**Affordable Learning Georgia Textbook Transformation Grants**

**Rounds Three, Four, and Five**

**For Implementations Beginning Summer Semester 2015**

**Running Through Spring Semester 2017**

**Proposal Form and Narrative**

* *The proposal form and narrative .docx file is for offline drafting and review. Submitters must use the InfoReady Review online form for proposal submission.*
* ***Note: The only way to submit the proposal is through the online form in Georgia Tech’s InfoReady Review at:***

[*https://gatech.infoready4.com/#competitionDetail/1752228*](https://gatech.infoready4.com/#competitionDetail/1752228)

* *If you are copying and pasting into InfoReady Review from this form, first convert the file to* ***plain text*** *and copy/paste from the plain text file.* 
  + *In Word, go to File > Save As… > and change the file format to “Plain Text (.txt).”*
  + *Copy and paste from the .txt file.*
  + *Be sure to save both copies in case you are asked to resubmit.*
* *Microsoft Word Document formatting pasted into InfoReady Review will render the reviewer copy unreadable.* ***If you paste Word-formatted tables into InfoReady Review, you may be asked to resubmit your application if time permits.***
* *Italicized text is provided for your assistance; please do not keep the italicized text in your submitted proposal. Proposals that do not follow the instructions may be returned.*

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| --- | --- | --- | --- | --- | --- |
| **Submitter Name** |  | | | | |
| **Submitter Title** |  | | | | |
| **Submitter Email** |  | | | | |
| **Submitter Phone Number** |  | | | | |
| **Submitter Campus Role** | *Select: Proposal Investigator (Primary or Additional); Sponsored Programs Office; Grants Office, Business Office; Provost/Academic Affairs Office; Other* | | | | |
| **Applicant Name** | *Primary Investigator/Team Lead* | | | | |
| **Applicant Email** |  | | | | |
| **Applicant Phone Number** |  | | | | |
| **Primary Appointment Title** |  | | | | |
| **Institution Name(s)** |  | | | | |
| **Team Members** | ***(****Name, Title, Department, Institutions if different, and email address for each)* | | | | |
| **Sponsor, Title, Department, Institution** | *Per sponsor letter of support* | | | | |
| **Proposal Title** |  | | | | |
| **Course Names, Course Numbers and Semesters Offered** |  | | | | |
| **Final Semester of Instruction** | *Select: Fall 2015, Spring 2016, Summer 2016, Fall 2016, Spring 2017* | | | | |
| **Average Number of Students Per Course Section** |  | **Number of Course Sections Affected by Implementation in Academic Year** |  | **Total Number of Students Affected by Implementation in Academic Year** |  |
| **Award Category**  **(pick one)** | No-Cost-to-Students Learning Materials  OpenStax Textbooks  Specific Top 50 Lower Division Courses | | | | |
| **List the original course materials for students (including title, whether optional or required, & cost for each item)** | *[Material Title, optional or required]* | | | | |
| **Requested Amount of Funding** |  | | | | |
| **Original Per Student Cost** |  | | | | |
| **Post-Proposal Projected Per Student Cost** |  | | | | |
| **Projected Per Student Savings** |  | | | | |
| **Projected Total Annual Student Savings** | *This is the total number of students affected by implementation in the academic year multiplied by the per-student savings estimate.* | | | | |
| **Creation and Hosting Platforms Used** | *List all platforms used for creating and/or hosting new materials created under the grant. If you are not planning on creating materials, enter “n/a.”* | | | | |

## Narrative

## Project Goals

*List the goals you are trying to achieve with the transformation, including goals for student savings, student success, materials creation, and pedagogical transformation.*

## Statement of Transformation

* *Describe the transformation.*
* *Identify stakeholders affected by the transformation.*
* *Describe the impact of this transformation on stakeholders and course success.*
* *Describe the transformative impact on the course, program, department, institutions, access institution, and/or multiple courses.*

## Transformation Action Plan

*Action plans must address:*

* *The identification, review, selection, and adoption/adaptation/creation of the new course materials.*
* *The course and syllabus instructional design/redesign necessary for the transformation.*
* *The activities expected from each team member and their role(s): subject matter experts, instructional designer, librarian, instructor of record, et al.*
* *The plan for providing open access to the new materials.*

## QUantitative and Qualitative Measures

* *The quantitative and qualitative measures of impact on student success and experience. The quantitative and qualitative data collected will be utilized in your final report as well as within ALG program communications.*
* *It is important to identify how the data is to be analyzed for each data source. In specific, the action plan must address the project's quantitative impact on student success (items such as Learning Objective success, Drop, Fail, Withdraw (DFW) delta rate, and any other critical factors) to measure impact on student experience.*
* *Qualitative measures can include student feedback through surveys, interviews, focus groups, or other means.*

## Timeline

*This is a timeline of milestone dates for your transformation project through the end of the first semester the transformed course(s) is/are offered to students. Your interim reports will utilize this timeline to indicate if the project is on schedule.*

*When submitting this timeline in InfoReady Review, do not copy and paste tables, as this will render the proposal unreadable.*

## Budget

*Include Personnel & Projected Expenses as appropriate for the category.*

*Proposals must involve teams of at least teams of 2 or more of any of the following: faculty, faculty librarians, instructional designers, subject matter experts, editors, graphic designers, or others as needed. It is required to include the $800 for overall project expenses and travel in this section.*

*Two levels of funding are available:*

* *Single Course awards can provide up to $5000 for release time/overload/salary/replacement per team member for each of up to two team members for a maximum of $10,000 total plus $800 for overall project expenses, including travel for at least two team members to attend a required grant kick-off meeting.*
* *Multiple Sections/Courses/Department-Wide awards can provide up to $5000 for release time/overload/salary/replacement per team member for each team member for a maximum of $29,200 total plus $800 for overall project expenses, including travel for at least two team members to attend a required grant kick-off meeting.*

*Funding is not a direct stipend to the team members, but rather goes to the institution to cover the team member’s time (salary/release time/overload/replacement coverage), project expenses including related department needs, and travel expenses (up to $800 is specifically designated for at least two team members to attend the required in-person kickoff meeting). The proposing team must coordinate as necessary with their departments and institutional sponsors to determine how to handle the distribution, including amounts, release time/overload/salary/replacement as well as semester(s). This provides the maximum flexibility to the institution and the team in terms of how many people and what types of skills are needed, amount of compensation vs. replacement of teaching load, and timing in terms of semesters of preparatory work vs. semesters of adoption.*

*When submitting the budget in InfoReady Review, do not copy and paste tables, as this will render the proposal unreadable.*

## Sustainability Plan

*What is plan for offering the course in the future, including maintenance of course materials?*

## References & attachments

*This could include any citations, references, your administrative letter(s) of support, etc. Letters 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.*