2018-19 Open Education Initiative Grant Letter of Agreement

Date:
Faculty Name:
Email:
Department:

Submission of this letter as part of the application for the Open Education Initiative confirms that the applicant and all signators have reviewed and understand the Open Education Initiative Grants Description, eligibility, requirements and expectations affiliated with funding received from the Open Education Initiative Grants program. Signatures also indicate agreement with and confirmation of all information provided in the proposal form.

Further, signatures indicated an understanding of the following:

- Grants are for up to $3,000 of E&G (Education and general) funds per course;
- The Department commits to offering the course with the open educational resource for at least two semesters;
- The Department Head commits to review of the open educational resource after the project is completed.
- Faculty member commits to:
  - Attend a 1.5 hour grantee workshop, and meet with open education team;
  - Proactively manage their project and pursue referrals and offered assistance;
  - Develop and submit a project plan and timeline, project abstract or description (for public release), brief bio, peer review plan, list of outreach suggestions, and OER impact study proposal;
  - Obtain written agreement to license the work of paid and unpaid contributors and collaborators working on the project as CC BY 4.0 Int’l, submit permissions documents, and give credit in the work; Implement project plan and complete the project within 12 months;
  - Using only CC BY licensed works, public domain materials, or their originally authored works to create a Creative Commons Attribution (CC BY 4.0 Int’l) licensed work;
  - Make the work freely and publicly accessible (limited access permitted for testbanks etc.)
  - Relinquish the possibility of selling or transferring exclusive rights for grant-funded work in such a way that would limit the material from being editable and freely available with attribution.
  - Submit a 1-page project evaluation
  - Participate in a Faculty Showcase
  - Implementing the OER in class for at least two semesters
  - Submit written impact assessment of the OER during or after one semester of implementation
  - Report enrollment for each semester the OER is in use

Course number and name ___________________________________________________________

Semester in which OER would first be used __________________________________________

Faculty Lead Name (please print) ______________________________________________________

Signature ___________________________ Date _______________________

Department Head or Chair Name (please print) __________________________________________

Signature ___________________________ Date _______________________

Dean (or Associate/Assistant Dean) Name (please print) ________________________________

Signature ___________________________ Date _______________________

Please attach a scan of this letter and email to: arwalz@vt.edu with the subject line: OEI Grant Application
Please send a hard copy with original signatures to: Anita Walz, Open Education Initiative, Scholarly Communication, University Libraries (0434), Virginia Tech, 560 Drillfield Drive, Blacksburg, VA 24061