

SUNY OER Services Impact Grants Program

Fall 2023 – Spring 2024

Application Form

**Application Deadline May 5, 2023**

This application form is for offline drafting. **Submitters must use the** [**online application form**](http://workflow.suny.edu/view.php?id=136512) **to submit their proposal.** Details as SUNY OER Services website  [https://oer.suny.edu/2023grants/.](https://oer.suny.edu/.)

Refer to SUNY OER Services (SOS) Impact Grants RFP for additional information.

**Funded Projects Kickoff Meeting will be on Friday, June 2 TBD**. One team member from each awarded grant team is required to attend the synchronous Kickoff Meeting.

# Applicant Information

The **applicant** is the proposed Project Lead for the grant project. Applicant information is required. The **submitter** is the person submitting the application (which may be a Grants Officer or Administrator). The submitter will often be the applicant—if so, just leave the submitter field blank.

| Requested information | Answer |
| --- | --- |
| Institution(s) |  |
| Applicant name |  |
| Applicant email |  |
| Applicant position/title |  |
| Submitter name |  |
| Submitter email |  |
| Submitter position/title |  |

Please provide the first/last names and email addresses of all team members within the proposed project. Include the applicant (Project Lead) in this list. Do not include prefixes or suffixes such as Ms., Dr., Ph.D., etc.

| Team member | Name | Email address | Institution | Position/Title |
| --- | --- | --- | --- | --- |
| Team member 1 |  |  |  |  |
| Team member 2 |  |  |  |  |
| Team member 3 |  |  |  |  |
| Team member 4 |  |  |  |  |
| Team member 5 |  |  |  |  |
| Team member 6 |  |  |  |  |

If you have any more team members to add, please enter their names and email addresses in the text box below.

|  |
| --- |
|  |

# Project Information

Does this project support an application priority? (Multiple answers allowed.)

* Projects focused on quantitative measures of student success
* Projects that address diversity, equity, inclusion, or social justice
* Collaborative projects within or across institutions, or with SOS partners
* Departmental scaling projects
* None

## Requested total amount of funding

| Total amount: |  |
| --- | --- |

## Total savings estimate (total from SOS Course Impact Data form)

|  |  |
| --- | --- |
| Total amount: |  |

# Narrative Information

## 1. Project Goals

Goals for an OER Grant project go beyond just cost savings. Include goals for student savings, student success, materials creation, and pedagogical transformation here.

## 2. Statement of Impact

OER Grants are awarded to teams focused on creating substantial improvements for student educational experience and affordability. This section allows teams to describe why the project should be awarded. Include the following:

* A description of the current state of the course, department, and/or institution if relevant.
* An overall description of the project and how it will impact the course, department, institution, and SUNY system. Include references to scholarly literature to support the claims of your impact if possible.

## 3. Quantitative and Qualitative Measures

All OER Grant projects must measure student satisfaction, student performance, and course-level retention (drop/fail/withdraw rates), but teams and institutions will do this in varied ways. Outstanding applications will include measures beyond the minimum to gain meaningful insights into the impact of the project. Include the following:

* Each quantitative or qualitative measure to be used, along with a description of the methods and/or tools used to gather and analyze data.
* If the team needs IRB (Institutional Review Board) approval, please indicate this here. Each institution’s IRB functions differently, and teams will need to know how their institution’s IRB evaluates and approves institutional research.

## 4. Sustainability Plan

OER Grants should have a lasting impact on the course for future years. In order for this to happen, a Sustainability Plan needs to be in place after the end of the project. Please include your plans here for offering the course in the future, including:

* The maintenance and updating of course materials
* The commitment of the department(s) or institution(s) to continue the use of affordable materials
* Any possible expansion of the project to more course sections in the future
* Future plans for sharing this work with others through presentations, articles, or other scholarly activities

## 5. Action Plan

OER Grant projects are work-intensive and require project management in order to be successful. This section allows teams to describe how the team will fulfill the goals of the project. This section must include:

* The role(s) of each team member in the project with details as to the major tasks team members will complete, with an estimate of how long each task will take (e.g. number of hours).
* A review of existing open, no-cost, and/or low-cost course materials for the course(s).
* The plan for the selection, adoption, adaptation, and/or creation of new course materials (if applicable). Include plans for open licensing and plans for making your materials accessible.
* The plan for redesigning your course(s), including any instructional design work, curriculum alignment, course accessibility changes, etc.
* The plan for providing open access to the new materials.

## 6. Timeline

This section allows teams to describe how the project will progress from its inception to the Final Report. Please provide a list of major milestones, events, and deadlines, aligned with your Action Plan and the final semester of your project. Include the submission of your Final Report in this list.

Applicants will be asked to acknowledge the following Grant Terms when signing the application form.

# Creative Commons Terms

I understand that any new materials or revisions created with SOS funding will, by default, be made available to the public under a Creative Commons Attribution License (CC-BY), with exceptions for modifications of pre-existing resources with a more restrictive license.

# Accessibility Terms

I understand that any new materials or revisions created with SOS funding must be developed in compliance with the specific accessibility standards defined in the Request for Proposals.

# Applications will require the following supporting documents:

* SOS Course Impact Data form
* SOS Budget form
* SOS Attestation form

# Timeline

* Monday, April 10: RFP released
* Friday, May 5: Application Deadline
* Monday, May 8 to Wednesday, May 17: Peer Reviews
* Thursday, May 18 to Friday, May 26: SOS and Provost staff Administrative Reviews
* Tuesday, May 30: Announcement and Notifications
* Friday, June 2: Tentative Online Kickoff
* Wednesday June 28, 2023: State Accounts Assignment Target

**All distributed funds will need to be expended or encumbered by June 30, 2024.**

Please send questions to [oergrants@suny.edu](mailto:oergrants@suny.edu)

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