**Open Access Learning Resource Fund Application Form**

The TEACHING CENTRE invites all faculty members to apply for financial support of up to $5000 for projects to hire graduate and undergraduate students to assist with a **transition to open-source, open access assessment tools**. Projects can involve migration from current commercial tools or implementation of new assessment practices that utilize open source, open access tools hosted on campus.

**IMPORTANT!** Once you have completed the form, be sure to email the completed form to the Teaching Centre (teachingcentre@uleth.ca)

NOTE: *Any equipment, software, supplies, or materials purchased through this fund* are the *property of the Teaching Centre* and will be used to support future projects.

**Project Title:** provide a title for your project

**Applicants**

*Applicants who qualify* for this award will be *tenured, have a tenure track position, three year term or continuing contract.*

During the application review process, you may be contacted by the Teaching Centre for clarification on aspects of your application.  
  
If you have a concern with this form please contact the [Teaching Centre](mailto:teachingcentre@uleth.ca?subject=Teaching%20Development%20Fund%20Questions) (teachingcentre@uleth.ca)

**-- \*Principal Applicant --**

**Name:   
Position:**  
**Faculty:  
Department:**

**-- Other Applicants --**

**Name:**  
**Position:**  
**Faculty:**  
**Department:**

**Name:**   
**Position:  
Faculty:   
Department:**

**Name:**  
**Position:**  
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**Position:**  
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**Name:**  
**Position:**  
**Faculty:**  
**Department:**

**\*Course(s)**

Please provide a list of the course(s) and annual enrollment of students who will be impacted by the transition to or adoption of an open access assessment tool or resource.

|  |  |  |
| --- | --- | --- |
| Course Name(s) (i.e. LBED 3850) | Average Annual Enrollment | Current Cost of Resource(s) |
|  |  |  |
|  |  |  |
|  |  |  |

**\*Project Overview**

**In the space provided, present an overview of the project.** (max 1700 characters, approx. 250 words)

**\*Objectives**

**List the major objectives and/or desired outcomes of the project. Clear objectives regarding the enhancement of teaching and learning, and cost savings for students must be explicitly described**. (max 1700 characters, approx. 250 words)

**\*Project Description**

**Provide a detailed description of the proposed project including any supporting literature.** (max 3400 characters, approx. 500 words)

**\*Project References**

**Please include any references that are pertinent to your project.** (max 3400 characters, approx. 500 words)

**Rationale**

**\*Describe the potential for enduring benefits to the improvement of student learning:**

(max 1700 characters, approx. 250 words)

**\*Describe the potential for enduring benefits to the improvement of teaching and learning for the broader university teaching community:**

(max 1700 characters, approx. 250 words)

**\*Describe how you will know that this project has been successful and met the objectives stated above.**  (max 1700 characters, approx. 250 words)

**Budget**

Provide a detailed budget for this project up to a **MAXIMUM OF** **$5000**

Please justify how each element of your budget enables you to meet the objectives of your Teaching Development Plan.

**Justifiable Eligible costs** for the Open Access Homework Fund support include:

* Graduate or undergraduate students to assist with the project
* Supplies, materials and equipment. **Please provide a letter from your department chair/head to explain why this is not considered part of a department's normal equipment purchases.**
* Other, as approved by the Teaching Centre Advisory Council

**Ineligible costs** for the Open Access Homework System Fund include:

* Release time for teaching
* Equipment available to borrow through the Library, the applicant’s Department, or the Teaching Centre

**-- Project Assistants --**

An additional **15%** will be added to your project assistant costs for vacation pay, CPP and EI.  
The Teaching Centre recommends the following pay scale for project assistants:

* **$13.60 - $17.00** for Undergraduate Students
* **$17.92 - $20.00** for Graduate Students
* **$20.70 - $23.00** for Doctoral Students

**NOTE:** Project assistants are not required (some projects may simply be for the purchase of a commercial plugin for Moodle that is then available to the entire institution). If salaries are outside of the suggested ranges, please provide a rationale for the salary in the comment field below.

**Hours Anticipated**:

**Hourly Wage:**  
**PA Cost [(hours anticipated x hourly wage) x 1.15 = PA Cost]:**

**Comments:**

**-- Items --**

**Item 1:**  
**Cost:**  
**Comments:**

**Item 2:**  
**Cost:**  
**Comments:**

**Item 3:**  
**Cost:**  
**Comments:**

**Item 4:**  
**Cost:**  
**Comments:**

**Item 5:**  
**Cost:**  
**Comments:**

**Item 6:**  
**Cost:**  
**Comments:**

**Item 7:**  
**Cost:**  
**Comments:**

***Total Funding Requested*** *(maximum $5000):*

**Please take a moment to explain your budget:**

**Are there any other comments you feel are relevant to this project?**