

OER Course Incentive - **Create Proposal Form**

Please complete the form to apply for an incentive grant to create Open Educational Resources (OER) for one of your courses.

The create grant will happen twice a year. The grant requires that you implement your new, open course materials during one of the following two semesters (i.e., grant application is for spring 2025, implementation would be fall 2025 or spring 2026).

You can find more information about the available incentives on the [UMB OER web page](#).

If you are interested in applying for an incentive to adopt or adapt OER, [please use our other form](#).

Have questions? Register for the virtual [UMass Boston OER Faculty Incentive Grant Info Session](#) on February 19.

Applicants will be notified of their status by May 1, 2025.

If you have questions, please contact open@umb.edu

1. First name
2. Last name
3. What name would you like us to use?
4. UMB email address
5. Personal email address (to be used only if your employment status changes during the grant period and you do not have access to UMB email)

6. What is your teaching status?

- Tenured
- Tenure Track
- Non-Tenure Track Instructor
- Academic Staff (must be teaching)

7. Please choose your College/Department

[choose from the dropdown menu]

8. Course details

- Course Number (e.g. *EDC U 310*)
- Course Title (e.g. *Technology and Education*)
- Number of Sections
- Total number of students (across all course sections)

9. Current course material(s) (e.g. textbooks) that you would like to replace:

- Textbook Title (required)
- Textbook Cost (required)
- Textbook Title (optional)
- Textbook Cost (optional)
- Additional materials and cost (optional)
- Link to bookstore showing book price (optional)
- If the course is new and you do not have any current course materials or a syllabus, please let us know here (optional):

10. Please upload the course syllabus (if you have one) as a PDF for the course you want to transform: [box for uploading]

11. Please upload a textbook outline and proposed timeline for your project. If you have a sample chapter, please include it. [box for uploading]

12. When do you anticipate that you will be able to implement your course material?

- Fall 2025
- Spring 2026
- Not sure (please feel free to tell us more in the text box below)

13. What kind of support will you need from Healey Library? Below is a list of Healey Library grantee support (check all that apply):

- Answering grant-related questions

- Finding appropriate OER materials and/or library-licensed materials to replace the textbook in your course
- Guidance for open image search and image tracking
- Copyright review or pointing to copyright resources
- Creative Commons licensing for new textbook/course material
- Citation management tools (End Note, Zotero, Mendeley)
- Guidance on open platforms for hosting your material

14. What specific OER and/or openly-licensed materials do you most need to find? What specific sections of your textbook or syllabus would you like Healey Library to review in order to find replacement materials?

[open text box]

15. What kind of support will you need from Learning Design Services?

- Working with instructional designers on integrating OER content into your course (e.g. presentations, exams, assignments)
- Accessibility review
- None
- Not Sure (feel free to tell us more in the text box below)

16. If awarded this grant, you will be required to write a brief report at the end of the grant cycle to assess the effectiveness of your OER course material. Please tell us which of these options you might use (check all that apply):

- Test Scores
- Course Evaluations
- Other (please describe)

17. Accepted OER grantees are required to attend a half-day in-person workshop. Are you willing to commit to attending the workshop in person? See potential dates in the next question.

- Yes
- No

18. Potential in-person OER grantee workshop planning- please select all of the dates that you would be able to attend. We will choose the date that works for the majority of the group and send out calendar invites. Please check all that apply.

- May 14, 2025 9am-1pm
- May 15, 2025 9am-1pm
- May 16, 2025 9am-1pm

19. Accepted grantees are required to notify the UMB OER Working Group at open@umb.edu if there is a change to their employment status during the grant period. This includes course cancellation, retirement, or other situation (such as illness). Please confirm that you understand and will follow this requirement.

- I agree

20. The create grant has a list of requirements for accepted grantees. Please check each item in the list and type your full name in the box below to indicate that you agree to the listed requirements. This information with more details will be sent to accepted grantees.

- Agree to sign a Memo of Understanding with UMB
- Submit your textbook to three peer reviewers and share their comments if requested
- Review your material for accessibility and confirm that it meets accessibility requirements
- Review your material with a librarian and confirm that all included material meets copyright requirements
- Share your work with an appropriate open license so that others can easily adopt and re-use it
- Publish your material within one year of being accepted as a grantee into the OER Faculty Incentive Program
- Develop a plan to maintain and sustain your project (i.e. make updates to the material if needed)
- Upload material to ScholarWorks and other appropriate open repositories
- Teach the new textbook in class and assess the outcomes of the new work
- Submit a final report on the project (required for receipt of final payment)
- Please write your full name in the box below to indicate that you agree to the grant requirements. [box]

21. Things to know: Below are some considerations as you plan your CREATE grant. Please read and check each item and write your name below to confirm your acceptance.

- Grantees are responsible for managing, uploading, formatting, and maintaining the content (including images) to their chosen platform
- Grantees are responsible for copyediting their material
- Grantees are responsible for understanding the role of students and student permissions if they are included in the OER project
- Please type your full name to confirm your review of the considerations above [box]

22. If your grant proposal is accepted, would you be interested in participating in future UMB OER activities? Please check all that apply.

- joining the OER Working Group (meets monthly)
- reviewing future OER grant applications
- mentoring future grantees
- being highlighted on Healey Library social media, blog, or faculty newsletter
- filming a brief video for an event like Open Education Week
- other (please tell us more) [open text box]

23. Please share any additional comments on your proposal.

[open text box]

[End of application]