Textbook Transformation Grants, Round Thirteen

(Spring 2019 –Spring 2020)

Proposal Form and Narrative

# Notes

* The proposal form and narrative .docx file is for offline drafting and review. Submitters must use the InfoReady Review online form for proposal submission.
* The only way to submit the official proposal is through the online form in Georgia Tech’s InfoReady Review. The link to the online application is on the [Round 13 RFP Page](https://www.affordablelearninggeorgia.org/about/rfp_r13/).
* The italic text we provide is meant for clarifications and can be deleted.

# Applicant, Team, and Sponsor Information

The **applicant** is the proposed Project Lead for the grant project. The **submitter** is the person submitting the application (which may be a Grants Officer or Administrator). The submitter will often be the applicant – if so, leave the submitter fields blank.

|  |  |
| --- | --- |
| Institution(s) |  |
| Applicant Name |  |
| Applicant Email |  |
| Applicant Phone # |  |
| Applicant Position/Title |  |
| Submitter Name |  |
| Submitter Email |  |
| Submitter Phone # |  |
| Submitter Position |  |

Please provide the first/last names and email addresses of all team members within the proposed project. Include the applicant (Project Lead) in this list. Do not include prefixes or suffixes such as Ms., Dr., Ph.D., etc.

|  | Name | Email Address |
| --- | --- | --- |
| Team Member 1 |  |  |
| Team Member 2 |  |  |
| Team Member 3 |  |  |
| Team Member 4 |  |  |
| Team Member 5 |  |  |
| Team Member 6 |  |  |
| Team Member 7 |  |  |
| Team Member 8 |  |  |

If you have any more team members to add, please enter their names and email addresses in the text box below.

|  |
| --- |
|  |

Please provide the sponsor’s name, title, department, and institution. The sponsor is the provider of your Letter of Support.

|  |
| --- |
|  |

# Project Information and Impact Data

|  |  |
| --- | --- |
| **Title of Grant Project** |  |
| **Type of Grant** | *“No-or-Low-Cost-to-Students Learning Materials,” “Specific Core Curriculum Courses,” “Scaling Up OER,” or “Gateways to Completion.”* |
| **Requested Amount of Funding** |  |
| **Course Names and Course Numbers** |  |
| **Final Semester of Project** | *Fall 2019 or Spring 2020* |
| **Average Number of Students Per Course Section Affected by Project** |  |
| **Average Number of Sections Affected by Project in One Academic Year** |  |
| **Total Number of Students Affected by Project in One Academic Year** |  |
| **Average Number of Students Affected per Summer Semester** | *Semester-level averages are required in order to maintain ALG reporting accuracy.* |
| **Average Number of Students Affected per Fall Semester** |  |
| **Average Number of Students Affected per Spring Semester** |  |
| **Title/Author of Original Required Materials** | *Enter information for each required textbook, homework platform, or other required materials for the course before the grant project.* |
| **Original Total Cost Per Student** |  |
| **Post-Project Cost Per Student** | *This is for any post-project materials costs such as low-cost homework platforms.* |
| **Post-Project Savings Per Student** | *This is typically the original cost minus the post-project cost.* |
| **Projected Total Annual Student Savings Per Academic Year** | *This is the total number of students per academic year multiplied by the post-project per student savings estimate.* |
| **Using OpenStax Textbook?** | *Yes/No. This is to indicate to OpenStax that they can provide additional support to your team during the adoption process.* |

# Narrative Section

## 1. Project Goals

*Goals for a Textbook Transformation Grant project go beyond just cost savings. Include goals for student savings, student success, materials creation, and pedagogical transformation here.*

## 2. Statement of Transformation

*Textbook Transformation Grants are awarded to teams focused on creating impactful changes. This section allows teams to describe why the project should be awarded. Include the following:*

* *A description of the current state of the course, department, and/or institution if relevant.*
* *An overall description of the project and how it will impact the course, department, and institution as described previously. Include references to scholarly literature to support the claims of your impact if possible.*

## 3. Transformation Action Plan

*Textbook Transformation Grant projects can be work-intensive and require project management in order to be successful. This section allows teams to describe how the team will fulfill the goals of the project. Include the following:*

* *The activities expected from each team member and their role(s): subject matter experts, instructional designer, librarian, instructor of record, et al.*
  + *The identification, review, selection, and adoption/adaptation/creation of the new course materials.*
  + *A fully prepared application should include a preliminary evaluation of currently existing OER or no/low-cost materials for adoption or modification, or a preliminary plan to create new materials.*
* *Any redesign work necessary for the transformation.*
  + *This includes instructional design, curriculum alignment, accessibility, etc.*
* *The plan for providing open access to the new materials.*
  + *GALILEO Open Learning Materials will host any newly created materials. Please indicate if you are using other platforms in addition to the repository.*

## 4. Quantitative and Qualitative Measures

*All Textbook Transformation Grant projects must measure student satisfaction, student performance, and course-level retention (drop/fail/withdraw rates), but teams and institutions will do this in varied ways. Outstanding applications will include measures beyond the minimum to gain meaningful insights into the impact of the project. Include the following:*

* *Each quantitative or qualitative measure to be used, along with a description of the methods and/or tools used to gather and analyze data.*
* *If the team needs IRB (Institutional Review Board) approval, please indicate this here. Each institution’s IRB functions differently and teams will need to know how their institution’s IRB evaluates and approves of institutional research.*

## 5. Timeline

*This section allows teams to describe how the project will progress from its inception to the final report (submitted at the end of the final semester of the project). Please provide a list of major milestones for the project here, aligning it with the Transformation Action Plan and your selected Final Semester of the project. Do not put this in the form of a table, as it will create issues within InfoReady Review for the official application – a bullet-point list is acceptable.*

## 6. Budget

*Include overall personnel & projected expenses. Be sure to include the $800 in travel funding, which is required for all Textbook Transformation Grants. Do not put this in the form of a table, as it will create issues within InfoReady Review for the official application – a bullet-point list is acceptable. Please keep all funding guidelines from the corresponding RFP in mind.*

## 7. Sustainability Plan

*Textbook Transformation Grants should have a lasting impact on the course for years to come. In order for this to happen, a Sustainability Plan needs to be in place after the end of the project. Please include here your plans for offering the course in the future, including:*

* *The maintenance and updating of course materials*
* *Any possible expansion of the project to more course sections in the future*
* *Future plans for sharing this work with others through presentations, articles, or other scholarly activities*

## Note: Letter of Support

*A letter of support 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. Letters must reference sustainability. In the case of multi-institutional affiliations, all participants’ institutions/departments must provide a letter of support.*