



SUNY OER Services (SOS) Impact Grants Program

Fall 2023 – Spring 2024

Application Deadline May 5, 2023

1. PURPOSE

SUNY OER Services (SOS) works directly with SUNY campuses and faculty to provide assistance and knowledge to support the adoption of Open Educational Resources (OER) and sustained use of OER as drivers of faculty choice and student success.

This includes offering a Ready-to-Adopt course catalog, facilitating the seamless integration of openly-licensed content into learning management systems, the remixing of openly-licensed content from various sources, the offline (print) production of learning materials, as well as the services and resources of our partners.

To this end, SOS Grants are intended to support new OER activities supporting affordable learning options such as

- Adoption of OER for high-enrollment* courses from the SUNY Ready-to-Adopt Catalog
- Adoption of quality OER not already included in the SUNY Ready-to-Adopt Catalog for high-enrollment courses
- Adoption of OER for general education courses, gateway courses with highest Drop/Fail/Withdrawal rates
- Adaptation of OER, such as open textbooks, courses, and ancillary materials
- Creation of OER, such as open textbooks, courses, and ancillary materials
- Professional development supporting OER and open pedagogy

Examples of suitable grant projects include:

- New departmental adoption of an OER resource or course available in the SUNY OER Ready-to-Adopt course catalog <https://oer.suny.edu/> in place of a costly textbooks
- New adaptation of an existing OER course to fit the learning outcomes of your course and then adopting these new materials in place of commercial materials
- New adoption of an OpenStax Sociology textbook in place of a commercial textbook for Introduction to Sociology and creating new ancillary materials to support the adoption

- Creating new OER to share in place of a commercial textbook when there are no OER to cover the subject
- Departmental or institution-wide professional development programs to support OER and Open Pedagogy

**note: proposals will need to define parameters of high-enrollment courses at their institutions*

2. OVERVIEW OF GRANT ACTIVITIES

2.1. GRANTS

SUNY OER Services Grants support projects that increase OER usage on campus and across the SUNY System through large-scale adoptions of OER courses or creation of new materials or courses. Adaptive course development proposals will be well-received by the selection committee. There are two levels of funding:

- Up to \$15,000
 - Projects funded in this level include:
 - Investigation of scalable OER adoption
 - Adoption of OER for all sections of one course
 - Adaptation of OER that can be shared with other SUNY campuses
 - Professional development programs supporting OER and open pedagogy
- Between \$15,000 and \$30,000
 - Projects funded at this level include:
 - Collaborative, multi-institutional projects resulting in OER textbook or course creation. SOS Partners OLI and SUNY Press are potential project partners
 - Largescale adoption of OER over all sections of multiple courses with multiple instructors. SOS Partner Lumen Learning can collaborate on supporting use of Ready-to-Adopt catalog for OER courses
 - Adoption of OER for introductory, general education, and gateway courses with high instructor turnover
- Awards can be used for salary, course release, professional development related to the project, travel, etc.
- Additional project expenses allowed, but must be adequately justified in proposal budget
- \$30,000 maximum total award per grant
- Funding disbursed to institutions 50% shortly after initial grant kickoff meeting and, 50% upon final report submission

3. REQUIRED ACTIVITIES

Expected activities grant projects include training in the chosen project resources, open licensing as necessary, any textbook and/or ancillary creation or adaptation required, and course development.

Other required activities:

- Attendance by at least one team member at a required online kickoff meeting
- One meeting with SOS staff members during project to review progress. Completion of a Final Report at the end of the project's final semester, including quantitative or qualitative data on project and student success. Metrics could include
 - Reporting overall changes in Drop/Fail/Withdraw (DFW) rates and student completion performance rates (e.g., final grades)
 - Reporting results from student surveys at the end of the course
 - Comparison of results from student surveys also conducted at the start of a course regarding experience using course materials
- All revised or newly created materials must be created under a Creative Commons <http://creativecommons.org/> Attribution License (CC BY), with exceptions for circumstances including modifications of materials with a more restrictive open license and will be made accessible to the public through various SUNY-supported platforms.
 - This requirement does not include proprietary features of authoring platforms.
- All revised or newly created materials are required to be developed based on SUNY Electronic and Information Technology (EIT) Accessibility Policy. Materials must have the following:
 - Accessible document design
 - Either descriptive alternative text OR descriptive figure captions on all images
 - Accurate captioning on all videos and transcripts on all audio
 - Accessible PowerPoint design
- **Ensuring that OER course sections affected by this project are reported into SIRIS;** an OER designation is also recommended in the campus course schedule
- Participation as needed in SOS-related communications
- Grant recipients may be asked to share their project outcomes at SUNY events such as an OER Summit, CIT, or Student Success Summit

KICKOFF ACTIVITIES

A virtual **kickoff meeting for funded projects is tentatively scheduled for June 2, 2023 at 10am**. At least one team member from each awarded team must attend the synchronous kickoff meeting.

4. APPLICATION DESCRIPTION

4.1. APPLICATION GUIDELINES

4.1.1. Peer Review

SOS will work with a team of peer reviewers who will evaluate the projects in a peer review process using a Peer Review Evaluation Rubric. The peer review process is followed by a final administrative review by SOS and the SUNY Provost.

Proposals will be evaluated on the feasibility and organization of the action plan and adherence to the proposal guidelines using the rubric. Follow-up questions or interviews may be requested of applicants. **Please note that awardees' applications will be made available publicly on the SOS website.**

Budgets will be supported by state funds and therefore institutions spending project funds must ensure compliance with state and institutional policies and procedures.

4.1.2. Attestation Form

Grant proposals will need to have the campus president or campus provost sign the campus attestation form.

Note: Some institutions may have unique policies in place for grant applications. Be sure to check with your institution's research, sponsored programs, or business office regarding the policies for submitting SOS OER grant proposals.

4.2. APPLICATION PRIORITIES

Considering SOS grant funding priorities and wider SUNY System initiatives, project proposals that address one of the following priorities will receive higher points on the SOS Grant rubric. Projects can be a part of more than one priority category, but only one priority is needed for consideration. Priorities include:

4.2.1. Projects focused on quantitative measures of student success

Priority projects would be ones that provide quantitative and/or qualitative approaches to project success. Projects that specifically address improvements in student learning, student success, and program completion.

4.2.2. Projects that address diversity, equity, inclusion, or social justice

Projects supporting the SUNY Chancellor's goals of addressing equity gaps and supporting diversity, equity, inclusion, or social justice are a priority.

4.2.3. Collaborative projects within or across institutions, or with SOS partners

Some of the most successful SUNY OER Services grant projects have been collaborative and involve professional staff who support faculty. These staff include but are not limited to instructional designers, librarians, open educational resource (OER) publishers, instructional technologists, web designers, programmers, and graphic designers. This priority also includes multi-campus projects. Special consideration will be given to projects that utilize SUNY-supported platforms or collaboration with SOS partners, such as SUNY Press, Lumen Learning, and the Open Learning Initiative (OLI). OLI will also collaborate in the proposal and development phases if desired.

4.2.4. Departmental scaling projects

Projects in this category are intended for implementing OER on a department-wide, all-sections scale. There must be a direct commitment from the department to scale to this level and the commitment must be reflected in the grant proposal.

5. APPLICATION SUBMISSION

5.1. HOW TO APPLY

For more information and for forms visit the 2023 OER Grants Program page at <https://oer.suny.edu/2023grants/>

Apply for a grant online at <http://workflow.suny.edu/view.php?id=136512>. Grant applications can be submitted online only.

- Read the full Request for Proposal.
- Read the rubric peer reviewers will use to evaluate the grant proposal.
- Ask your campus Provost or Chief Academic Officer to sign an Attestation form.
- Complete the project SOS Budget form.
- Complete the SOS Course Impact Data form.
- Review the Word version of the application form for offline drafting Offline Application draft.
- Submit the Online Application.

5.2. NOTIFICATIONS

Applicants are notified by email from SOS about the status of each of their applications on the notification date, whether or not the application is awarded. Applicants with rejected applications are encouraged to revise their proposals and resubmit in a future round. Reviewer comments will be shared with each applicant to assist with future revisions.

6. 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

7. FUNDING DETAILS

All local campus policies and procedures must be followed for appropriate use of state funds.

SOS Grants are funded by university-wide funds. This initiative is NOT connected to the Research Foundation and must follow all campus-based guidelines for state fund expenditures, including fiscal year (June 30, 2024) deadlines. Unexpended funds will not be available after the deadline.

Funding will be released to the campus in two parts through two separate events: 50% upon initial project award and 50% on submission of the final report.

This funding structure allows for flexibility with varying institutional guidelines. Funding procedures largely rely on institutional policies, along with State guidelines. The proposing team must coordinate as necessary with their Grants, Research, and/or Business Offices per institutional guidelines to determine how to handle fund distribution.

Funds can cover faculty and staff time and compensation—including course release time, overload pay, and replacement coverage—depending on institutional and departmental policies. Funds can also cover project expenses, including related department needs and travel expenses.