*Use this template to complete your application. Feel free to include additional information as needed. See the call for this grant for details about required and suggested criteria, and contact the project manager, Melanie Meyers, at* [*mmeyers@bccampus.ca*](mailto:mmeyers@bccampus.ca) *with any questions.*

Additional Information:

* The application form provides the basic information required. If you wish to submit more detail, you may do so in Section D.
* The evaluation committee looks for proposals that are well written and specifically address the guidelines outlined in the expression of interest.
* Because proposals may include multiple institutional partners, you must designate a lead representative for the project and submit the proposal through the lead.

# Section A: Applicant Information

## Lead Contact

* Name:
* Email:
* Institution:
* Faculty/Department:
* Title:

## Collaborators

Provide a list of who will participate in this project. Please provide their title, institutional affiliation, and what their anticipated role will be. If you plan to use grant funds to hire one or more students, include that information here too.

* Collaborator 1, [Title], [institutional affiliation]: [role in project]
* Collaborator 2, [Title], [institutional affiliation]: [role in project]

# Section B: Project Proposal

## Project Description

* Describe your interest in applying for this project and any relevant experience.
* Please describe the course you would like to develop and its relevance to B.C. educators and programs, including the institutional course code.
* Please include information about the open textbook you are proposing to align the course with and provide a link to the book.

## Equity, Diversity, and Inclusion

Describe how you will address equity, diversity, and inclusion in the process of creating this open educational resource (OER) as well as in its design, content, and pedagogical approach. This can include but is not limited to anti-racism, LGBTQ2S+ inclusion, accessibility, Universal Design for Learning, and epistemic justice.

# Section C: Budget and Time Line

## Budget

Here is where you can describe how the grant money will be allocated and what matching funds are available from your institution. Your budget may include items such as research assistants, technical support, media production services, copyright services, and copyediting.

*Note that we typically fund projects in two ways: we can directly pay an individual, who will then manage the grant funds and do the work on their own time, or we can pay an institution, which will then distribute the funds (for example, course release). In this application consider who will manage the finances for the project.*

### Grant Funds

Lay out a budget that describes how grant funding will be allocated and when.

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| --- | --- | --- | --- |
| **Date** | **Item** | **Notes** | **Cost** |
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## Time Line and Milestones

We anticipate this project will take four months to complete. Please outline your project time line and note project milestones, including key deliverables and the completion date. This could include the following:

* Research, planning, and course design
* Writing new or adapting existing course materials
* Creating videos, images, H5P activities, etc.
* Peer review and revisions
* Instructional designer review and revisions
* Copyediting
* Metadata completion
* Submit the final work to BCcampus for production, and complete final revisions. (Note that this can take two to four months in addition to the four-month development time frame and often involves back and forth with the BCcampus Production team.)
* Publication

|  |  |
| --- | --- |
| **Date** | **Description of work/milestone** |
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# Section D: Additional Information

Here is where you can provide additional information to support your application. Please attach a CV or résumé that highlights your experience relevant to this project (e.g., OER developed, courses taught, articulation, professional practice).

# Section E: Checklist for Your Submission

Your application must include the following:

* A completed application form

## Submission Information

Please complete this form and submit it to [mmeyers@bccampus.ca.](mailto:mmeyers@bccampus.ca)

Please save your application using this naming convention, with the main applicant's full name: LeadApplicantName\_OpenCourse

Submissions will be confirmed by an email reply.