

**TEXAS**  **STATE** <sup>®</sup>  

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**DISTANCE AND  
EXTENDED LEARNING**

**REQUEST FOR APPLICATIONS  
AFFORDABLE LEARNING MATERIALS  
IMPLEMENTATION GRANT PROGRAM  
2022-2023**

**APPLICATION DEADLINE:  
April 1, 2022**

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## Program Overview

The Affordable Learning Materials Implementation Grant Program is established to enhance quality in course offerings and reduce the costs of educational materials for students at Texas State University through grants to support the redesign of courses using no-cost materials (including existing OER).

“Open Educational Resources are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others. OER include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.” -- Hewlett Foundation

The Affordable Learning Materials Implementation Grant Request for Application (RFA):

- Implementation Grants –up to \$5000 to support faculty or faculty teams in the redesign of courses for using no-cost materials and/or existing OER.

This RFA encourages faculty applicants from all academic disciplines and in both undergraduate and graduate education with emphasis on making awards where:

- the application proposes a notable reduction in instructional costs for the student,
- the impact of the course development and subsequent cost savings will reach many students,
- all required and optional learning materials used in the redesigned course must be no-cost and/or licensed as OER,
- the application proposes partnerships with the University Libraries and instructional design support through the Office of Distance and Extended Learning for course development,
- the application details an assessment plan that will compare the effect on teaching and learning of the course redesign and implementation of no-cost materials, and
- there is a clear commitment to offer the newly redesigned course regularly.

All inquiries and communications concerning this RFA will be directed via email to:

Dana R. Willett

Assistant Vice President, Office of Distance and Extended Learning

[drw134@txstate.edu](mailto:drw134@txstate.edu)

512-245-7965

## Award Summary

The grant period will begin upon notice of award and will conclude according to the appropriate timeline below. All terms of the grant must be completed prior to the end date of the grant period.

The funding available to support Affordable Learning Materials Implementation Grants will be awarded to faculty and faculty teams on a competitive basis. Criteria for evaluation and selection of faculty for awards are described in the [Affordable Learning Materials Implementation Grant Evaluation Rubric](#).

Applications for this RFA will be accepted immediately and through 11:59 pm on April 1, 2022. Applications submitted after the application deadline will not be considered for funding. Planned grant timelines appear below.

## Grant Timeline

### Implementation Grants

Solicitation of applications	February 11, 2022
Application deadline	April 1, 2022
Notice of awards	April 15, 2022
Primary course development	June 6, 2022 – November 18, 2022
Grant report due	November 18, 2022
End of grant period	May 5, 2023

Selection of no-cost materials and/or OER, course planning, identification of learning outcomes, alignment of materials to the curriculum and outcomes, most if not all learning module development, some if not all media production, and most if not all course assessments must be completed during the primary course development stage.

## Eligibility Requirements

This grant program is open to all faculty at Texas State University and requires indications of support for the application and subsequent grant commitments from the department/school and college. This support must include an agreement to offer the re-developed course at least one time via Extension within a year of the beginning of the grant timeline. The course or courses identified for development or re-development in the application must be in the approved course catalog at Texas State University. An individual may submit multiple applications prior to the RFA application deadline but will only be funded for one project from this RFA. All applications must use the [TXST OER Grant Application Form](#) found at The [Grant website](#) also has a template that may ease the drafting of an RFA response.

Faculty teams may be created with partners from other institutions but grant funds may only be applied to employees of Texas State University.

Eligible projects for Implementation Grants will:

- Ensure all materials are offered to students at no cost except the cost of printing (should students choose to print materials).

- Offer the redeveloped course (at least one section) using only no-cost materials for any required or optional materials for at least two terms.
- Monitor required metrics and provide in a grant report including data from those metrics.
- Use materials that are no-cost to students, reside in the public domain, or are licensed under a Creative Commons Attribution (CC BY) license. Creative Commons (CC) licenses allow content creators to retain copyright while allowing others to copy, distribute, and make some uses of their work. A CC license ensures licensors get the credit for their work. Additionally, a CC license is international and continues as long as applicable copyright lasts

## Project Requirements

Awarded funds shall be spent only on expenses that support the Affordable Learning Materials Implementation Grant Program as documented in the application budget and timeline.

The proposed course must not be a part of another grant program or funding source offering funds to develop no-cost or OER courses. All purchasing and payroll must be conducted following established rules, guidelines, policies, and procedures of Texas State University. Any changes from the budget submitted as a part of the original application must be approved in advance by making a formal budget change request in writing to the grant coordinator.

## Allowable Costs

Each grant award is made available to the applicant for the development and delivery of course materials that are no-cost to the student or “in the public domain or have been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person.” Course materials may include full course curricula, course materials (including those available at the University Library), modules, textbooks, media, assignments, software, and any other tools, materials, or techniques, whether digital or otherwise, used to support knowledge.

Examples of categories that Award funds may be used for include: instructional design, project management, faculty summer stipends, digital media production, publishing costs, or other costs directly related to content development.

Faculty stipends may not exceed \$3,000 when all faculty stipends are combined for the implementation grant.

## Prohibited Costs

The following kinds of costs will not be paid with Affordable Learning Materials Implementation Grant Program funds:

- Costs incurred prior to the grant period;
- Faculty salaries except summer salaries/stipends;
- Food and beverages;
- Indirect costs; and
- Travel.

## Award Selection Criteria and Process

Each applicant must satisfy all Eligibility Requirements under this RFA to be considered during the award selection process. Projects will be selected for funding on a competitive basis.

This RFA is designed to fund projects that provide the best overall value to Texas State University within the goals described in this. Selection criteria is based on eligibility requirements, planned budget, proposed project timeline, and project quality, as determined by reviewer criteria. Incomplete, ineligible, and otherwise non-compliant applications will not be considered for funding under this RFA.

Three expert reviewers will evaluate the applications based on the program elements and the review criteria presented in this section, which are designed to enable the reviewers to assess the quality of a proposed project and determine the likelihood of its success.

1. The project is well defined and grounded in principles of effective instructional design.
2. The project can be completed within the grant period.
3. The proposed project is realistic and appropriate to the goals identified by the applicant.
4. The proposed activities and strategies are appropriate and are described in sufficient detail.
5. Project activities would likely continue after the grant period ends.
6. Project goals align with the overall goals of the RFA to implement courses that use only no-cost materials, which may include open educational resources (OER), for all required and optional materials.
7. If identified in the application, the course materials proposed are of sufficient quality to enhance course curricula, including student learning outcomes/objectives aligned to the no-cost materials as well as to assessments.
8. The course materials are provided to the student at no cost, other than the cost of printing.
9. The proposed project evaluation for determining the success of the project is described in sufficient detail and includes relevant information/data to be collected.
10. The expected outcomes are achievable using the resources and plans the applicant submits.
11. The expected outcomes would make a significant impact on reducing the cost of educational resources in the course(s).
12. There are sufficient staffing and resources to ensure that project evaluation information/data will be properly collected and reported.

Reviewers will use the general selection criteria to score applications. The [Application Evaluation Form](#) is available on the [Grant website](#).

## Application Format and Required Content

All applications must use the [TXST Affordable Learning Materials Grant Application Form](#), also available on the [Grant website](#).

All applications must include:

- The total funding request
- The name and Texas State University course ID for the course(s) targeted for development or redevelopment in the application
- The name of the faculty lead and, if applicable, other members of the faculty team associated with the proposed project
- A project narrative (requirements below)

- A project work plan including a timeline (requirements below)
- A project budget (requirements below)
- Indication of support for the project for the applicant's department/school and college including a commitment that the course with no-cost of materials will be offered at least one time via Extension within one academic year of the start of the grant period.

## Narrative Requirements

### Project Summary

The summary must include a project goal statement and provide a description of the overall project plan. In the summary, specify the course name and number of the proposed course(s), how often each course is offered, and total enrollments for the most recent offerings of each course. Describe each course's current use of educational resources (e.g., textbooks) to support instruction and learning, the cost to the student for those resources, and the potential savings to students through the project.

Grant applicants should include collaboration with the University Libraries and the instructional design team in the Office of Distance and Extended Learning as a part of the project plan.

Further, explain how funding, if awarded, would enhance instructional design, including effectively assessing all learning outcomes, while ensuring that the students incur no cost for the educational resources used in the course except for printing. Describe in detail how the project will implement the no-cost materials.

The narrative must address the following questions:

- What are the anticipated challenges of replacing currently utilized learning materials with no-cost materials and how do you plan to overcome those challenges?
- What existing materials will you adopt and/or adapt/revise, if applicable, and are they available to the students at no cost other than the cost of printing?
- For learning materials identified in the application, have the proper permissions been obtained, if needed, for all resource(s)?
- How will alignment be ensured between learning outcomes and assessments,
- How will no-cost materials support student mastery of learning?
- How will the project incorporate principles of effective instructional design?
- How will instructional designers, librarians, or other staff support the project?
- How will institutional and departmental administration support the project?
- Which academic semesters do you anticipate offering the developed course(s) using only no-cost materials?
- What metrics will you use to measure the success of the project. Metrics must include cost savings to students and may otherwise include measures of student learning improvement, student satisfaction, and changes in student access to learning materials.

Finally, describe how your college/department/school will continue the project or similar activities after the grant period ends. Identify any resources (time, effort, funds, etc.) that will be needed over the longer-term to sustain the effective use of the no-cost materials course(s) to support the learning outcomes, and how those needs can be met.

### Description of Applicant and Partners

Provide information on faculty involved in the project and partners expected to participate in the program/project, including information on their roles and contributions such as partnerships with instructional designers, course developers, librarians, and technical support staff. Clearly describe participants' level of commitment to the project, including percent of work allocated to project.

### Assessment of Need

Describe how the project will assist in lowering the cost of learning materials for students and how access to no-cost learning materials will potentially benefit teaching and learning.

Provide a brief overview of significant no-cost materials and/or OER currently available, if any, for the subject matter (e.g., Psychology, History, etc.) of each course.

### Project Workplan and Timeline

The project work plan and timeline must include roles and responsibilities of project partners, outcomes tied to dates and expected deadlines in a project timeline, and proposed metrics for measurement of project success.

Generally, each objective would be supported by one or more activity, process, or deliverable. If the proposal is funded, it is expected that the project work plan will be more fully developed and expanded over the course of the grant period. The project work plan and timetable should also include a description of how the proposal will be evaluated. Metrics must include those required as a part of this RFA. The evaluation metrics and a summary of the implementation of the course design/redesign will form the basis of the required grant report.

### Project Budget

The application must include a summary budget. Award funds may be used for instructional design, project management, faculty summer salaries, or other costs directly related to course design. Consult the section above on allowable and prohibited expenses.

As noted previously, faculty stipends may not exceed \$3,000 when all faculty stipends are combined for implementation grants.

### Distribution of Grant Funds

The Office of Distance and Extended Learning (ODEL) will distribute grant funds. Expenses for the grant and execution of the project will not exceed the grant funds awarded. Contracts, services, fees, expendables, hardware, and software will all be purchased by ODEL based on the approved grant budget. Expenses not approved in the grant will not be funded. Purchases and other expenses not initiated by ODEL as a part of the grant will not be funded. Faculty stipends and other payments to personnel will be paid upon completion of the project as described in the approved grant proposal.

## Grant Extension

Extension of the Grant Period for the project may be granted at the sole discretion of ODEL. An awarded applicant may be eligible to request a maximum six-month no-cost grant extension to fully complete grant project activities and goals. An awarded applicant must request an extension by email to the coordinator of the Affordable Learning Materials Implementation Grant program prior to the grant end date. Extensions are subject to the availability of appropriated funds and to the eligibility requirements.

## Monitoring and Reporting

### Monitoring

The ODEL staff will monitor and oversee the Affordable Learning Materials Implementation Grant program progress and compliance through required reporting to ensure that grant commitments are fulfilled and that the financial matters related to the grant award are accurate and appropriate. The awarded applicant is required to complete the project report listed below for a project funded as a result of this RFA. ODEL will provide a template and instructions for electronic submission for required reports.

If an awarded applicant does not submit the required report as detailed below by the established deadline, and the awarded applicant has not been granted a submission extension, ODEL reserves the right to require that grant funds be returned. If a required report is not accepted by the grant coordinator, the awarded applicant will be required to revise and resubmit.

### Reporting

An awarded applicant is required to submit a written report to the grant coordinator following the first offering of the redeveloped course. The report will generally include (but not be limited to):

- Course number(s), title(s), and sections(s) that used only no-cost materials.
- Number of students completing a course using only no-cost materials under this grant program.
- Number of faculty adopting the no-cost materials under this grant program.
- Cost savings per student, based on the cost of materials used for the course(s) in the term directly preceding the grant period.
- Narrative status report on the development of the Affordable Learning Materials Implementation Grant project.
- Project Work Plan. The work plan submitted with the Applicant's Application will be included with updates and additional detail on project implementation.
- Student and faculty satisfaction data regarding the use of and usefulness of no-cost materials in the course(s).

## Termination

ODEL may, by written notice to an awarded applicant, immediately terminate this grant award/agreement for cause if: (a) ODEL is not observe regular and substantive progress on the grant project; (b) default or abandonment by an awarded applicant occurs; or (c) an awarded applicant fails to comply fully with any term or condition of this grant

award/agreement, through no material fault of ODEL. If ODEL deems it appropriate under the circumstances, ODEL will provide a three (3) business day advance written notice of intent to terminate this agreement, and ODEL will provide an awarded applicant with an opportunity for consultation with ODEL prior to termination during that three (3) business day period.