

Textbook Transformation Grants

Round Sixteen: Spring 2020 – Spring 2021
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[1 Purpose 2](#_Toc19090726)

[2 Overview 2](#_Toc19090727)

[2.1 Textbook Transformation Grants 2](#_Toc19090728)

[2.2 Mini-Grants for OER Revisions and Ancillary Materials Creation 3](#_Toc19090729)

[2.3 Support from ALG Partner University Press 3](#_Toc19090730)

[3 Description of Awards 4](#_Toc19090731)

[3.1 Funding Categories 4](#_Toc19090732)

[3.2 Priority Categories 4](#_Toc19090733)

[3.2.1 Gateways to Completion (G2C) Courses 4](#_Toc19090734)

[3.2.2 Specific Core Curriculum Courses 4](#_Toc19090735)

[3.2.3 Scaling Up OER Projects 5](#_Toc19090736)

[3.2.4 Upper-Level Campus Collaborations 5](#_Toc19090737)

[4 Required Activities 6](#_Toc19090738)

[4.1 Standard-Scale and Large-Scale Grants 6](#_Toc19090739)

[4.2 OER Revisions and Ancillary Materials Creation Mini-Grants 6](#_Toc19090740)

[5 Application Process 7](#_Toc19090741)

[6 Proposal Submission 8](#_Toc19090742)

[6.1 Standard-Scale and Large-Scale 8](#_Toc19090743)

[6.2 Mini-Grants Applications 8](#_Toc19090744)

[7 Timeline 9](#_Toc19090745)

[8 Funding Details 9](#_Toc19090746)

[8.1 How Funding Works 9](#_Toc19090747)

[8.2 Funding Requirements in Grant Applications 9](#_Toc19090748)

[9 Webinars for Review 10](#_Toc19090749)

View the application form on the [Round 16 Request for Proposals Page](https://www.affordablelearninggeorgia.org/about/rfp_r16/).

# Purpose

Affordable Learning Georgia’s Textbook Transformation Grants are intended to:

* Explore and expand new and affordable approaches to textbook transformation, including the adoption, adaptation and creation of Open Educational Resources (OER), the adoption of materials available through GALILEO and USG libraries, and the use of other no-cost and low-cost digital materials.
* Provide support and time to faculty, librarians, instructional designers, and their institutions to meet, plan, review, and implement these approaches.
* Lower the cost of course materials for students and contribute to their retention, progression, and graduation.

 [Return to Top](#_top)

# Overview

## Textbook Transformation Grants

Textbook Transformation Grants address faculty replacing their existing textbook in a specific course with no-or-low-cost-to-students learning materials. No-Cost- and Low-cost materials can include but are not limited to the following:

* Adoption, adaptation, and/or creation of Open Educational Resources (OER), such as open textbooks and ancillary materials.
	+ If the team would like publisher services, such as the double-blind peer review of newly-created materials, this is [available through the University of North Georgia Press](https://affordablelearninggeorgia.org/documents/UNG_Press_Services.docx) and the price of these publishing processes can be integrated into grant budgets (see below).
* Adoption of library materials already available in [GALILEO](https://galileo.usg.edu) and [USG libraries](https://www.affordablelearninggeorgia.org/library_resources/usg_libraries) at no additional cost to students, such as the use of library course packs, LibGuides, or using EBSCO Curriculum Builder to create LMS-embedded reading lists.
* Low-cost or open homework and adaptive platforms to accompany affordable learning materials, such as [OpenStax Tutor](https://openstax.org/openstax-tutor), [Lumen Learning OHM](http://lumenlearning.com/what/ohm/), [Lumen Waymaker](http://lumenlearning.com/what/waymaker/), [WebAssign](https://www.webassign.net/), [TopHat](https://tophat.com/textbook/), and [Sapling Learning](http://www.macmillanlearning.com/Catalog/elearningbrowsebymediatype/SaplingLearning).
	+ To qualify as low-cost for a grant project, total costs to students such as online homework or courseware **cannot exceed $40.00 total per student**.
* Any of these in combination.

Projects using [OpenStax Textbooks](https://openstax.org/) can designate this in the application. OpenStax will contact each team implementing their materials and provide assistance throughout the project with their textbooks.

*Note: In STEM courses with required laboratory manuals, grant teams are allowed to propose to replace either the commercial lab manual component or the commercial textbook component of a course. Please be specific about the process, student savings, and costs within the application. This grant qualification is separate from the* [*No-cost and Low-cost Designators program*](https://www.affordablelearninggeorgia.org/about/course_catalog_designators)*, where all required materials costs must not exceed $40 total per student. Please be aware that peer reviewers are looking for the highest-impact projects, and it is preferable to replace both of these components within one project.*

## Mini-Grants for OER Revisions and Ancillary Materials Creation

Affordable Learning Georgia aims to support the sustainability of previous Textbook Transformation Grants implementations through substantial improvements and adaptations of created open educational resources or the creation of new ancillary materials for existing OER. Individuals or teams who would like to apply for an OER Revisions or Ancillary Materials Creation Mini-Grant do not need to be the original creators of the resource(s).

While we welcome original authors to revise their original materials, the nature of open licenses allows for the revision and remixing of OER materials by anyone as long as the terms of the license are adhered to.

The final deliverable for this category is the revised or newly-created materials as proposed in the application, which will be hosted through [GALILEO Open Learning Materials](http://oer.galileo.usg.edu/). All revised or newly-created materials will be made available to the public under a [Creative Commons Attribution License (CC-BY)](https://creativecommons.org/licenses/), unless the original materials were under a more restrictive license such as the inclusion of SA (Share-Alike) or NC (Non-Commercial). A Final Report with a narrative description of the project is also required.

For the purposes of this grant, we define *revision* as the major adaptation and/or improvement of a resource through updates for accuracy, accessibility, clarity, design, and formatting. We define *ancillary materials* as any materials created to support substantially the instruction of a course using an existing open educational resource(s).

## Support from ALG Partner University Press

Affordable Learning Georgia partners with the [University of North Georgia Press](https://ung.edu/university-press/) to assist grantees with copyright clearance, peer review, production and design, and other tasks required to produce quality OER. The University Press is a peer-reviewed, academic press. Its mission is to produce scholarly work that contributes to the fields of innovative teaching, textbooks, and Open Educational Resources. Grant funds may be used for services provided by the Press.

To determine how the University Press can assist ALG grantees or anyone interested in developing OER with ALG, the University Press will provide advance free consultations. Please contact the Press at 706-864-1556 or ungpress@ung.edu.

[Return to Top](#_top)

# Description of Awards

## Funding Categories

Funding for Textbook Transformation Grants is available within three funding categories:

| Type | Specific Criteria | Funding |
| --- | --- | --- |
| Standard-Scale Transformations | Textbook transformation projects with at least two team members, replacing an expensive commercial textbook with OER, library, or other no-cost or low-cost materials | * $10,800 maximum award
* $5,000 maximum per team member
* $800 for travel and overall project expenses
 |
| Large-Scale Transformations  | Standard-scale criteria with OER, library, or other no-cost or low-cost materials **plus**: * the project must either affect 500 or more students per year **and/or** be an all-section, department-wide transformation
 | * $30,000 maximum award
* $5,000 maximum per team member
* $800 for travel and overall project expenses
 |
| Mini-Grants for OER Revisions and Ancillary Materials | Major adaptation and/or improvement of previously-existing OER, **and/or** the creation of ancillary materials to support previously-existing OER | * $4,800 maximum award
* $2,000 maximum per team member
* $800 maximum for overall project expenses
 |

## Priority Categories

Projects in the following categories will receive priority for fitting a strategic goal of Affordable Learning Georgia and the University System of Georgia. The type of funding for the project is determined by the funding categories criteria above.

*Note that the below categories only indicate* ***priority****, not which applications qualify for a grant. For* ***qualifying*** *information, refer to the table in 3.1.*

### Gateways to Completion (G2C) Courses

Projects in the Gateways to Completion (G2C) Courses category are intended for involving OER and no-cost materials in the transformation of a Gateways to Completion cohort course. These courses are specific to particular institutions participating in the G2C program.

### Specific Core Curriculum Courses

Affordable Learning Georgia aims to have as many OER and no- or low-cost resource implementations in [USG Core Curriculum courses](http://www.affordablelearninggeorgia.org/find_textbooks/core_courses) as possible, addressing the highest amount of impact throughout the state by both the initial implementation of resources and the example set by the project team for other institutions to learn from and adopt.

Grants in this category address the following courses within the USG Core Curriculum that have not had a Textbook Transformation Grant or eCore implementation:

*Note: This category does not address Area B of the Core Curriculum, Institutional Options, in order to target statewide impact.*

| Course List  | Course List Continued |
| --- | --- |
| British Literature (one course)British Literature IBritish Literature IIDomestic IssuesDrawing IDrawing IIElementary German IElementary German IIElementary Greek IElementary Greek IIElementary Latin IElementary Latin IIElementary Portuguese IElementary Portuguese IIGeographic Perspectives on Multiculturalism in the U.S.Global IssuesIntroduction to ArchaeologyIntroduction to Comparative Politics | Introduction to EthicsIntroduction to LandformsIntroduction to Marriage and Family Introduction to Philosophy of ArtIntroduction to Political ScienceIntroduction to Public AdministrationIntroduction to Social AnthropologyIntroduction to the UniverseIntroductory Geosciences IIPhysical Science IPrinciples of Accounting IPrinciples of Accounting IIState and Local GovernmentStellar and Galactic AstronomySurvey of Western Civilization IIISurvey of World History IIIThree Dimensional DesignTwo Dimensional Design |

### Scaling Up OER Projects

Projects in the Scaling Up OER category are intended for moving a standard-scale Textbook Transformation Grant team’s previously-completed project to a department-wide, all-sections scale. Funding for this category is identical to large-scale transformation grants.

[Return to Top](#_top)

### Upper-Level Campus Collaborations

Projects in the Upper Level Courses category are intended to address the gap in available OER and no/low-cost resources in upper-level undergraduate courses and graduate courses. **These projects must result in the implementation of no- or low-cost resources and possibly the creation of OER in upper-level (3000-level and up) undergraduate courses and graduate courses.**

**While not required, it is heavily encouraged that team members collaborate within multiple campuses to create a larger impact on students.** These multi-institution projects can request the $30,000 large-scale maximum without either a department-wide scale or 500+ student count.

# Required Activities

## Standard-Scale and Large-Scale Grants

Expected activities for standard-scale and large-scale grants include training in the chosen project resources, open licensing as necessary, any textbook creation or adaptation required, and course redesign as necessary for the transformation.

Other required activities:

* Institutional sign-off on Service Level Agreement (SLA) provided by the University System Office, using the project proposal as a statement of work
* Two institutional invoices for half of the grant amount – one upon SLA execution and one upon submission of the Final Report – sent to Affordable Learning Georgia.
* Attendance by at least two team members at a required kick-off training/implementation meeting
* Completion of a Semester Status Report for every semester of the implementation process except for the final semester of the project.
* Completion of a Final Report at the end of the final semester of the project, including provision of data on impact on student success and a course schedule with resource links. Reporting overall changes in Drop/Fail/Withdraw (DFW) rates and student performance (examples: grades, standardized tests, other learning outcomes assessments) are required.
* New works must be created under a [Creative Commons](http://creativecommons.org/) **Attribution License** (CC-BY), with exceptions for circumstances including modifications of materials with a more restrictive open license, and will be made accessible to the public through the [GALILEO Open Learning Materials repository](http://oer.galileo.usg.edu/). This requirement does not include proprietary features of authoring platforms.
* Responding to a brief annual survey for three years after the project is complete. The survey will check on the impact of the project after the grant, including an update on the amount of students affected per semester.
* Ensuring that course sections affected by this project are [designated as no-cost materials (ZNCM) or low-cost materials (ZLCM) in the course schedule](https://www.affordablelearninggeorgia.org/about/course_catalog_designators).
* Participation as needed in ALG-related communications.

## OER Revisions and Ancillary Materials Creation Mini-Grants

* Institutional sign-off on Service Level Agreement (SLA) provided by the University System Office, using the project proposal as a statement of work
* Institutional invoice to USG along with the signed SLA in order for funds to be disbursed
* Completion of proposed materials
* Completion of a final project report with a narrative description of the project.
* New works must be created under a [Creative Commons](http://creativecommons.org/) **Attribution License** (CC-BY), with exceptions for modifications of materials with a more restrictive open license, and will be made accessible to the public through the [GALILEO Open Learning Materials repository](http://oer.galileo.usg.edu/).
* Participation as needed in ALG-related communications.
* While mini-grants do not normally require the Letter of Support process that larger Textbook Transformation Grants require, **multi-institution** collaborations on a mini-grant project **do** require a Letter of Support from each institution. This is to ensure that not only the Project Lead's institution is aware of the grant. Please send these Letters of Support to Jeff Gallant at jeff.gallant@usg.edu in this case.

[Return to Top](#_top)

# Application Process

For Standard-Scale and Large-Scale projects, The Georgia Institute of Technology’s Center for 21st Century Universities (C21U) assists with the review process, working with a team of reviewers selected by ALG who will evaluate the projects in a peer-review process using a [Peer Review Evaluation Rubric](https://www.affordablelearninggeorgia.org/documents/Rubric_Weighted.pdf). The peer-review process is followed by a final administrative review by ALG.

Proposals will be evaluated on the feasibility and reasonableness of the action plan and adherence to the proposal guidelines, as weighted in the rubric. Follow-up questions or interviews may be requested of applicants. Please note that awardees’ applications will be made available to all USG institutions.

For Standard-Scale and Large-Scale projects, team members will participate in facilitated project initiation processes, including a required in-person meeting (see Timeline) to kick-off project implementation and review processes, timelines, and training on content as needed for grant category. Teams will complete semester status report forms online and a final written report, to include requested measures of impact on student success and experience as well as any other elements provided in final report template. Teams will be expected to be available for information sharing about their experience in future ALG information sessions, in the ALG newsletter and other publications, on the ALG website, and in related presentations and materials.

For mini-grants, applications are reviewed by ALG administrators.

Institutional sponsors will be responsible for fund disbursement, including expense and travel reimbursement. Budgets will be supported by state funds and therefore institutions spending project money must ensure compliance with state, BOR, and institutional policies and procedures.

**Note: Some institutions may have unique policies in place for grant applications. Be sure to check with your institution’s research, sponsored programs, or business office regarding the policies for submitting ALG proposals.**

[Return to Top](#_top)

# Proposal Submission

## Standard-Scale and Large-Scale

For **standard-scale and large-scale grants**, all proposals must be submitted via Georgia Tech’s InfoReady Review at the following link:

View the application form on the [Round 16 Request for Proposals Page](https://www.affordablelearninggeorgia.org/about/rfp_r16/).

Once a user account is established via your email address, submissions may be worked on in the system and saved until complete and ready for submission.

[Word Version of the Application](https://www.affordablelearninggeorgia.org/documents/ApplicationForm_Round16.docx)
Using the completed Word version, fill out the online form for submission. **The only way to submit the proposal officially is through the Online Form.**

[Evaluation Rubric](https://www.affordablelearninggeorgia.org/documents/Rubric_Weighted.pdf)
Submitters can use the rubric to review their proposals to be sure all required elements are in place.

The submission process includes the following required elements:

* Completed Online Application
* Letter of support, attached to the online application as an additional file
	+ This letter must be provided from the sponsoring area (unit, office, department, school, library, campus office of the Vice President for Academic Affairs etc.) that will be responsible for receipt and distribution of funding.
	+ For multi-institutional teams, letters of support must come from each institution’s sponsoring area.
	+ For multiple letters, please put all letters into one PDF file.
	+ For Standard-Scale and Large-Scale projects, letters must reference the sustainability of the project.

## Mini-Grants Applications

For **mini-grants**, all proposals must be submitted via this Google Form:

[Mini-Grant Application Form](https://docs.google.com/forms/d/e/1FAIpQLSd7JgKL0Y5-xISd7rtUDaMvhzNeWeWmbiMhvqoDR8m8piSw5g/viewform)

[Return to Top](#_top)

# Timeline

* January 13, 2020: Application Deadline
* January 14, 2020: Assign Peer Reviews
* January 28, 2020: Administrative Reviews
* January 31, 2020: Notifications
* February 24, 2020, 9am-3pm: Kickoff Meeting

[Return to Top](#_top)

# Funding Details

## How Funding Works

Grants from Affordable Learning Georgia to a USG institution **do not work the same as federal or other external grants.** Through a Service Level Agreement, the USG funds the institution in order to get the work on the application completed. Grants from Affordable Learning Georgia can only cover direct costs related to the project; unlike external and individual-stipend grants, they cannot cover indirect costs. For a basic definition of what indirect costs are, consult the [US Department of Education’s definition of indirect costs](https://www2.ed.gov/about/offices/list/ocfo/intro.html).

Funding will be released to the sponsoring institutional office in two parts through two separate invoices: 50% on return of the USG-drafted Service Level Agreement (SLA) with the original or modified proposal serving as the statement of work, and 50% on submission of the final report.

This funding structure allows for flexibility with varying institutional guidelines. Funding procedures largely rely on institutional policies, along with state and BOR guidelines. The proposing team must coordinate as necessary with their Grants, Research, and/or Business Offices per institutional guidelines to determine how to handle fund distribution.

Funds can cover faculty and staff time and compensation, including course release time, overload pay, and replacement coverage, depending on institutional and departmental policies. Funds can also cover project expenses, including related department needs and travel expenses.

Project Leads will be responsible for communications between ALG and the sponsoring Grants or Research Office regarding funding. Project Leads should copy their institution’s sponsoring office on any questions regarding spending or budgets.

[Return to Top](#_top)

## Funding Requirements in Grant Applications

For standard-scale and large-scale Textbook Transformation Grants, $800 must be specifically designated in the budget for at least two team members to attend the required in-person kickoff meeting, and the remaining amount in this $800 can be used on overall project expenses such as supplies, other travel, or technology.

For standard-scale and large-scale Textbook Transformation Grants, proposals must involve teams of at least 2 of any of the following: faculty instructors, faculty librarians, instructional designers, subject matter experts, editors, graphic designers, or others as needed. Mini-grants do not have a minimum team member requirement and can support individual projects.

Both faculty and professional staff on awarded teams should qualify for compensation or release time for their work on a project, subject to institutional guidelines. Students can also be involved and compensated in working on aspects of the project, subject to institutional guidelines.

[Return to Top](#_top)

# Webinars for Review

A webinar will be held and recorded for a general introduction to the application process and Q&A:

Skype Link: [November 11, 2019, 2:00pm-3:00pm (no registration required)](https://meet.lync.com/borusg-usg/jeff.gallant/BWR0H5VT)
Dial-in number: 1-478-219-4222