2017-18 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 limited to $3,000 per course; Fund transfer is: 50% upon award and 50% at project completion;
- 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, summary of expected needs, timeline, peer review plan, and OER impact study proposal
  - Implement project plan and complete the project within 12 months
  - Using only existing open educational resources, public domain materials, or their originally authored works and create a Creative Commons Attribution (CC BY) licensed work
  - Make the work freely and publicly accessible (limited access permitted for testbanks etc.)
  - Submit evidence of peer review
  - 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: OEl Grant Application

Please send a hard copy with original signatures to:
Anita Walz, Open Education Initiative
Scholarly Communications, University Libraries (0434), Virginia Tech, 560 Drillfield Drive, Blacksburg, VA 24061