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TO: Chief Academic Officers & Directors, Offices of Research and Sponsored Programs

FROM: Teri Gallaway, Associate Commissioner for LOUIS

RE: I. Availability of Open Educational Resources Course Transformation Funds from  
LOUIS: The Louisiana Library Network at the Louisiana Board of Regents  
II. Timeline  
III. Notices

**I. AVAILABILITY OF OPEN EDUCATIONAL RESOURCES COURSE  
TRANSFORMATION FUNDS FROM LOUIS: THE LOUISIANA LIBRARY NETWORK AT  
THE LOUISIANA BOARD OF REGENTS**

LOUIS: The Louisiana Library Network, a program of the Louisiana Board of Regents is soliciting proposals for the Affordable Learning LOUISiana Open Educational Resources Course Transformation Program. The Call for Proposals (CFP) is now available on the application webpage: <http://louis.libsurveys.com/OER-CFP>. We would appreciate your disseminating this notice as widely as possible on your campus.

The competitive Course Transformation Program seeks to lower the cost of post-secondary education for students and contribute to their retention, progression, and graduation. Project funds support faculty in replacing their existing textbook and/or course materials in a specific course(s) with no cost, open materials. Awards will be available for activity impacting single courses, departments, and multiple campuses. We invite proposals in accordance with the CFP.

**II. TIMELINE**

April 29 – July 15, 2019: Proposals system open for submissions  
July 15, 2019: Proposal deadline at 11:59 PM Central  
July 16 – August 4, 2019: Proposal reviewed by out-of-state reviewers  
August 5, 2019: Announcement of awards  
August 23, 2019: Mandatory kick off meeting for awarded projects  
December 15, 2019: Course redesign scope of work deadline  
Spring and/or Summer 2020: Initial semester of use for revised course

### III. NOTICES

LOUIS staff will host webinars on May 16<sup>th</sup> from 2:00-3:00 PM Central and on June 24<sup>th</sup> from 8:00 – 9:00 AM Central to provide guidance on applications and to answer questions about the requirements of the program: <https://louislibraries.webex.com/meet/louislibraries>.

If you have any questions about this memorandum or the CFP, please email Emily Frank, Affordable Learning Program Administrator ([emily.frank@laregents.edu](mailto:emily.frank@laregents.edu)).

The LOUIS staff greatly appreciates your assistance in disseminating the information in this memorandum and work to ensure proposals are submitted in accordance with CFP guidelines. Our staff looks forward to working with you in the upcoming competitive cycle.

**Louisiana Board of Regents | LOUIS: The Louisiana Library Network**  
**Affordable Learning LOUISiana Open Educational Resources Course Transformation**  
**Program Call for Proposals**

**I. GENERAL INFORMATION**

**A. PUBLIC NATURE OF PROPOSALS SUBMITTED**

Once a proposal is received by LOUIS, it becomes public record. Applicants should be aware that, if a request is made by the public (e.g., a faculty member or representative of the news media), a copy of the proposal, by law, must be provided.

**B. OBJECTIVES**

LOUIS: The Louisiana Library Network provides Affordable Learning LOUISiana Open Educational Resources (OER) Course Transformation Program to lower the cost of post-secondary education for students and contribute to their retention, progression, and graduation through:

- Exploration and expansion of new and affordable approaches to course redesign, including the adoption and adaptation of Open Educational Resources (OER), and the use of certain other no-cost and low-cost digital materials that support open materials.
- Providing support and time to faculty, librarians, instructional designers, and other staff and their institutions to implement these approaches.

**C. SUPPORT**

LOUIS staff will host webinars on May 16<sup>th</sup> from 2:00-3:00 PM Central and on June 24<sup>th</sup> from 8:00 – 9:00 AM Central to provide guidance on applications and to answer questions about the requirements of the program: <https://louislibraries.webex.com/meet/louislibraries>

For funded projects, LOUIS staff will provide support to ensure dissemination of project outcomes including in terms of uploading revised content to the LOUIS OER Commons site.

**D. PROJECT TYPES**

LOUIS OER Course Transformation Program projects address faculty replacing their existing textbook and/or course materials in a specific course(s) with no cost, open materials. The result of the course transformation is a zero cost for course materials revised course (with the exception of costs for homework/adaptive platforms designated as low cost and described below in strategies).

Proposals must be submitted to one of the following project types based on their scope:

1. Single Course – Independent Project: This project type includes activity that impacts at least a single class section taught at a state institution.
2. Single Course – Collaborative Project: This project type typically includes activity that impacts two or more sections of a single course taught at a state institution, taught by two or more instructors.
3. Multiple Course – Departmental Project: This project type typically includes activity that impacts two or more courses within a single department. This could result in a full or partial pathway for students to receive a major/minor/concentration within the department with no

textbook costs. One or more instructors would be involved.

4. **Multiple Campus Project:** This project type typically includes activity that impacts multiple courses within a system. These courses would typically share a common mapping in the Louisiana Statewide Common Course Catalog/Master Course Articulation Matrix or be part of the same LCTCS Career Cluster. This would require involvement of two or more instructors.

Examples of no-cost strategies that can be implemented alone or in combination in the course transformation process include but are not limited to the following:

- **Adoption:** Adoption as is of Open Textbooks, Open Courseware, and/or other Open Educational Resources.
- **Adaptation:** Adaptation of Open Textbooks, Open Courseware, and/or other Open Educational Resources with minor editing for currency or relevance, and without major changes to the content or structure
- **Revision/Remixing:** Revision and/or remixing of open materials, defined as a major adaptation and/or improvement of a resource through updates for accuracy, accessibility, clarity, design, and formatting in order to support learning objectives not met by existing open resources.
- **Creation of Open Ancillaries:** Creation of open ancillary materials, defined as any materials created to substantially support the instruction of a course using an existing open educational resource(s), such as quiz question banks, lecture slides, or lab manuals. The preferred platform for output is a master course shell.
- **Adoption of Homework/Adaptive Platforms:** Adoption and implementation an open homework and adaptive platforms to accompany affordable learning materials, such as [MyOpenMath](#).

Additionally, to accompany a no-cost strategy, low-cost strategies can be implemented in the course transformation process in the case of:

- **Adoption of Homework/Adaptive Platforms:** Adoption and implementation of 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 project, total costs to students such as online homework or courseware cannot exceed \$25.00 total per student.
- **Any other required post-transformation costs will make the proposal ineligible.**

Adapted/revised and newly created ancillary materials and related learning objects, as proposed in the application, will be hosted through the [LOUIS OER Commons Microsite](#) in order to ensure that materials adapted or created with project funding are discoverable and made available to others. They will be made available to the public under a [Create Commons Attribution License](#) with one of the following license types: CC BY, CC BY-SA, CC BY-NC, or CC BY-NC-SA. Additionally, all funded courses must submit the redesigned syllabus to the OER Commons Microsite under a Creative Commons license. Finally, throughout the course transformation process required steps should be taken to ensure course materials comply with the federal Americans with Disabilities Act 11 of 1990 (U.S.C.Sec. 12101 et seq.).

**E. FUNDING ALLOCATIONS**

The lead institution will receive funding for project work between \$2,500 and \$10,000 depending upon the project types in the table below. The lead institution will be issued three lump sums as distributions of the funding allocation. The lead institution will be changed with the allocation disbursement, which must be done in accordance with campus, state and local policies. Funds may be paid as additional/overload compensation, supplemental pay, salary release, or another appropriate funding mechanism in adhering to the guidelines of the budget section below, and must include travel for 1-3 team members to attend the required in-person kickoff meeting in Baton Rouge, LA, in compliance with local and state travel policy requirements.

Projects will be funded according to the following structure:

Project Type	Amount	Number of Courses	Number of Instructors	Number of Campuses
Single Course – Independent Project	\$2,500	1	1	1
Single Course – Collaborative Project	\$5,000	1	2 or more	1
Multiple Course – Departmental Project	\$7,500	2 or more	1 or more	1
Multiple Campus Project	\$10,000	1 or more	2 or more	2 or more

**F. COMPETITIVE PREFERENCE AND PRIORITIZATION**

Competitive preference will be given to projects for courses that are included in the Louisiana Statewide Common Course Catalog/Master Course Articulation Matrix and for courses that support the LCTCS Career Clusters.

Project types will be prioritized in the following order from highest to lowest prioritization: Multiple Campus Project, Multiple Course Departmental Project, Single Course – Collaborative Project, and Single Course – Independent Project. This prioritization intends to support collaborative projects that have a greater likelihood of revising courses and resources that will be used in multiple courses or sections, and across multiple campuses or in systems.

**G. ELIGIBILITY GUIDELINES**

- 1. ELIGIBLE INSTITUTIONS:** All public higher education institutions in Louisiana are eligible to apply.

For applications that propose to share resources among more than one institutions, the following rules/guidelines apply:

- The application must be submitted by a single lead institution. Partnering

institutions must be referenced on the cover page of the application under the heading “Additional Institutions.”

- Information that defines the role(s) of the partner institutions must be included in the proposal.
- Only one budget for the project may be submitted for each proposal. Sub-awards for partnering institutions must be identified as allocations in the budget and referenced in the work plan.

If awarded, the project will be contracted with and managed fully by the lead institution. This lead institution will be responsible for fund disbursement and will follow institutional guidelines to determine how to handle the distribution.

2. **ELIGIBLE FACULTY:** Only faculty members of an eligible Louisiana institution of higher education may act as a lead. Depending on the project type, projects can be proposed by individuals or teams, composed of individuals such as faculty, librarians, and/or instructional designers. Individuals who are not employed by an eligible Louisiana institution of higher education (e.g., out-of-state scholars, scientists and/or engineers, or employees of industry) may serve as consultants on applications; however, they may not be the project lead/applicant or submitter and must not be cited on the cover page of the proposal.

#### **H. INSTITUTIONAL SCREENING COMMITTEE**

Proposals must be carefully screened by relevant staff at the institution. This could include an administrator representing the academic unit, an academic officer from the administration, and/or a representative from the sponsored programs or procurement office. This process is to ensure adherence to eligibility criteria and institutional requirements. It will also serve as confirmation that the lead institution is capable of and has a current method in place to receive and distribute the funding allocation. Submission of the proposal by the campus is considered a guarantee that: (1) no conflict of interest exists; (2) that the proposal has been reviewed and approved for submission to LOUIS by all appropriate institutional officials who are required to evaluate proposals submitted for external review; (3) it has met the objectives, eligibility requirements, and all other appropriate criteria as set forth in this CFP; (4) is in the format required by LOUIS; and (5) that a funding disbursement mechanism is available.

#### **I. TIMELINE**

The following schedule for submission, assessment, and approval of projects will apply:

- April 29 – July 15, 2019: Proposals system open for submissions
- July 15, 2019: Proposal deadline at 11:59 PM Central
- July 16 – August 4, 2019: Proposal reviewed by out-of-state reviewers
- August 5, 2019: Announcement of awards
- August 23, 2019: Mandatory kick off meeting for awarded projects
- December 15, 2019: Course redesign scope of work deadline
- Spring and/or Summer 2020: Initial semester of use for revised course

1-3 team members must attend the in-person kickoff meeting in Baton Rouge, LA on August 23,

2019. The reporting schedule for awarded projects will be set in the contract.

#### **J. DURATION**

Project timelines may vary but the work related to transforming a course to no textbook costs must be completed by December 15, 2019. Funded projects must teach at least one section of the associated course during **Spring 2020 and/or Summer 2020 semesters**, either by the lead or an identified teaching partner in advance who will commit to using the open materials if the lead's section does not run. Including the first academic year, funded projects must demonstrate a good faith effort to upholding a commitment to teaching the revised course at least once per academic year for two additional academic years following the initial year of use. Projects proposing courses transformation for courses that will be initially taught in Fall 2020 or beyond will not be funded in this cycle.

#### **K. COST SHARING AND MATCHING COMMITMENTS**

No matching or cost sharing is required, although the submitting campus/department may do so if appropriate.

#### **L. PROPOSAL REVIEW PROCESS**

All proposals submitted will be subject to external review by a project evaluation committee, composed of a team of out-of-state reviewers selected by LOUIS. In addition to considering the eligibility and competitiveness criteria, they will evaluate proposals using a rubric that includes the following:

- Impact on students and student savings
- Clarity and alignment between proposal, budget, and timeline
- Feasibility and reasonableness of the proposed work plan and roles
- Adherence to the proposal guideline

See the rubric in the appendix for full details. After scoring using the rubric, the committee will rank all proposals.

1. **FINAL SELECTION OF PROPOSALS TO BE FUNDED:** Funds will be allocated based on rankings and funding recommendations submitted by the out-of-state evaluation committee, in relation to available funding.
2. **DEBRIEFING:** A report offering a composite of proposals and reviewers' comments will be issued following the announcement of funded awards. Copies of the reviewer rubrics for unfunded proposals can be requested.

#### **M. POST-AWARD ACTIVITY**

1. **AWARDEE KICKOFF:** Once funded, 1-3 team members will participate in a facilitated project initiation process, including a required in-person meeting to kick-off project implementation and review processes, timelines, and training on content as needed for the activity. This will take place in Baton Rouge, LA on August 23, 2019.
2. **POST-AWARD EVALUATION AND REPORTS:** LOUIS requires that institutions receiving monies report periodically on the utilization and impact of those monies. The

following reporting is required of the awarded campus:

- a. Financial and Progress Reports: Twice a year on an established timeline, awardees will submit a report using a template to document the project's scope, timeline, and budget. The reports may also include impact information.
- b. Annual Project Reports: Annually for the three academic years from the first semester launch of the revised course on, awardees are required to report measures of impact on student success and return on investment using LOUIS ROI tools. This will include overall changes in Drop/Fail/Withdraw (DFW) rates and student performance (examples: grades, standardized tests, other learning outcomes assessments), as well as other elements provided in the final project report template to assess the effectiveness of the project. If Institutional Review Board (IRB) approval is required to obtain and report on these, that will be the responsibility of the campus/lead.
- c. Information Sharing: To build capacity in the state, awardees will be expected to be available for information sharing about their experience in future Affordable Learning LOUISiana sessions, in the LOUIS newsletter, on the LOUIS website, and in related presentations and materials.

## **II. SUBMISSION OF PROPOSALS**

### **A. PROCEDURES AND DEADLINE:**

All proposals submitted to LOUIS must be complete upon submission and must be received electronically through the LOUIS website: <http://louis.libsurveys.com/OER-CFP> by the deadline of **11:59 PM Central Time on July 15, 2019**. Paper originals or copies will not be accepted. Note that prior to proposal submission, the proposal must receive campus approval via the institutional screening by the sponsored programs office or equivalent; a proposal cannot be accepted by LOUIS until campus approval has occurred.

### **B. COMPLETION AND SUBMISSION OF MATERIALS:**

Submission deadlines are absolute; all campus work on the proposal, including final approval and submission to LOUIS by the designated campus office, must be completed on or before the deadline date and time. The submission process includes the following required elements:

- Completed application: Proposals must be submitted as one PDF document using the applicant form.
- Letter(s) for support: Letters of support may be attached to the application or submitted as a combined PDF document. At a minimum, the following letter(s) are needed: a letter from the sponsoring area (unit, office, department, etc.) of the lead institution that will be responsible for receipt and distribution of funding; for Multiple Campus projects, letters of support must come from each institution's sponsoring area.

The online proposal submission system is timestamped and proposals submitted after the deadline will not be considered. A submitted proposal may be released upon request of the submitting institution if additional changes are needed, provided such request is made before the deadline for receipt. Requests should be noted as an attached file to the revised application. A revised proposal must be resubmitted



through the LOUIS website prior to the deadline to be eligible for funding consideration.

**C. CONFIRMATION OF RECEIPT:**

When a proposal is submitted to the LOUIS website, the submitter has the option of including an email address to receive a confirmation email. Additionally, as soon as possible after the submission deadline, an indication of whether the proposal has been submitted in compliance with CFP instructions or disqualified for lack of compliance will be sent to the contact listed on the application.

**III. PROPOSAL REQUIREMENTS AND FORMAT**

All narrative sections of the proposal must be presented in a single PDF document with pages numbered, 1-inch margins at the top, bottom and on each side, and in type no smaller than 12 point. Forms must be completed and proposals submitted via <http://louis.libsurveys.com/OER-CFP>.

**A. APPLICATION:**

The application format is the same for each project type/category unless otherwise noted in the application. Application contents must be tailored to the specific project. The requirements and format must be followed closely. Proposals that do not adhere to these guidelines will be disqualified for noncompliance.

**B. BUDGET AND BUDGET NARRATIVE/JUSTIFICATION:**

Applicants must complete a budget and submit it with a corresponding budget narrative. This should detail the personnel and activity receiving allocations of the award and the amount of their allocation.

As previously noted, the lead institution will be responsible for fund disbursement. Budgets will be supported by state funds and therefore institutions spending project money must ensure compliance with state, Board of Regents, and institutional policies and procedures.

**1. DISALLOWED BUDGETARY ITEMS**

Fund monies cannot be used for ongoing operational costs of existing or proposed programs, entities, or projects. Applicants must make a case in their proposals that what they are proposing does not violate this stipulation. Applicants should also be aware that LOUIS will make out-of-state evaluators aware of this prohibition, as well as the current economic climate for higher education in Louisiana.

Indirect costs may not be requested.

Funds may not be requested for the purchase, maintenance, or repair of equipment. Long-term maintenance contracts for equipment cannot be requested.

Applicants should also note that the scope of the program does not permit: (1) construction of facilities; (2) routine renovation or upgrading of facilities; (3) paying faculty from the submitting university to train other faculty at the same university or at other universities; (4) purchase of standard motorized vehicles such as cars, vans, boats, etc.; or (5) purchase of standard office furniture or routine office equipment (e.g., copiers, desk chairs). The proposal must detail and fully justify the specific educational and/or research uses of the requested equipment as related to

project goals, objectives and activities.

The scope of the program does not permit funds to be used for entertainment costs, with the exception of meals for consultants or other professionals brought to the State as part of a funded project. Funds may not be used for receptions, group meals for faculty and students, refreshments, performers, and or other entertainment. While they are disallowed from project funding, they are permissible activity if funded by an institutional or private match.

Individual or institutional memberships are not allowable.

Support may not be requested for graduate and/or undergraduate students either working on the project or to be provided with fellowship or scholarship support aligned with project goals and objectives. Funds may not be requested to pay tuition or fringe benefits for graduate or undergraduate students.

Any item deemed ineligible shall not be funded, regardless of the recommendations of the external consultants.

## **II. FUNDS FOR PROJECT LEAD AND SUPPORT PERSONNEL**

Funds may be requested for faculty or staff support. Salary support may be requested as release time in proportion to the amount of time each affected employee is expected to contribute to the project. Funds can cover faculty and staff time and compensation, including course release time, overload pay, summary salary, stipends, additional compensation for work performed outside of regular duties or work hours, or replacement coverage, depending on institutional and departmental policies. Both faculty and staff should qualify for compensation or release time for their work on a project, subject to institutional guidelines. If compensation is paid as salary support, appropriate fringe benefits can be included and must be within the budget.

Consultants may receive honoraria or similar one-time payments commensurate with services rendered to the project, but may not receive salary-based payments. Collaborating partners who are not employed at Louisiana institutions may not receive salary support or other compensation through this program.

Funds can also cover project expenses, including related department needs and travel expenses, including for 1-3 team members to attend the required in-person kickoff meeting in Baton Rouge, LA on August 23, 2019. Travel requests must adhere to State regulations and travel-related expenses must be charged at State rates set forth in the Louisiana Travel Guide (PPM 49), including exemptions granted by the Division of Administration.

The budget narrative must provide detailed explanations of the type of salary requested, regular salary level, percentage of effort committed, campus guarantee of appropriate release, and justification in terms of project work to be performed for each individual requesting support. All non-compensation expenditures must be fully justified in terms of their necessity in accomplishing the goals of the project and the program, and costs itemized in the proposal.

### **III. PROJECT DATE OF COMPLETION**

Awarded projects will be under a multi-year contract to encompass the reporting period of a total of three years. Project work on the course transformation must be completed by December 15, 2019.

**IV. APPENDIX**

Louisiana Board of Regents | LOUIS: The Louisiana Library Network  
Affordable Learning LOUISiana | Open Educational Resources Course Transformation Projects  
**REQUESTS FOR PROPOSALS COVER SHEET**

**Project name:**

**Contact information:**

*The **applicant** is the lead for the project, the person responsible for project management and reporting. The **submitter** is the person submitting the application (such as a Grants Officer or Administrator. It can be the applicant – if so, leave the submitter fields blank.*

Applicant Name	
Applicant Email	
Applicant Phone #	
Applicant Position/Title	
Submitter Name	
Submitter Email	
Submitter Phone #	
Submitter Position/Title	

**Lead/Sponsor Institution:**

**Additional Institution(s), if applicable:**

**Project Type (Single Course-Independent, Single Course-Collaborative, Multiple Course-Departmental, Multiple Campus):**

**Brief summary of proposed project (max 250 words):**

## PROJECT PROPOSAL

### **Proposal Team Members**

*List all persons and entities involved and the role of each.*

<b>Name</b>	<b>Institution</b>	<b>Email Address</b>	<b>Role</b>

**If you have additional team members, enter their names and email addresses:**

**Identify the campus signature authority for entering into a contract (LOUIS will identify the person with system-level signature authority):**

### **Project Information and Anticipated Impact**

<b>Title of Project</b>	
<b>Requested Amount of Funding</b>	
<b>Affected Course Names and Course Numbers (if multiple institutions, note institution)</b>	
<b>Are the affected courses included in the Louisiana Statewide Common Course Catalog/Master Course Articulation Matrix or do they support the LCTCS Career Clusters?</b>	
<b>Initial Semester of Use for Revised Course (must be either Spring 2020 or Summer 2020)</b>	
<b>Average Number of Students Per Course Section Affected by Project</b>	
<b>Average Number of Sections Affected by Project in One Academic Year</b>	
<b>Total Number of Students Affected by Project in One Academic Year</b>	
<b>Average Number of Students Affected per Summer Semester</b>	<i>Semester-level averages are required in order to maintain reporting accuracy.</i>
<b>Average Number of Students</b>	

<b>Affected per Fall Semester</b>	
<b>Average Number of Students Affected per Spring Semester</b>	
<b>Title/Author of Original Required Materials</b>	<i>Enter information for each required textbook, homework platform, or other required materials for the course before the project.</i>
<b>Original Total Cost Per Student</b>	
<b>Post-Project Cost Per Student</b>	<i>This is for any post-project materials costs such as low-cost homework platforms.</i>
<b>Post-Project Savings Per Student</b>	<i>This is typically the original cost minus the post-project cost.</i>
<b>Projected Total Annual Student Savings Per Academic Year</b>	<i>This is the total number of students per academic year multiplied by the post-project per student savings estimate.</i>

### **Introduction Narrative (max 1 page)**

- Describe the current state of the course, department, and/or institution, if relevant. Describe how the project will impact the course, department, and institution, as previously described, to demonstrate the capacity for creating an impactful change.
- Describe project goals. Include goals for student savings, student success, materials adaptation, and pedagogical transformation, as appropriate.

### **Course Transformation Work Plan (max 3 pages)**

Course transformation can be work-intensive and require project management in order to be successful. This section allows individuals/teams to describe how they will fulfill the goals of the project. The description of the project approach should include the following:

- The activities expected from each team member and their role(s): subject matter experts, instructional designer, librarian, instructor of record, et al. This includes defining the role(s) of the partner institutions, where applicable.
- The identification, review, and selection of open course materials to adopt/adapt. The application should include a preliminary evaluation of currently existing OER and allowable low-cost materials for adoption or modification.
- The implementation process, including any redesign work necessary for the course revision. This includes instructional design, curriculum alignment, accessibility, etc. Applications must state what steps will be taken to ensure content meets accessibility guidelines.
- The plan for providing open access to the new/revised materials. OER Commons will be used, but please indicate if you are using other platforms in addition to the repository.

### **Timeline (max 1 page)**

- Describe how the project will progress from its inception to the final report (submitted at the end of the final semester of the project – two years following the initial year of use. Please provide a list of major milestones for the project here. A table or a bullet-point list is acceptable. Funded projects will use timeline/benchmarks in reporting to LOUIS.

### **Quantitative and Qualitative Measures (max 1 page)**

Awarded projects must report measures of impact on student success and return on investment using LOUIS ROI tools. This will include overall changes in Drop/Fail/Withdraw (DFW) rates and student performance (examples: grades, standardized tests, other learning outcomes assessments). Individuals, teams, and institutions can do this varied ways. Outstanding applications will include measures beyond the minimum to gain meaningful insights into the impact of the project. Include the following:

- Each quantitative or qualitative measure to be used, along with a description of the methods and/or tools used to gather and analyze data.
- If IRB (Institutional Review Board) approval is needed, indicate this. Each institution's IRB functions differently and the project lead will need to know how their institution's IRB evaluates and approves of institutional research.

### **Budget (max 1 page)**

Provide a budget of personnel and projected allocations based on the award amount. Include 1-3 team members to attend the required in-person kickoff meeting in Baton Rouge, LA on August 23, 2019. Travel requests must adhere to State regulations and travel-related expenses must be charged at State rates set forth in the Louisiana Travel Guide (PPM 49), including exemptions granted by the Division of Administration. A table or bulleted list is acceptable.

Provide a corresponding budget narrative to fully describe and justify every item for which funds is requested. Only one comprehensive budget for the project may be submitted. Sub-awards for partnering institutions must be described in the budget justification and referenced in the work plan. Adhere to the guidelines from the corresponding CFP.

### **Sustainability Plan (max 1 page)**

Course transformation projects should have a lasting impact on the course for years to come. Funded projects must demonstrate a good faith effort to upholding a commitment to teaching the revised course at least once per academic year for two additional academic years following the initial year of use. In order to ensure this sustainability is possible, describe:

- The maintenance and updating of course materials
- Any possible expansion of the project to cover more course sections in the future
- Any future plans for sharing this work with others through presentations, articles, or other scholarly activities

### **Letter(s) of Support**

A letter of support 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. Letters must reference sustainability and can reference prior experience supporting OER efforts. In the case of multi-institutional affiliations, all participants' institutions/departments must provide a letter of support.



**REVIEWER RUBRIC**

**Title of Project:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_

					<b>Score</b>	<b>Notes, Justification</b>
<p><b>Project Goals:</b> Clearly articulated goals and a clear picture how the course revision will shift and transform the current to the future state</p>	None: 0	Included but minimal or poor goals and transformation: 1-2	Sufficient articulation of goals and transformation: 3-4	Well defined goals and excellent demonstration of the transformation: 5		
<p><b>Work Plan:</b> Clearly articulated with steps to attain project goals given scope and participant roles. Organized, feasible, and actionable path to success</p>	None: 0	Included but minimal or poor plan and roles: 1-2	Sufficient articulation of plan and roles: 3-4	Well defined plan with a clear roles and an actionable process: 5		
<p><b>Impact:</b> Anticipated impact in terms of savings, number of students affected, and in terms of impacts that may be meaningful to students and faculty across the state</p>	None: 0	Included but minimal impact or poorly defined: 1-2	Good impact: 3-4	Exceptional impact: 5		

<p><b>Timeline:</b> An understanding of the work and time required to complete the project goals as in the anticipated scope (i.e. over multiple courses/a system)</p>	None: 0	Included, but minimal details or some details missing: 1-2	Included, but only in some detail: 3-4	Included, with through detail: 5		
<p><b>Measures:</b> Demonstration of a commitment to collecting and reporting measurements of impact, understanding of impact measurements, and commitment to receiving appropriate institutional approvals.</p>	None: 0	Included but minimal or poor commitment and understanding: 1-2	Included with sufficient commitment and understanding: 3-4	Included with measures beyond the minimum to gain impact measurements and insights: 5		
<p><b>Budget:</b> Allocations reflect plausible estimate of the time and money required to achieve goals and work plan and given the timeline</p>	None: 0	Included but implausible estimate, insufficient or poorly aligned resources: 1-2	Plausible estimate and sufficient resources: 3-4	Realistic estimate with well scoped and more than sufficient resources: 5		

<p><b>Sustainability:</b> An understanding of the work and time required to sustain the work as required (over multiple academic years), and a plan consistent with that understanding that underscores sharing.</p>	None: 0	Minimal or insufficient long-term planning understanding or approach: 1-2	Long-term planning is mostly understood and includes an approach: 3-4	Strong sense of long-term planning and appropriate approach: 5		
<p><b>Support:</b> Demonstration(s) of support from sponsoring and participating institutions, as applicable.</p>	None: 0	Included but no clearly demonstrated support: 1-2	Included with clearly demonstrated support: 3-4	Included with clearly demonstrated support, including prior campus or system support and experience: 5		
					<b>Score</b>	<b>Notes, Justification</b>
<p><b>Statewide Alignment:</b> Affected course(s) is included in the Louisiana Statewide Common Course Catalog/Master Course Articulation Matrix or supports the LCTCS Career Clusters.</p>	None: 0	Some courses but not all: 2	All: 3			

<b>Prioritization Category</b>	Single Course – Independent Project: 0	Single Course – Collaborative Project: 1	Multiple Course Departmental Project: 2	Multiple Campus Project: 4		
<b>Total Points</b>					<b>/ 47 Possible</b>	
<b>Reviewer Comments and Feedback</b>						