

## uOttawa Library OER Grant 2023 – Tips for applicants

Three bilingual information sessions have been scheduled via the Teaching and Learning Support Service (TLSS):

- Wednesday, December 14, 11:00 - 11:30 a.m.
- Wednesday, January 18, 1:00 - 1:30 p.m.
- Wednesday, February 1, 11:00 - 11:30 p.m.

Follow this link to sign up: <https://saea-tlss.uottawa.ca/eventus/en/>

Questions about the Library OER Grant can be sent to [reloer@uottawa.ca](mailto:reloer@uottawa.ca)

### General information

The uOttawa Library offers three types of open educational resources (OER) grants:

1. To support the adoption of existing OER
2. To support the adaptation of existing OER
3. To support the creation of new OER

OER can be textbooks, entire courses, videos, podcasts, simulations, case studies, slides, and more. The key common element is that they can be openly distributed and adapted because they come at no cost to the user and are not subject to the usual copyright restrictions. This openness is most often indicated by a [Creative Commons licence](#).

While applicants can submit multiple proposals, across categories or within the same category, an OER project is only eligible to receive a single grant in any given year.

If you are converting your own course materials to which you own the copyright into an open resource, this would be considered an OER creation. If the content you plan on building upon is not your own, this would be considered an OER adaptation.

### Advice by criteria outlined in evaluation rubrics

#### Project description and clarity of proposal

Indicate what you hope to achieve with this OER project with specific objectives.

For adoptions, include an outline of the course pre- and post-redesign around the OER.

For adaptations, indicate the changes that will be made to the existing OER to better suit the purpose for which it will be used. Demonstrate that you already have permission to proceed with this adaptation,

either according to the terms of the open licence under which the original OER has been made available or through express permission from the copyright holder(s).

For creations, include an outline of the resulting OER content.

### Project significance and impact on students

If the OER to be adopted, adapted or created replaces commercial resources, clearly state the potential savings for students based on the typical enrollment for the course(s) in question.

While savings are an important goal of OER, other impacts on students will be considered. In the case of adaptation and creation, will the OER contribute to learners' representation, i.e., seeing themselves in its content and perspectives? Will this OER contribute to course materials that are more diverse and inclusive? Will the adaptation or creation of this OER be an opportunity for students to co-create knowledge with the project leader in the context of a course assignment or as paid authors (as research assistants, for example)? Provide details outlining how representation, diversity, inclusion and/or co-creation will be achieved.

### Project timeline

A clear and realistic timeline will provide detailed activities, milestones, and deliverables using calendar months (ex. May to July). It will also fully account for contingencies, including possible delays in hiring (ex. minimum posting period, need to repost). Other common delays include reviewing translations (even when performed by professionals) and reviewing video captions. Videos often take longer to produce than anticipated. In this case, consulting with TLSS for an estimate and adjusting the scope and quantity of videos would make for a more realistic project that can be completed within the allotted period for the grant and within budget (see "Project budget" below).

### Project budget

A common issue with applications in past years was the inaccurate rates of remuneration for students and/or underbudgeting for professional services such as video production and editing.

At the University of Ottawa, there are three categories of student employees, each with subcategories, all of which must account for a 4% vacation pay. Please confirm rates of pay and benefits with the HR or Finance representative in your faculty or unit before applying.

- CO-OP Students: <https://www.uottawa.ca/current-students/career-experiential-learning/employers-partners/hire-coop-student>
  - Undergraduate (different rates for first and subsequent placements)
  - Graduate (different rates for first and subsequent placements)
- CUPE 2626 Research Assistants: <https://2626.ca/academic-workers/your-rights/salary-rates/>
  - Undergraduate
  - Graduate

- Work-Study Program (WSP): <https://www.uottawa.ca/current-students/career-experiential-learning/campus-employment/work-study-program>
  - New
  - Returning
  - Team lead

For professional services, we advise getting a quote from TLSS or any other service on or off campus to avoid surprises and to present a realistic itemized budget describing how much will be spent on what, along with a justification.

If budgetary needs go beyond the maximum made available in the chosen grant category, please indicate other secured funding sources to help evaluators assess the overall feasibility of the proposed project.

Individuals to be hired as student employees or professional service providers should not be listed as other project participants.

The list of eligible and ineligible expenses on the OER grant information page is not meant to be exhaustive. If you are unsure if an expense is eligible, please ask us before applying.

## Project feasibility and scope

For all grant types, demonstrate that the project description, timeline, and budget are in alignment. If work has already been performed for this project or you have successfully undertaken a comparable project in the past, please elaborate on these points. Demonstrate that project participants or individuals to be hired have the expertise (technical or otherwise) to complete the work. Having to master a new application or method will undoubtedly impact the project timeline.

## Preliminary search of existing OER

For all types of projects, a preliminary search of existing OER is crucial. Many OER have been produced as a result of the first round of eCampusOntario's Virtual Learning Strategy in 2021-2022. At the very least, a search for existing OER in its Open Library should be performed and a brief summary (3-4 sentences) of the results provided in the application.

eCampusOntario Open Library: <https://openlibrary.ecampusontario.ca/>

For search tips and other sources of OER, please refer to "Finding OER": <https://www.uottawa.ca/library/open-educational-resources/finding-oer>

For adoptions, this search is needed to clearly identify at least one OER that will be used in the course to be redesigned.

For adaptations, this search is necessary to demonstrate that at least one OER already exists but would benefit from being translated, localized, updated or built upon to produce a new resource.

For creations, a search is needed to demonstrate clear evidence that there is a need for the new OER being proposed and that it does not simply duplicate resources that already exist and could be adapted instead.

## Understanding of open principles

An OER is not just free of cost, but also free of the usual copyright restrictions, making it possible to retain, reuse, revise, remix, and redistribute.

If you are planning on using third-party content in your project, demonstrate that the content is under an open licence that allows the use you plan on making of it or that you have secured permission to do so from the copyright holder(s). Provide the relevant links to the main materials to be used. The use of commercial content and applications will most likely be restricted or require special permission and therefore should be avoided.

In the case of adaptations and creations, open means that the resulting resource will also be made available under an open licence that allows for modifications. Furthermore, it needs to be hosted on a platform that is publicly accessible. Brightspace, the University's learning management system, is proprietary and not open. While this may be where you plan on using your OER in the future, the application must outline a strategy to make it available beyond uOttawa. Making the OER available in multiple formats, especially editable ones that facilitate remixing and modifications, is also important to openness. Therefore, indicate the format(s) you will use to adapt or create your OER and where it will be hosted.

## Language(s) of proposed course or OER

In the context of this grant, a bilingual resource is one that will be available in its entirety in both French and English.