Affordable Materials Grants, Round 25:

Research Grants

(Spring 2024-Spring 2025)

Proposal Form and Narrative

# Notes

* The proposal form and narrative .docx file is for offline drafting and for our review processes. Submitters must use the online Google Form for proposal submission, including uploading this document.
* The only way to submit the official proposal is through the Google Form. The link to the online application is on the [Apply for a Grant Page](https://www.affordablelearninggeorgia.org/grants/apply-for-a-grant).
* Applicants are strongly encouraged to check the [Open Education Group’s Review Project](https://openedgroup.org/review), which lists all substantial research surrounding OER in the COUP framework, before planning their research project and applying.
* The italic text provided below is meant for clarifications and can be deleted.

The Round 25 Kickoff will include an asynchronous training module, required for all team members to complete, followed by the synchronous Online Kickoff Meeting on **Friday, May 3, 2024 from 1pm-3pm**. At least two team members from each awarded team (unless the award is for one individual) are required to attend the synchronous Kickoff Meeting.

Participants will also need to attend a synchronous Online Midpoint Check-In on **Friday, January 10, 2025.**

# Applicant and Team 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, just leave the submitter blank.*

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| --- | --- |
| Requested information | Answer |
| Institution |  |
| Applicant name |  |
| Applicant email |  |
| Applicant position/title |  |
| Submitter name |  |
| Submitter email |  |
| Submitter position/title |  |

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.

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| --- | --- | --- |
| Team member | Name | Email address |
| Team member 1 |  |  |
| Team member 2 |  |  |
| Team member 3 |  |  |
| Team member 4 |  |  |
| Team member 5 |  |  |

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

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# Project Information

| Requested information | Answer |
| --- | --- |
| Research Topic (1 sentence max) |  |
| Requested Amount of Funding  *$10,000 maximum total award per grant* |  |
| Course Titles and Course Numbers Involved in Research |  |
| Final Semester of Project | * Fall 2024 * Spring 2025 |
| Research Methods | *Name any specific qualitative or quantitative research methods being used in this project (e.g. t-test, ANOVA, open coding)* |
| COUP Framework Aspects Addressed | *Cost, Outcomes, Usage, and/or Perception. See the* [*Open Education Group definition*](https://journals.sagepub.com/doi/full/10.1177/1475725718799511)*.* |

# Research Questions

*List all research questions that are planned to be addressed by this project.*

# Action Plan

*Describe the tasks needed to complete the project in as much detail as possible. If this application has more than one team member, include the major roles for each person and which tasks this role is assigned. Estimate the amount of time (e.g. number of hours) each task will take.*

# IRB Review Plan

*Describe how you will reach out for approval for this research project from your Institutional Review Board (IRB). At some institutions, this will be a very explanation with a standard method of contact; at others, this might be more complex. If possible, list where your project will most likely fall within IRB/research policies.*

# Timeline

*Provide a project timeline aligned with the action plan above. Include the team’s major milestones, meetings, and deadlines, keeping in mind your selected Final Semester where deliverables will be due per the Request for Proposals.*

# Budget

*Please enter your project’s budget below. Include personnel and projected expenses, keeping in mind that this grant funds the estimated time in your Action Plan. The maximum amounts for the award are as follows:*

* *$2,000 maximum per team member for salary, course release, travel, etc.*
* *Additional project expenses allowed, but must be adequately justified in this section*
* *$10,000 maximum total award per grant*

# Publication Plans

*Describe where you plan to publish your findings, such as journals, presentations, or conference proceedings.*

# Terms and Required Files

## Creative Commons Terms

*I understand that the Research Report created with Affordable Learning Georgia funding will, by default, be made available to the public under a Creative Commons Attribution License (CC-BY).*

## Accessibility Terms

*I understand that reports created with Affordable Learning Georgia funding must be developed in compliance with the specific accessibility standards defined in the Request for Proposals.*

## Letter of Support

*The Department Chair from the corresponding project, or the Department Chair’s direct report such as the Dean or Provost, must provide a signed Letter of Support for the project. This letter should acknowledge the following:*

* *The department will provide support for fund disbursement in correspondence with the Grants/Business Office.*
* *The department approves of the work on the proposal by the applicant(s).*

*In the case of multi-institutional affiliations, all participants’ institutions must provide a letter of support.*

*Please provide the name and title of the department chair (or other administrator) who provided you with the Letter of Support.*

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## Grants or Business Office Acknowledgment Form

*Institutional Grants/Business Offices will be responsible for fund disbursement, often in correspondence with the Department Chair, including expense and travel reimbursement. All applicants will need to provide a signed Acknowledgement Form, the template for which is linked on the RFP page, stating that the Grants/Business Office knows about the applicant’s intent to apply for an Affordable Materials Grant. Either the Department Chair or the Project Lead can work with the Grants/Business Office to get this signed form.*

*In the case of multi-institutional affiliations, all participants’ institutions must provide this form.*

*Please provide the name and title of the grants or business office representative who provided you with the acknowledgement form.*

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