

# Nancy Tannery Grant for Open Educational Resources (OER) – Call for Proposals 2024

## Grant Program Description

The Office of the Provost and Provost's Standing Committee on Open Educational Resources (OER) invite proposals from Pitt faculty of any sort for projects to adapt, adopt, or author OER to be used in Pitt course(s).

OER are high-quality curricular materials such as textbooks, lab notebooks, videos, quizzes, or other ancillary items that are freely accessible to faculty and students. OER are unique in that they grant copyright permissions for use and adaptation, free of charge. This means that the content is available to other faculty and students to retain, reuse, revise, remix, and redistribute. Typically, the only requirement is that attribution must be made to the original creator/author.

Information about OER, including where to locate peer-reviewed resources, can be found in the [ULS Course & Subject Guide on Open Educational Resources](#). You can also learn more about recently funded grants on the [Open Education Resources Grants](#) page.

Assistant Provost Nancy Tannery was the inaugural chair of the Provost's Standing Committee on OER. She was a passionate advocate for OER and addressing student textbook financial burden at Pitt. This grant is funded by the Office of the Provost at Pitt.

## Grant Proposal Instructions

### Eligibility

Pitt faculty (tenure or appointment stream; full or part time/adjunct; including visiting) on all Pitt campuses may apply.

### Range of Proposals

Proposals must fall into one of the following categories:

- Adopt an existing open textbook and/or other OER course components such as homework assignments, lab manuals, or other supplementary materials
- Adapt an existing open textbook and/or other OER course components such as homework assignments, lab manuals, or other supplementary materials – and re-distribute them under an open license
- Author textbooks or other brand new open supplementary course materials (problem sets, supplementary videos, activities, study materials, etc.) – and distribute them under an open license

## Proposed Budget

Applicants may request up to \$5,000 total, either as a team or as an individual.

Applicants proposing to author a textbook covering the entirety of a semester-long course usually benefit from applying for the full amount of funding; applicants proposing to tackle a smaller project may find it reasonable to apply for a smaller amount, depending on project details.

Budget proposals must contain within their total:

- Fringe benefits for any Pitt salary coverage included (see budget template for details and ask your Department Administrator for assistance calculating this correctly)

Budget proposals must **not** contain:

- Funding for travel to professional conferences

Please identify and contact your Department Administrator (the person who handles your departmental budget and finances) **at least two weeks in advance of the deadline** and work with them on assembling a proposed budget that follows these guidelines. Your Department Administrator will need to sign a letter – attesting to having reviewed your budget – to include with your application (see provided template). Their contact info will also be provided to the Office of the Provost’s Budget & Finance Manager to arrange funding transfer should your proposal be chosen for funding.

## Support for proposal development and OER development

### Support during grant proposal development

We encourage you to seek support for grant proposal development from the University Center for Teaching and Learning (Teaching Center), the University Library System (ULS), and the Health Sciences Library System (HSLs). Expertise from the Teaching Center focuses on curricular integration and assessment; support from the libraries will focus on identifying sources and examples of OER materials in addition to serving as a resource for creative commons licensing assistance.

If you have questions about curricular integration, assessment, or best practices in building an effective educational resource and would like to meet with someone from the Teaching Center prior to submitting your application, please fill out a [Pre-Consultation Survey form](#).

If you have questions about licensing and identifying examples and would like to meet with someone from the libraries (ULS or HSLs) prior to submitting your application, please email [ULS-OER@pitt.edu](mailto:ULS-OER@pitt.edu).

For resources about creating student-centered, culturally responsive, and inclusive curricular materials, see these pages by the Teaching Center:

- [Diversity, Equity & Inclusion](#)
- [Accessibility](#)

For specific questions, please schedule a consultation with the Teaching Center by filling out [this Pre-Consultation Survey](#).

## Support for funded projects

Award recipients who have not already done so will be encouraged to meet with a representative of either the Teaching Center or the libraries for an initial project consult.

Regular Zoom drop-in hours for OER project consultations will be provided for grant recipients over summer 2024, and consultations with the Teaching Center and the libraries will be available upon request during the duration of the grant period to assist with selecting, developing, publishing, and/or integrating your materials into your course.

## Funded Project Requirements

Those who accept funding agree to the following:

- You must submit a project progress report by January 31, 2025. Twice yearly progress reports will then be required until your project has been published as an OER, and a final report after that.
- You must openly license the resource you created or adapted with a [Creative Commons](#) license and submit it to [University of Pittsburgh Open Education Repository Group](#) located in the OER Commons. You must include the link to your published resource in your final report.
- You must assess the success of your project within the course(s) identified in your application. As a part of this, a standard set of OMET questions related to OER have been developed for your use – make sure to add them to your course OMET so you can discuss the results of your assessment in your final report.
- You agree to be featured on the [Office of the Provost OER webpage](#) after the completion of your project, and may be asked to serve as a mentor for future participants and/or to provide educational or promotional support about the grant (interviews, articles, podcasts, etc.).

## Application Requirements

Your complete grant proposal package will contain these four components:

1. The completed **application questions** on Competition Space (aka InfoReady).
2. **Letter of Agreement**, signed by yourself and your Department Chair (template attached);
3. **Budget Review Letter**, signed by yourself and your Department Administrator (template attached);
4. Proposed project **budget spreadsheet** (template attached).

## Timeline

The proposal submission deadline is **March 15, 2024**.

Awardees will be notified no later than Friday April 26, 2024.

## For funded projects:

Your first **short progress report** will be due in **January 2025**, and twice a year thereafter until your project is complete.

Projects are expected to be completed and your OER implemented in a Pitt course, evaluated, and published as an OER (unless simply adopted) during the 2024-2025 academic year. Your **final report** will then be due once you have completed this.

## Evaluation Rubric

Your proposal will be evaluated using the following rubric; take this into account in assembling your proposal.

1. Is the impact of the project (as described in the proposal) compelling? Take into account the following questions in your answer:
  - a. How many Pitt students will benefit during the upcoming academic year? What is the total student cost savings for the year?
  - b. Is there impact beyond direct cost savings during the upcoming academic year?
  - c. Does the proposal describe a feasible plan for sustainability? Did the applicant indicate that they will use the resource in future terms and/or will it be generalizable to other instructors/courses at the University?
2. Has the applicant identified the type of project (adopt, adapt, or author), and explained rationale for the project type?
  - a. AUTHOR: Has the applicant explained why existing OER resources are not suitable for adoption or adaptation?
  - b. ADAPT: Has the applicant identified an existing appropriately-licensed OER?
  - c. ADOPT: Has the applicant identified an existing appropriately-licensed OER?
3. Is the proposal feasible within the timeframe provided? Is there an understandable plan for preparation and deployment?
4. Is there an appropriate plan to assess the OER resource, course, and/or learning outcomes?
5. Are the proposal goals, budget, and timeline aligned, appropriate, and understandably presented?
6. Is there a description of inclusive course design implications and plans provided?
7. Additional comments or concerns about the proposal