally higher course costs and those teaching in faculties underserviced by OERs. In particular, proposals are encouraged from early-career academic professionals or those new to UVic.

Proposals may have a single applicant or a principal applicant with added co-applicants.

In the case of sessional instructors, preference will be given to those with continuing appointments. Be advised that if you are a sessional instructor and the principal applicant, and you are designing/re-designing a course, we may also ask you and your Chair/Director to indicate that you are likely to teach the course again in the future.

If you are a previous grant recipient for any LTSI grant, you can still apply. If your previous grant is still active, but you have not fulfilled the obligations of your grant (see [Grant Awardee Commitments](#)), you must complete those obligations prior to being considered for another LTSI grant.

## Application Process

### 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. Before you submit your application, please check off the box that says “Send me an email receipt of my responses”, then submit. You will then receive an email receipt which includes a copy of your responses (PDF). Please download the PDF file, save it and forward it 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 for their review—following departmental/faculty guidelines for the submission of grant proposals to Chair/Director/Dean.
3. Once you have submitted the application, you cannot edit it. If you have questions or need to make an urgent amendment, please contact the [LTSI Program Coordinator](#).

**Tip:** To make sure you have a reliable record of your information before submission, we suggest you copy your responses into a separate file (or copy from a separate file into the form).

### Ethics Approval Requirements

Some projects may involve the collection of data from human participants as well as experiences wherein students collect data from human participants during their coursework or other research activity (e.g., interviews, surveys, participant observation, focus groups). If such work is involved, the UVic Human Research Ethics Board (HREB) must approve the project, and the principal applicant is responsible for ensuring that ethics approval is obtained prior to data collection.

If you are unsure about the need for such approval, we urge you to consult the UVic [Human Research Ethics \(HRE\) website](#) and contact [ethics@uvic.ca](mailto:ethics@uvic.ca) or [ethicsassist@uvic.ca](mailto:ethicsassist@uvic.ca) to discuss. You should reach out to them at the time of application; however, the approval itself is not required before the successful adjudication of a grant.

### Questions to Consider

While formulating your proposal, keep in mind the following questions. Note that these are considerations and do not necessarily coincide with the wording of the questions on the application form. Please try to integrate these considerations into your application:

- What do you hope to **achieve**? While describing the proposed project, state the guiding learning principles, project activities and goals. Pay particular attention to how your project plan aligns with the stated project goals. Your goals should be **specific rather than general**.

- Be ready to provide a sense of your understanding of OERs, the cost saving involved in your proposed project, with details of how often and by how many students the new resource will be used, and how you will involve students in the development of the OER.
- Having a long-term plan for the use, maintenance and re-use of the new resource will indicate a lasting impact. It is therefore significant to develop a timeframe for the development as well as the use of the resource.
- UVic has a commitment to the principles of equity, diversity, inclusion and belonging (see the UVic [Equity Action Plan](#)). We therefore encourage you to include such principles actively in your project in a manner appropriate to the individual proposal.
- You will need to provide a **brief literature review** of relevant scholarly and, if applicable, other works (e.g., creative research) that are relevant to the project you are proposing. These may include works relevant to an academic discipline and to the pedagogical scholarship that frames your project.
- How will you **share your findings** with colleagues or others both within and outside the university? We use ‘findings’ here to include any aspect of the process, knowledge gained, goals, outcomes or conceptual framing of your project. This communication can occur at any stage of the development of the project or after its completion.

We ask that successful applicants share the results of their projects at the annual *Let's Talk About Teaching* event, which is coordinated by LTSI. Feel free to include this activity if you would like to share your findings in that way. Nevertheless, we also ask that you include additional ways of making your work known for the benefit of the academic and wider community.

Here are some examples of how you could share your project work. You will: share the results of the study with departmental colleagues at your annual teaching retreat; submit significant findings for presentation at discipline-specific professional conferences; share your findings with departmental colleagues at your monthly research seminar series; request that we assist you in offering a workshop through LTSI.

- Is there any **other information** that you would like to share with members of the adjudication committee that would help them to fully appreciate your proposal?

## Project Funding for Grants

Grant funding for any project in a given budget year is a maximum of **\$7,500**. The intent behind this limit is to distribute financial support across meritorious proposals (preferably in a diversity of Faculties, Departments and Schools) 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).

## Budget and Accounting Requirements

Consider how the project budget will be spent and describe exactly how much will be spent doing what; provide a justification for each item. The sustainability of the project is an important criterion. Continuation of the

project in post-grant years should not be dependent on continued grant funding. Think of whether a project is independent, has or requires funding from additional sources, or whether it is the first in a series of planned projects which may require funding from other sources after the completion of the currently proposed project. Please indicate clearly.

### *Eligible Expenses*

Eligible expenses include but are not limited to:

- paying undergraduate, graduate or other research assistants (RAs). Individuals who hope to be hired on the grant as RAs should not be listed as the applicant or a co-applicant;
- teaching release time (see details under [Application Approval](#)). Note that normally teaching release time is only available to the main applicant;
- 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 for “products” of work undertaken on behalf of the project is subject to the [Copyright Compliance and Administration Policy](#) (IM7310);
- travel that is necessary for completion of essential components of the project; and,
- fees to participate in relevant training and workshops to support project goals.

The adjudication committee will consider the eligibility of expenses and may, upon approval or conditional approval of the grant, recommend alterations to the budget.

### *Research Assistant Salaries*

If the grant application is successful, 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 \(Component 1 & 2\) TA Appendix – Academic & Scientific Assistants](#), for current rates.

Note that vacation pay of 4% is to be computed on the wage rate; and that benefits pay (currently 11.85%) is computed on the wage rate + vacation pay. Please indicate the hourly salary, vacation pay and benefits, the number of hours requested and the type of activity to be carried out as requested in the application form and budget template therein. You may contact the [LTSI Program Coordinator](#) if you have further questions.

Also note that, when paying salaries, grantees need to indicate the basic salary rate on payroll forms. The payroll forms fill in the vacation automatically. The eventual sum paid out of the grant also includes benefits, which are not calculated for the employer/grantee to see. It is therefore important that, for the purpose of the grant application, you calculate (use the budget template included in the application form) and request the total amount that will be needed if the grant is approved.

### **Budget Examples** (examples are general to LTSI grants)

- One graduate student will be hired at \$32.17 per hour for 40 hours to help survey the introductory chapters of five existing textbooks. Total pay will include 4% vacation pay and compounded 11.85% benefits ( $\$32.17 \times 40 = \$1,287$ ).
- A graduate RA 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 ( $\$0.51/\text{km} \times 1000 \text{ km} = \$510.00$ ).

- The RA 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.

### *Sample Budget*

Here is a complete sample budget:

A RA will be hired to assist with the information-gathering process and the design of the learning modules.

- *May-Aug 2021 (Note the change in current rates)*
- 14 hrs: Create survey to gather information from external stakeholders; analyze data
- 6 hrs: Meet with Elders to learn how Indigenous peoples perceive health and physical activity. Provide honorarium and gifts.
- 10 hrs: Conduct 2 focus group interviews (on Zoom) with interested stakeholders
- 21 hrs: Complete transcription and data analysis to identify key learning themes  
Total: 51 hrs at \$31.52/hr = \$1,607.52

### *Sept-Dec 2021*

- 7 hrs: Finalize intended learning outcomes (ILOs) for learning modules
- 28 hrs: Develop learning strategies and assessments tools that align with ILOs and abide by principles of [Universal Design for Learning \(UDL\)](#)

Total: 35 hrs at \$32.17/hr = \$1,125.95 [the basic rate of \$27.65 is used in this example]

### *Jan-May 2022*

- Implement learning modules in course
- 7 hrs: Survey students' perspectives on the course materials; analyze data
- 14 hrs: Adjust module content as necessary

Total: 21 hrs at \$32.17/hr = \$675.57

Total Budget Request: \$3,409.04

### *Ineligible Expenses*

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

- To be reimbursed for work related to the grant;
- To employ Teaching Assistants for timetabled courses (Teaching Assistantships are part of the academic planning of faculties). Students can only be employed as RAs for research towards and development or implementation of an awarded project;
- 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; and,
- To cover costs of registration for, or travel to, academic conferences for attendance or the dissemination of project work as these may be covered through Professional Development or other UVic funds.

### **Note that:**

- Where work with Indigenous Elders is involved, there are specific UVic protocols of

acknowledgment and reimbursement. You need to consider these when you formulate your proposal. While it is possible for a grant to cover part of that reimbursement under eligible expenses (see above), you may not be able to rely solely on the grant, and funds must be sought from other sources;

- Funds used for items other than those listed in the approved application budget must be pre-approved by the LTSI Executive Director (contact the [LTSI Program Coordinator](#));
- Once a grant is approved, a budget can only be modified through written approval by LTSI. A new budget will have to be submitted based on eligible expenses and to the limit of the approved amount, explaining the modifications, i.e., the initially approved amount cannot change; and,
- In the application form use the ‘Other’ category to indicate all expenses which are mentioned in the main ‘eligible expenses’ list. Include any expenses related to Indigenous protocols, unless these are paid as salaries.

## Application Approval

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 grant account only after we receive an e-copy of the ethics approval from the University HREB.
3. Commitment, along with the recipient, to assume responsibility for any deficits accrued in the recipient’s grant account.

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.

## 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 OERs;
- BCcampus has a [catalogue of open textbooks](#);
- BCcampus [BC Textbook/OER Directory](#).

Note that LTSI can assist with, among other things: how to define and write ILOs; how to conduct a focus group; examples of learning principles; and principles of UDL.

## Post-Application Process

### Proposal Adjudication

After the proposal deadline, all applications will be screened to ensure that the proposals are complete and appropriate to the grant. If the grant facilitator, in consultation with the LTSI Executive Director, concludes 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.

All applicants will be notified of the adjudication decision by email.

If a grant is successful, the adjudication panel may, on occasion, propose modifications to the budget. The principal applicant will be notified of any recommendations for modification along with the panel's decision. Also note that grant recipients do not always receive the entirety of requested funds.

Where available funds allow, adjudication committees reserve the right for conditional approval of a grant if the project aligns with the adjudication criteria in all but the budget or a specific component of the grant. In this case, the provisional grantee will be contacted with recommendations for modifications; final approval will be granted once the committee's recommendations have been addressed.

### Grant Criteria

General criteria for LTSI Learning and Teaching grants include: clarity and specificity of pedagogical principles to be applied to the planned materials towards courses, programs, curricula, or learning resources; the extent to which the Learning and Teaching grant goals are meaningfully reflected into the proposed project; the potential impact of the project on the student learning experience; the location of the project in current scholarly and creative work, and post-secondary educational trends; and the project's feasibility and sustainability within the timeframe and budget presented.

OER proposals shall be adjudicated according to the following criteria:

1. The quality of the project goals and motivation;
2. 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 RAs for the project;
3. Their potential impact on student learning and the student experience in the form of high-quality materials, and open and innovative pedagogy;
4. Overall alignment with the UVic [Strategic Framework](#);
5. Long-term plans to reuse the OER in courses in subsequent terms;
6. The extent to which the OER will be freely and openly shared throughout and beyond UVic (e.g., through BCcampus);
7. 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?
8. Logical alignment of the budget with the work to be undertaken.

### Adjudication Committee

Adjudication committees for Learning and Teaching grants may include faculty members, sessional instructors, librarians, previous grantees, student representatives and LTSI staff at the level of Director from the area most relevant to each grant. The OER adjudication committee is facilitated jointly by LTSI and the UVic Libraries.

## Grant Awardee Commitments

### *Join a Peer Group of Grant Recipients*

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 the dates and duration are finalized.

### *Project Requirements*

All OER projects must:

- Be released with an open license, such as a Creative Commons license (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.

### *Progress Report*

Successful grant recipients will complete a brief online [Progress Report](#) by March 31 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. They should also summarize the progress, challenges and successes of the project to date.

### *Project Completion and Final Report*

The grant facilitator will be reaching out to you to have a brief verbal conversation after the March 31st completion date of your project, two years after receiving the grant funds. The purpose of this end-of-grant meeting will be to facilitate you to discuss the project and associated budget based on project and grant goals.

If a project should require more time, it would be necessary to request approval of an extension from the LTSI Executive Director (please contact the LTSI Program Coordinator). On expiry of the grant, any remaining funds will be returned to LTSI for redistribution in future competitions.

## Appendix A: Application Form Questions

### Principal Applicant and Co-Applicant Information

1. First name
2. Last Name
3. Email
4. Position
5. Department/School or other Unit
6. Co-Applicant Information (same information as items 1-5)

### Project Overview

7. Project title (20-word max)
8. Project abstract (75-word max)
9. If this project is implemented, approximately how many students will be affected? (100-word max.)
10. Have you received any LTSI Grant(s), including an OER Grant, before?
11. Have you applied for or received any other funding for the proposed project?
12. Please explain briefly and include amount of requested/received funds
13. Will ethics approval be required for your project?

### Project Details

14. Describe the project for which you are requesting funding. (250-word max.)
15. What is your understanding of Open Educational Resources? (250-word max.)
16. What sort of cost savings would your project impart on students? Include your classroom size, frequency, and cost of the current textbook as well as other factors. (150-word max.)
17. Will you, or how will you involve students in the development of the OER? (250-word max.)
18. After the development of the OER, what plans are there to re-use the OER for the same or different courses in the future? (200-word max.)
19. What is the proposed timeframe for the development of the OER? (150-word max.)

### Additional Information

20. How will the principles of equity, diversity and inclusion, and belonging, as highlighted in the UVic Equity Action Plan, be integrated into your project and the learning experience? (250-word max.)
21. Provide a brief list of scholarly and, if applicable, other relevant works that will inform your project. (500-word max.)
22. How will you share your findings with colleagues within and outside UVic? We strongly suggest you present in the Let's Talk About Teaching series on top of sharing in other ways. (200-word max.)
23. What else, if anything, should the adjudication committee understand concerning this proposal? (100-word max.) Feel free to attach brief supporting information that responds to the above question. For example, you might attach a letter from a stakeholder in support of your grant project.

### Budget

24. How will the project budget be spent and how will the project be sustained after the completion of the grant. Provide a rationale for the budget including a breakdown of all the items and a justification for

each one, including Salaries, Supplies and Operating Expenses, Travel, and Other (incl. course release, if applicable). (300-word max.)

25. Upload the budget to sum up all listed items above: <https://teachanywhere.uvic.ca/grant-budget>

### Approval

26. Name and role-based email of Chair/Director or Dean