Open Educational Resource Grant Guidelines

A. **IUSB Open Educational Resource (OER) Grants** were established to promote the creation of open educational resources by IU South Bend faculty with the intention of promoting and demonstrating a commitment to student success. Examples of OERs include the Openstax CNX project and various resources searchable through College Open Textbooks.

B. **Grant:** Up to **$3,000** for one project requesting any combination of summer salary and expenses. The Committee must balance the demands of a large number of meritorious proposals against a rather limited amount of available funds.

C. **Eligibility:** Full time Lecturers and tenured and tenure track faculty. No proposal will be accepted from investigators who have an open OER Grant at the time of application.

D. **Deadlines:** There will be only two rounds for funding. Proposals are due at the Office of Research, Academic Affairs (research@iusb.edu) by 4:00 p.m. on November 5, 2018 and March 18, 2019.

E. **How to Apply:** A complete application will include the following, clearly labeled:
    1. Completed and signed **Proposal Route Sheet**
    2. Abstract: A 250-400 word summary of the proposal.
    3. Proposal narrative answering the following questions:
        1. What is the project intended to accomplish (objectives, significance, instructional level)?
        2. What is the desired educational outcome of creating this text? How does it fit into the IU South Bend curriculum?
        3. How does the subject matter of the proposed open educational resources compare to existing OER materials?
        4. What is the potential use of the proposed OER materials, both internal and external to the university?
        5. What activities are planned? If this is a collaborative project the applicant should clearly specify his/her role and activities under the grant in relation to other participants.
        6. What qualifications do you bring to the position as grant director?
        7. What previous grants (IUSB and external) have you received, what resulted from those projects?

    4. **Detailed budget and budget justification**. Include all items necessary to complete the project, including but not limited to summer salary, travel, supplies, equipment, and subcontracts. Indicate budget costs supported by department/division or other sources. Travel rates and other items for budget consideration can be found online at **https://academics.iusb.edu/research-office/budget.html**
    5. If your research involves human subjects, you must speak to when you will seek IRB approval and any award will be contingent on IRB approval being received. If you are conducting a survey or questionnaire, please include a copy of your instrument.
    6. Two letters of support addressed to the Contracts & Grants Coordinator (**research@iusb.edu**). At least one letter of support must be from someone outside IUSB who is qualified to discuss the proposal's merits. Letters of support do not require original signatures but should be sent from the author's e-mail account.

7. Current curriculum vitae (electronic version preferred).
F. **Format:**
1. **Electronic proposal submission is required** (except for signed route sheet). Staff of the **Office of Research** (4181) are available to assist in proposal preparation.
2. 12pt type, 1 inch margins, and page numbers are required.
3. It is recommended that the Project Narrative not exceed 5 pages.
4. It is recommended that the Curriculum Vitae not exceed 10 pages.
G. **Decision Guidelines:** Decisions by the OER Grants Committee will be based on consideration of the following:
1. Strength of applicant's proposal. Keep in mind that the committee is made up faculty members from different disciplines. **You should write your proposal so that it can be understood by someone outside of your discipline.**
    1. Project's objectives clearly explained
    2. Potential impact of proposed open educational resource is convincingly explained. The committee will look favorably on proposed open educational resources with large potential impact and/or those for which little or no current competition exists.
    3. Significance of project's objectives question is clearly and convincingly articulated in the context of OER work in the area.
2. Strength of supporting letters of recommendation.
    1. The committee attaches special importance to the external letter.
    2. Any internal letter should address not only the proposed project, but also the institutional benefits that may result from this project.
3. Faculty member's prior record of accomplishment.
4. Potential impact on faculty member's career. (In cases of equal merit preference will be given to junior faculty members.)
H. **Restrictions/Conditions:**
1. Faculty must not hold any teaching or other service-rendering appointments during a period for which they request summer salary support.
2. If you plan to teach during the summer keep in mind that the total earned from university sources in salary (excluding fringes) can't exceed 20% of your academic year salary.
3. Faculty who receive summer salary support must continue at IUSB through the academic year following the summer of the grant. If the recipient does not remain at IUSB, the amount of the grant must be repaid.
4. Acknowledgment of the source of support should be included in any publication resulting from a project supported by these grants. Grant recipients are requested to provide the Office of Research with copies of publications or announcements of presentations or performances resulting from this grant.
5. Grant recipients are required to submit a report to the Office of Research at the end of the project.
6. Grant recipients agree to allow Indiana University South Bend to make freely available in IU ScholarWorks the final version of the created open educational resource

Failure to address all the application materials and questions (see below) may result in the proposal being rejected.

I. **Notification of Action and Handling of the Grant Account:**
    1. Applicants will be notified of the status of their proposal approximately three weeks after the deadline.
    2. A grant must be expended within the project period specified in the award unless an extension is requested and approved.
    3. Significant changes in project objectives, procedures, or budget cannot be undertaken without approval.
    4. A closing report must be sent to the Office of Research within one month of the project expiration date. Individuals who have not submitted a report on previous grants will not be eligible for future grants.
    5. After the specified deadline unused funds will revert to a campus account.
    6. These grants will normally terminate when their recipients' appointment at IUSB comes to an end.