Call for Proposals
MSU Libraries
Open Educational Resources (OER)
Award Program

Overview:

Open educational resources (OER) are teaching, learning, and research resources that are copyright-free (public domain) or have been released under an open license that permits others to reuse, revise, remix, retain, and redistribute them. Examples of OER include open textbooks, videos, images, course modules, lectures, homework assignments, quizzes, lab and classroom activities, games, simulations, and other resources contained in digital media collections from around the world.

The high cost of learning materials presents a barrier to students and negatively impacts their success in college. Spending less money on required learning materials is a step not only in making college more affordable and accessible but also equitable. In addition to cost-saving impacts for students, the OER Award Program at MSU seeks to bring to the classroom voices and perspectives that may be generally underrepresented in traditional textbook publishing.

Goals:

The goal of MSU Libraries' OER Program is to:

- Reduce educational costs by providing free or low-cost learning materials that are available from day one and are customizable to fit students' learning needs.
- Encourage and support the adoption, adaptation, and creation of OER and other free and low-cost materials as textbook alternatives.
- Provide technical support for instructors to implement OER in courses.
- Empower instructors to engage in new pedagogical models made possible by OER and the open education approach.

OER Award Program:

To encourage the use, adaptation, and creation of openly licensed learning materials, Michigan State University Libraries is pleased to announce the OER Award Program. This award is an incentive program for instructors interested in adopting, adapting, or creating OER as an alternative to traditional textbooks and a pathway to increasing student success.

Application Categories:

I. **Adoption of Existing OER**

This category entails identifying existing OER materials suitable for your intended course, reviewing materials to ensure congruence with course learning outcomes, selecting and adopting the OER, and ensuring that these materials have the quality and rigor to maintain the integrity of the course. *The maximum award for this category is $1,000 per successful application.*

II. **Adaptation/Remix of Multiple OER**

This category requires revision and remixing of multiple OER that results in a new openly-licensed material. Examples consist of editing existing chapters of an open textbook, adding new materials from other sources, removing sections not appropriate, and bringing together several openly licensed sources.
The maximum award is $2,500 per successful application.

III. **Creation and Development of New OER**

This category includes the creation and development of a completely new OER by writing, developing, and creating open textbooks and any supplemental materials (laboratory manuals, interactive homework, learning components, etc.).
The maximum award is $4,000 per successful application.

IV. **Continuous Improvement Grants**

This category aims to support OER sustainability through substantial improvement and revision of OER used in existing courses, creation of new ancillary materials for existing OER courses, or the replacement of current OER in courses with new or better OER.
The maximum award is $3,000 per successful application.

V. **Scaling Up OER Grants**

This category involves large-scale implementation of an existing OER to an entire course. The project must affect 1,000 or more students per year and requires department-wide adoption of OER to all applicable sections of a course.
The maximum award is $5,000 per successful application.

Eligible Expenses:
Grants awarded are used to compensate awardees for their work. Funds cannot be used to purchase hardware, software, or external consulting services to support this project.

Disbursement of the Award:
Funds will be disbursed to the awardee upon completion of the project. This grant award compensates awardees for work completed and funds are not made available

before or during the development of the project. Award amounts will be subject to personal deductions and income tax withholding.

Eligibility Criteria:
To be eligible for the OER Award,

- Proposed projects must replace traditional textbooks with OER as a means to reduce students' costs and make education more affordable and equitable. Upon implementation of the resulting OER to a course, total costs for course-related materials cannot exceed $40; lower costs are preferred (this includes the cost for students to print the open textbook or online homework system).
- Proposed projects must include efforts to make materials more inclusive and diverse, incorporating educational perspectives that are often missing from traditional materials.
- Proposed projects must include plans to implement the OER in class for an entire academic year. The use of OER in more than one section is encouraged to enable widespread adoption and to increase the impact on students. In addition, the OER Award Committee will give preference to those applications that intend OER implementation in a high-enrollment course (more than 500 students enrolled per semester).
- Proposed projects must not have received, or be slated to receive, funding from a different source covering the same scope of work as outlined in the current application.

Participation Requirements:
If selected, awardees will commit to the following:
- Participation in a face-to-face OER kickoff workshop designed to help finalize project implementation plans, share best practices, and address barriers to success.
- Participation in an OER training workshop, Creative Commons licensing basics course, and open textbook publishing introduction to Pressbooks.
- Successful implementation of the proposed plan and accomplishment of student cost-saving goals.
- Good faith efforts toward completing the plan in alignment with the OER Project Timeline.
- Submission of mid-project progress report, final report, and program evaluation.
- Implementation of accessibility best-practices as found in the Accessibility Checklist and remediation of specific requests for help accessing the OER.
- Acquisition and provision of written permission from copyright holders to include any non-openly-licensed materials under an open license.
- Release of the OER with a Creative Commons Attribution-NonCommercial license.
- Submission of a signed agreement allowing MSU Libraries to publish and distribute the content under that license.

- Regular review, correction, and updating of content in the OER, to be carried out annually during the authors' active affiliation with MSU, and permission for MSU Libraries to carry out this review and updating thereafter.
- Notification to the OER Team when any significant changes or additions have been made, so that these can be copy edited and reviewed for accessibility.
- Dissemination of outcomes of the OER adoption at a local, state, or national conference or professional development event.
- Completion of a faculty survey and assistance in administering a student survey.
- Participation in the collection of de-identified student impact data.

Timeline:

Activity	Fall 2024 Implementation	Spring 2025 Implementation
Call for proposal opens	Jan 8, 2024	Jan 8, 2024
Deadline for submission of applications	Feb 12, 2024	Feb 12, 2024
Successful applicants notified	Mar 1, 2024	Mar 1, 2024
Required kickoff meeting for awardees	Mar 14, 2024	Mar 14, 2024
Chapter 1 draft due	Apr 12, 2024	Jul 15, 2024
Progress report due	May 30, 2024	Sep 30, 2024
1st 5 weeks of material due	Aug 1, 2024	Nov 27, 2024
2nd 5 weeks of material due	Aug 26, 2024	Jan 13, 2025
Remaining material due	Sep 30, 2024	Feb 17, 2025
Final report and program evaluation survey due	Dec 13, 2024	Apr 25, 2025

Adjudication:

Applications will be reviewed and decided by the OER Program Advisory Committee, a panel of personnel from the MSU Libraries, Information Technology, Center for Teaching and Learning Innovation, Faculty representatives, and Student Government representatives. The number of grants awarded each year will be dependent on budget and staffing levels, and decisions reached by the adjudication committee are final.

Criteria for Evaluating Proposals:

- Impact of the application on students as indicated by the number of students enrolled in the course.
- Experience teaching the course.
- Clear project narrative and goals.
- Clear plans for ensuring that materials are accessible as outlined in the OER accessibility checklist.
- Proposed timeline for completion of the project clearly outlined and in alignment with the OER Project Timeline.
- Departmental support for the project.
- Clear plans for collaboration with other staff or units on campus.
- Clear plans for assessment of the impact and effectiveness of the OER on student learning.
- Clear plans for potential expansion and/or promotion after the end of the project.