

OER Faculty Grant Application Preparation Guide

Before beginning the application, we recommend gathering the information and materials below. You may also wish to draft longer responses in a separate document before entering them into the form.

Faculty and Project Information

Please be prepared to provide:

- Lead Faculty name, email address, and department affiliation
- Names and email addresses of any faculty coauthors
- A current CV for the Lead Faculty member
- Confirmation that the grant amount is the total funding available for the project, regardless of the number of authors or collaborators

Course Information

Please have the following information available:

- Target course title or titles and course number or numbers
- Current syllabus or syllabi for the target course or courses
- Anticipated academic year of OER implementation
- Typical annual course enrollment
- Current average course material cost per student

Grant Level and Previous Funding

You will be asked to select the grant level that best fits your project:

Level 1: \$1,000

Adopt an existing OER

Level 2: \$2,500

Adapt or update an existing OER

Level 3: \$5,000

Create a new OER

You will also be asked whether you have previously received an OER Faculty Grant and, if so, the level of the previous award.

Project Narrative

You will upload a narrative describing your proposed project.

Level 3 applicants: Maximum 500 words

Your narrative should address:

- Project summary and rationale
- Expected impact, including affordability, enrollment, course frequency, student learning goals, and relevant gaps in available materials
- Anticipated content, scope, format, and deliverables
- Accessibility and Creative Commons licensing
- A brief workplan summary
- Budget and justification

Level 1 and Level 2 applicants: Maximum 300 words

Your narrative should address:

- The OER you plan to adopt, adapt, or remix
- Expected impact, including affordability, enrollment, course frequency, student learning goals, and relevant gaps in available materials
- Accessibility and Creative Commons licensing
- A brief workplan summary
- Budget and justification

Funding Plan

Be prepared to indicate how you expect to use or distribute grant funds among faculty authors, student assistants, collaborators, or other eligible project support.

Two Year Project Timeline

You will upload a one page timeline using Northwestern quarters and years.

Your timeline should include target dates for:

- Project kickoff and finalized scope
- 30% draft completion
- 60% draft completion
- 90% draft completion and accessibility review
- Publication and deposit in Arch
- Dissemination planning
- First classroom use

Platform and Format

You will be asked which platform or format you expect to use, such as Pressbooks, GitHub, Jupyter Book, PreTeXt, or LaTeX.

It is also acceptable to indicate that you are not sure yet and would like to discuss options with the Libraries.

Licensing and Project Certifications

Before submitting your application, you will be asked to confirm that:

- OER produced through the grant will be published online under a Creative Commons license
- Project materials will be original work or appropriately licensed and attributed
- The application does not request funding for work already funded through a previous OER Faculty Grant

You will also be asked how you heard about the OER Faculty Grant.

Files to Have Ready

Before starting the form, we recommend having these four files ready to upload:

1. Current Lead Faculty CV
2. Target course syllabus or syllabi
3. Project narrative
4. One page project timeline

The Libraries can assist with identifying OER, accessibility planning, Creative Commons licensing, platform selection, and other questions related to developing your proposal.