

PROJECT TITLE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Today’s date | Click or tap to enter a date. |
| Please select one | [ ]  TRU staff [ ] TRU faculty [ ] Student |
| First and last name |  |
| Email |  |

* Course name and number in which this Open Educational Resource (OER) would be used: \_\_\_\_\_\_\_\_\_\_\_
* Average annual course enrollment (if known): \_\_\_\_\_\_\_\_\_\_\_
* Textbook name currently being used in course (if applicable): \_\_\_\_\_\_\_\_\_\_\_
* Current textbook cost/book (if applicable): \_\_\_\_\_\_\_\_\_\_\_

**Additional Funding**

Have you received any additional funding or support for this project already? Please indicate the source of any additional funding below (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **PROJECT OVERVIEW**

Description of Project **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Type of OER Project (See examples below) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Examples:

**Textbooks & Course Materials**

* Textbook Adoption – Minor changes to existing OER, with TRU branding.
* Textbook Adaption – Modified content from existing OER, with some original content (may include videos, H5P activities, or other interactive elements).
* Textbook Creation – Fully original content (may include videos, H5P activities, or other interactive elements).
* Course Modules or Units – Standalone learning modules, lessons, or units that can be integrated into a course.
* Open Course – A full openly licensed course, which may include multiple content types (text, videos, quizzes, activities, assessments).

**Web-Based OER**

* Website/Online Resource – A dedicated website housing OER content (may include videos, H5P activities, interactive media, or downloadable materials).

**Ancillary & Interactive Materials**

* Videos – Openly licensed instructional or supplemental video content.
* H5P Activities – Interactive elements such as quizzes, self-tests, simulations, presentations, or other engaging tools.
* Slide Decks & Lecture Notes – Openly licensed presentation slides and instructor lecture materials.
* Assignments & Assessments – Problem sets, case studies, quizzes, and other assessment tools.
* Labs & Simulations – Virtual or interactive lab activities and simulations.
* Infographics & Visuals – Openly licensed diagrams, illustrations, and educational graphics.

**Other**

* Other (explain in Project description)

# **OPEN PRESS PROJECT DEVELOPMENT WORK: DELIVERABLES, BUDGET AND DUE DATES**

You may adjust your budget and timeline after your project is approved or after consulting with OP but providing as much detail as possible helps the Project Proposal Adjudication subcommittee.

Project Planner ChartThe chart below provides a suggested timeline. As this is the final year of the initiative, all content development for 2025-2026 projects should be completed by January/February 2026, with full completion by March 2026.

You may consider also including beta-testing & student feedback implementation, publishing, promotion (e.g., conferences, repository submissions), and post-publication impact assessment in your timeline.

## Project Timeline: April 15, 2025 – March 15, 2026

## Note: Feel free to update the start and end dates, and please include the list of content for both the first and second halves of the content development process.

|  |  |  |
| --- | --- | --- |
| Activity | Start Date | End Date |
| Project Planning & Initial ConsultationThe project planning and initial consultation are crucial steps to ensure the success of the project. | 15-Apr- 2025 | 1-May-25 |
| Project framework, including: - Project name, goals and rationale, - Project topics and resources - Map learning outcomes (if applicable) - Map learning activities (if applicable - Media - Production plan | 1-May-25 | Jul 31, 2025 |
| 1/2 of original content created (*List the first 1/2 of the content to be created*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E.g., 10 of 20 chapters written for Pressbooks textbook; 10 of 20 H5Ps; lightboard videos #1 to #10 story-boarded and recorded. Feel free to list topics. | Aug 1, 2025 | Dec 15, 2025 |
| 1/2 of original content created (*List the first 1/2 of the content to be created)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E.g., 10 of 20 chapters written for Pressbooks textbook; 10 of 20 H5Ps; lightboard videos #11 to #20 story-boarded and recorded. Feel free to list topics. | Sep 1, 2025 | Jan 31, 2026 |
| Review and completion. Work with the development team to finalize the project. This includes reviewing edited and published content and implementing final revisions - guided by the Open Press Publishing Manager. | Nov 1, 2025 | Feb 15, 2026 |
| Launch  | Feb 1, 2026 | Mar 15, 2026 |

## Budget Planner Outline

## Example 1 - Project Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Rate ($/hour) | Hours | Subtotal ($ CAD) | Completion Date |
| 1. Planning Sessions (Faculty) | $40.00 | 5 | $200.00 | Ongoing |
| 2. Project Framework Development (Faculty) | $40.00 | 10 | $400.00 | 04/30/2025 |
| 3. Content Creation – RA Support & Community Event | $30.00 (+ 14% in lieu of benefits)  | 80 | $2,736.00 | 06/30/2025 |
| 4. Content Creation – (RA) Website & Creative Content | $30.00 (+ 14% in lieu of benefits)  | 90 | $3,078.00 | 08/31/2025 |
| 5. Final Review & Completion (Faculty) | $40.00 | 10 | $400.00 | 08/31/2025 |
| Total |  | **195** | **$6,814.00 CAD** |  |

**Example 2 - Project Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Rate ($/hour) | Hours | Subtotal ($ CAD) | Completion Date |
| 1. Planning Sessions (Faculty) | $40.00 | 5 | $200.00 | Ongoing |
| 2. Project Framework Development (Faculty) | $40.00 | 10 | $400.00 | 04/30/2025 |
| 3. Content Creation – RA Support & Community Event | $30.00 (+ 14% in lieu of benefits)  | 80 | $2,736.00 | 06/30/2025 |
| 4. Content Creation – (RA) Website & Creative Content | $30.00 (+ 14% in lieu of benefits)  | 90 | $3,078.00 | 08/31/2025 |
| 5. Final Review & Completion (Faculty) | $40.00 | 10 | $400.00 | 08/31/2025 |
| Total |  | **195** | **$6,814.00 CAD** |  |

The following is a list of potential project funding allocations. Include any that apply, or add your own, if they are not listed below.

**Total Allowable Budget: $7,500**

### **1. Personnel Costs**

* **Project Developer** (Hourly rate: $50-100/hr)
Faculty hourly rate will be treated like a Work Assignment and parties agree that subject to the terms and conditions of the Work Assignment, payment for services will be made through the Thompson Rivers University (TRU) payroll department, with statutory deductions being applied.
	+ Estimated hours: *[\_\_XX\_\_]*
	+ Budget allocation: *$[\_\_XXXX\_\_]*
* **Research Assistants (RAs)**
(Note: Please include how many RAs you’d like to hire and if you have someone in mind already).
	+ Undergraduate RAs (suggested rate: $20-$25/hour + 14% in lieu of benefits)
	+ Graduate RAs (suggested rate: $25-$30 + 14% in lieu of benefits)
	+ Number of RAs: [\_\_*XX*\_\_]
	+ Estimated hours: [\_\_*XX*\_\_]
	+ Budget allocation: $[\_\_*XXXX*\_\_]
* **Professional Consultants or contributors (external to TRU)**
	+ Estimated hours: [\_\_*XX*\_\_]
	+ Budget allocation: $[\_\_*XXXX*\_\_]

### **2. Honoraria**

Please select one if applicable:

[ ] Indigenous Elders/Knowledge Keepers [ ] Professional Consultants [ ] Student Contributors

* Budget allocation: *$[\_\_XXXX\_\_]*

### **3. Equipment & Materials**

* Software, hardware, or specialized tools
* Budget allocation: *$[\_\_XXXX\_\_]*

### **4. Travel Expenses**

* Conferences, site visits, knowledge-sharing meetings
* Budget allocation: *$[\_\_XXXX\_\_]*

### **5. Miscellaneous Costs**

Please list any miscellaneous items (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Budget allocation: *$[\_\_XXXX\_\_]*

**Restrictions:** Funding **cannot** be allocated for course releases.

**Total Requested Funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Evaluation Matrix**

Please note that the matrix is designed to facilitate discussion and evaluation in line with the priorities of the TRU Open Press. All decisions about which projects the subcommittee presents to the Advisory Board should be agreed upon by consensus. The questions posed are non-exhaustive and can be expanded upon by the subcommittee, and scores should be considered a conversation starter only, not an objective truth.

Please write a short description of how your project will fulfill each of the priority criteria below.

[ ]  **Priority 1:** **Student Benefit**
How do students benefit from this project?

Consider:

* For OER: How many students and classrooms will be impacted?
* For OER: What is the cost of comparator textbooks?
* For scholarship: What effect will this project have on classroom teaching or other pedagogical impacts?
* Are there roles for students on the project (specify RA, TA, Practicum, Co-Op)?

How will your project fulfill this criterion?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Priority 2:** **Significance and Contribution**
What contribution does this project make, either to the discipline, to open activism, the work of the Press, or TRU?

Consider:

* What does the project offer to scholarship or pedagogy?
* How do communities, partners, or people who are not students benefit from this project?
* How will this project further the reputation of TRU?
* How might this project speak to institutional strategic planning objectives or goals?

How will your project fulfill this criterion?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Priority 3:** **Equity, Access, Indigenization, and Localization**

The Open Press is committed to inclusive excellence.

Consider:

* Does this project benefit equity-seeking groups?
* Does this project include diverse voices in positions of contribution and decision-making?
* Has this proposal considered accessibility?
* Does this project show a commitment to Indigenization?
* Can this project be localized for TRU students or reflect local community interests and needs?

How will your project fulfill this criterion?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Priority 4:** **Innovation**

How does this project forward innovation, either in the discipline or at the Press itself? Consider:

* What are the technological needs of the project?
* What is the scope of practice?
* Are there opportunities for students to develop new skills on this project?
* How will this knowledge be disseminated?

How will your project fulfill this criterion?

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# **ASSIGNMENT OF COPYRIGHT AND WAIVER OF MORAL RIGHTS**

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* + Identify all third-party items used in the Material created under this Contract.
	+ Supply complete bibliographic information about each item on the Course/Copyright Clearance Form.
	+ Identify the specific location within the course where the third-party item is used.
	+ Supply a list of all third-party items.

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**CC license that you’d like to be applied to your work: \_\_ Choose an item. \_\_**

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**The TRU Open Press Adjudication Subcommittee will use the Project Evaluation Matrix guidelines to evaluate and assess all project proposals received before and after
March 7, 2025. This assessment will include examining the Open Press project timelines, resources, and capacity. All projects will start mid- to late-April. You will be contacted by the Publishing Manager as soon as a decision has been made about your project.**

**Please contact Dani Collins (OpenPress@tru.ca) if you have any follow-up questions about your proposal.**

Signature Click or tap to enter a date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Project Applicant Date