



# Textbook Transformation Grants

## Round Fourteen: Summer 2019 - Summer 2020

### Issued January 2019

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View the application form on the [Round 14 Request for Proposals Page](#).

## 1 PURPOSE

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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 implement these approaches.
- Lower the cost of college for student and contribute to their retention, progression, and graduation.

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## 2 OVERVIEW

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### 2.1 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 Textbooks, Open Courseware, and/or other Open Educational Resources.
  - Peer review of newly-created materials is [available through the UNG Press](#) and the price of the peer review process can be integrated into grant budgets. To get started with the UNG Press, please contact Corey Parson at [corey.parson@ung.edu](mailto:corey.parson@ung.edu), and put “Textbook Transformation” in the subject line.
- Adoption of materials already available in [GALILEO](#) and [USG libraries](#).
- Low-cost or open homework and adaptive platforms to accompany affordable learning materials, such as [OpenStax Tutor](#), [WebAssign](#), [Lumen Learning OHM](#), [Lumen Waymaker](#), and [Sapling Learning](#).
  - 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](#) can designate this in the application. OpenStax will contact each team implementing their materials and provide assistance throughout the project with their textbooks.

### 2.2 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](#). All revised or newly-created materials will be made available to the public under a [Creative Commons Attribution License \(CC-BY\)](#), 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).

### 2.3 SUPPORT FROM ALG PARTNER UNIVERSITY PRESS

Affordable Learning Georgia partners with the [University of North Georgia 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](mailto:ungpress@ung.edu).

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## 3 DESCRIPTION OF AWARDS

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### 3.1 FUNDING CATEGORIES

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

Type	Specific Criteria	Funding
Standard-Scale Transformation	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	<ul style="list-style-type: none"> <li>• \$10,800 maximum award</li> <li>• \$5,000 maximum per team member</li> <li>• \$800 for travel and overall project expenses</li> </ul>
Large-Scale Transformations and Scaling Up OER	Standard-scale criteria <b>plus</b> : <ul style="list-style-type: none"> <li>• the project must either affect 500 or more students per year <b>or</b> be an all-section, department-wide transformation</li> </ul>	<ul style="list-style-type: none"> <li>• \$30,000 maximum award</li> <li>• \$5,000 maximum per team member</li> <li>• \$800 for travel and overall project expenses</li> </ul>
Mini-Grants for OER Revisions and Ancillary Materials	Major adaptation and/or improvement of previously-existing OER, <b>or</b> the creation of ancillary materials to support previously-existing OER	<ul style="list-style-type: none"> <li>• \$4,800 maximum award</li> <li>• \$2,000 maximum per team member</li> <li>• \$800 maximum for overall project expenses</li> </ul>

### 3.2 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.

*Category formats have changed as of Round Twelve. 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.*

#### 3.2.1 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.

#### 3.2.2 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](#) 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
Astronomy of the Solar System British Literature (one course)	Introduction to Cultural Diversity Introduction to Ethics

Course List	Course List Continued
British Literature I	Introduction to Landforms
British Literature II	Introduction to Marriage and Family
Computer Science II	Introduction to Philosophy of Art
Domestic Issues	Introduction to Physical Anthropology
Drawing I	Introduction to Physical Geography
Drawing II	Introduction to Political Science
Elementary German I	Introduction to Public Administration
Elementary German II	Introduction to Social Anthropology
Elementary Greek I	Introduction to the Universe
Elementary Greek II	Introductory Geosciences II
Elementary Italian I	Physical Science I
Elementary Italian II	Principles of Accounting I
Elementary Latin I	Principles of Accounting II
Elementary Latin II	State and Local Government
Elementary Portuguese I	Stellar and Galactic Astronomy
Elementary Portuguese II	Survey of Western Civilization III
Geographic Perspectives on Multiculturalism in the U.S.	Survey of World History III
Global Issues	Three Dimensional Design
Introduction to Archaeology	Two Dimensional Design
Introduction to Comparative Politics	

### 3.2.3 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.

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## 4 REQUIRED ACTIVITIES

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### 4.1 STANDARD-SCALE, LARGE-SCALE, SCALING UP OER GRANTS, AND G2C GRANTS

Expected activities for standard-scale, large-scale, and Scaling Up OER Textbook Transformation 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
- Institutional invoice to USG along with the signed SLA in order for funds to be disbursed
- Attendance by at least two team members at a required kick-off training/implementation meeting
- Completion of project status report for every semester of the implementation
- Completion of a final project report, 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 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](#). This requirement does not include proprietary features of authoring platforms.
- Participation as needed in ALG-related communications, including post-project surveys.

### 4.2 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 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](#).
- Participation as needed in ALG-related communications.

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## 5 APPLICATION PROCESS

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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](#). 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.

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## 6 PROPOSAL SUBMISSION

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### 6.1 STANDARD-SCALE AND LARGE-SCALE (INCLUDING PRIORITY CATEGORIES)

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 14 Request for Proposals Page](#).

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](#)

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](#)

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.

## 6.2 MINI-GRANTS APPLICATIONS

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

[Mini-Grant Application Form](#)

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## 7 TIMELINE

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- January 14 – April 8, 2019: Applications submitted
- April 8, 2019: Deadline for applications
- April 9-22, 2019: Peer Reviews
- April 25, 2019: Notification Date
- May 20, 2019: Kickoff Meeting, Middle Georgia State University Hatcher Conference Center

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## 8 FUNDING DETAILS

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Textbook Transformation Grants **do not work the same as federal or other external grants**. They are an allocation from the University System of Georgia to the institution in order to get the work on the application completed. 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.



This funding structure, facilitated by a Service Level Agreement, allows for flexibility between institutions. Funding procedures largely rely on your institution so long as spending meets state guidelines. The proposing team must coordinate as necessary with their Grants, Research, and/or Business Offices per institutional guidelines to determine how to handle the distribution. Textbook Transformation Grants should not cover indirect costs, as they are not external grants nor stipends to individual faculty.

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.

Funding will be released to the sponsoring institutional office in two parts: 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. For mini-grants, the second 50% is awarded on submission of the created and/or revised materials as proposed.

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 in working on aspects of the project.

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.

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## 9 WEBINARS FOR REVIEW

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Webinars were held for a general introduction to the application process and Q&A.

[February 18, 2019, 2:00pm \(Registration not required\)](#)

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