**Virtual Learning Strategy |   
Expression of Interest**

# Appendix B – Submission Template

**VLS Digital Content EoI Institutional Template**

**Please submit completed form to** [**vp.iue@utoronto.ca**](mailto:vp.iue@utoronto.ca) **by January 7, 2022.**

This is an Institutional Template designed to help interested applicants apply to complete the Virtual Learning Strategy eCampusOntario Expression of Interest form for the **Digital Content Stream**.

**How to use this template:**

* Excerpts from the EoI and scoring rubric are included in *italics* for reference at the beginning of each section. These should be deleted when completed
* Editing notes and tips are in *blue italic* and should be deleted when complete.
* Example text crafted for inclusion by all UofT applicants is yellow highlighted.
* Remaining text are examples provided as a guide or examples to be edited to suit project needs.
* **There are no specific fields for “Top Up” requests. Rational, implementation plan and budget must be integrated into the proposal as a whole.**

Please consider the funder goals noted below when crafting your proposal. Your project should be positioned to bring benefit instructors/students at institutions across the province.

It should be noted that this is a template and should be treated as such. The below document contains suggestions based on previous rounds of eCampusOntario grants and funding and not binding or prescriptive.

**Be succinct. There is a strict five-page limit on the proposal content including budget and project plan. Do not use smaller font size or row spacing. References are included in the page count.**

**Submission Format**

All application submissions must adhere to the following formatting rules:

* Margins: minimum 2.54 cm (1 in)
* Page size: 8.5 x 11
* Font: Calibri ONLY, black type, 11 point minimum
* Line spacing: 1.0 single-spaced minimum

**ATTESTATION:**

To be completed, signed by an official who can bind the organization and included as the first page of application submission.

**Project Information**

|  |  |
| --- | --- |
| Project Title |  |
| Project Lead Institution |  |
| Project Lead Contact Information | First and Last Name: |
| Position at Lead Institution: |
| E-Mail: |
| Phone Number: |
| Project Description  250 words max. | [Insert text here – Section will expand to contents. Note content category and reference to top ups within text. ] |

**I attest that this application adheres to the requirements as set out in this Expression of Interest:**

* **Eligibility:** All Colleges of Applied Arts and Technology, Indigenous Institutes (the nine Indigenous Institutes in Ontario recognized in regulation under the Indigenous Institutes Act, 2017), Ontario publicly-assisted universities, and the Michener Institute are eligible to apply for VLS funding. Affiliates and Federates of Member Institutions are eligible to apply in partnership with a Member Institution. Please see Appendix A for a list of institutions who are eligible to apply. All funding decisions are subject to final approvals from the Ministry of Colleges and Universities. An individual with signing authority to bind the member institution must sign the attestation. This may also be the project lead and designate for reporting.
* **Licensing of Final Product:** Final product be released with the appropriate license which may allow others to freely retain, revise, reuse, remix and redistribute the content. For Open Educational Resources (OERs) applicants must ensure that all content (text, images, etc.) be free from copyright restrictions for inclusion in an openly licensed final product.
* **Retention of Final Product:** All final products will be submitted to the eCampusOntario Library. This includes all source files and/or editable files used in creating the resource (including any multimedia files) to easily enable further remixing and modification where permitted by the license.
* **Acknowledgement of Provincial Funding:** Acknowledge Government of Ontario and eCampusOntario in all communications regarding the project.
* **Evaluation of Project Outcomes:** Agree to participate fully in any evaluation process regarding the initiative (for example, reporting metrics, interview, survey).
* **Digital Standards:** All applications will prioritize use of tools and technology that are compliant with appropriate standards for openness and interoperability to support adoption and adaptation across multiple platforms that include W3C standards. Applicants will also prioritize use of tools and technology that demonstrate user-centered design; continuous evaluation and improvement; effective use of data; protection of security; and privacy of personal information.
* **Accessibility:** All content produced under this initiative must be in accessible formats in accordance with the requirements of the [**Accessibility for Ontarians with Disabilities Act, 2005 (Ontario).**](https://www.ontario.ca/laws/statute/05a11)
* **Adherence to Applicable Laws:** All products must be in compliance with all applicable legislation, including the Copyright Act (Canada).
* **Records of Expenditures:** Agree to maintain appropriate records of expenditures (e.g. records of salaries, expenses, etc.).
* **Collaborator Agreement:** All collaborating institution(s) listed have been notified of this submission. If successful, all collaborators have agreed to participate in the project. All collaborator(s) have provided any necessary permissions to the lead institution to be included in this submission.

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| Signature (electronic only) |  |
| Name: | Susan McCahan |
| Position at Lead Institution: | Vice-Provost, Innovation in Undergraduate Education |
| E-mail: | [vp.iue@utoronto.ca](mailto:vp.iue@utoronto.ca) |
| Phone Number: |  |
| Date: |  |

I have the authority to bind the Institution

**SUBMISSION TEMPLATE:**

**5 PAGES MAXIMUM FOR ALL SUBMISSIONS**

|  |  |  |
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| **IMPACT (45%)** | | |
| **Evidence of Need (15%):** Explain how the project objectives align with identified needs.   * *Project Justification (5%): The project justification is well-supported with evidence of need.* * *Project Objectives (5%): The project objectives are framed using SMART criteria (i.e., specific, measurable, attainable, relevant, and time-bound).* * *Alignment between project justification, objectives, & goals (5%): The alignment between project justification, objectives, & funding goals includes how the project objectives will address identified needs.* | | |
| *[Example for Physics – Substitute your own objectives]*  This project will [create a new virtual resource| create a new course| etc ]address the need for… *[explain rationale, include metrics, short pitch on importance, what resource is not available, emergent need, relevance to advance opportunities…]*  The objectives of this project are as follows: *[example objectives, revise to suit project details]*   * Collaboratively design and develop of set of 10 flexible and reusable online learning modules that explore foundational components common to a first year Physics course * Present key themes in a scaffolded sequence and accompanied by learning activities and formative assessment resources to optimize student engagement * Provide access to a high-quality OER digital resource that is accessible and inclusive by design for over 1000 students   These objectives will support project goals by providing*…[link the above two sections together; include brief mention of funding request amount to achieve goals.]* | | |
| **Evidence of Impact (15%):** Provide a plan for sustaining and measuring project impact over time.   * *Project Impact (5%): Evidence is provided that the project objectives will lead to project impacts.* * *Impact Evaluation (5%): The impact evaluation plan includes mechanisms for robust tracking of meaningful outcomes.* * *Sustainability Plan (5%): The sustainability plan includes a description of how the outcomes of the project will be leveraged and scaled to meet emerging and future needs.* | | |
| [Insert text here – Section will expand to contents]  *[Description of project impacts, for example reducing costs, providing high quality resources, avoiding duplication, improve student experience and achievement of learning outcomes…]*  *Description of evaluation plan, for example student surveys, focus groups, tracking usage, instructor Community of Practice to provide feedback …Note: a full research project with REB not required]*  *Description of sustainability plan, for example existing instructor community, program support, cross institutional advisory to be continued after initial development, commitment of local divisional support (if true – be careful to confirm an commitments) , use of open source platforms (Pressbooks, H5P)*  This project will be supported by the Open UToronto initiative ([open.utoronto.ca](http://open.utoronto.ca)), an institutional program of activities that promotes the discovery, use, creation and sharing of open content, resources and courses. | | |
| **Equity (15%):** Describe how the project will incorporate principles of equity, decolonization, diversity, and inclusion (i.e., AODA compliance) into project activities, outcomes, and/or outputs.   * *EDI in Practice (5%): The EDDI practice plan reduces inequities.* * *EDI in Project Design (5%): The EDDI project design plan reduces inequities.* * *AODA Compliance (5%)* | | |
| [Insert text here – Section will expand to contents]  *[Description of EDDI in practice, for example reflecting diversity in course materials, gender neutrality, examples to include cases for mix of age, ethnicity, indigeneity, ability, …]*  *[Description of EDI in project design, for example including diverse stakeholders as partners or co-creators of content, shared ownership, community consultation, hiring practicies…]*  *[Description of AODA compliance planning, for example:*  AODA compliance will be addressed during the Phase 1 – Planning in consultation with an AODA office accessibility specialist, to ensure appropriate consideration of requirements. In Phase 2, media developers will comply be required to with AODA guidelines [including video captioning]. Phase 3 will include a final accessibility review by the project lead for alignment with AODA office recommendations prior to launch.  *[Note: Consider hiring a work study student to act as an Accessibility Assistant?]* | | |
| **COLLABORATION (20%)**   * *Team Member Roles (10%): Team roles and contributions clearly align to the project objects and support the sustainability plan.* * *Collaboration(s)/Partnership(s): Inter-institutional collaborations are clearly included in the sustainability plan.* | | |
| For each team member, provide: First name, Last name; Institution(s), Organization(s), and/or Affiliation(s); Job(s) and/or Title(s); Project role(s) & contribution(s) to the project; Description of how their lived experience and/or expertise will contribute to the objectives of the project. | | |
| *[Example– Substitute your own project team members]*   * **Lead instructor: Dr. Jonathan Chan** (University of Toronto, Forestry Dept) has **x** year’s experience in the field and will coordinate the content curation and development process using a collaborative and inclusive design approach. Previous experience includes **xxx** *[list any relevant experience with online/digital projects].* * **instructor/subject matter experts** (SMEs) who specialize in this area will contribute to content planning and iterative review processes prior to using resources in their own course/teaching context {See Expense 1 in budget]   + Name, institution/dept.   + Name, institution/dept.   + Name, institution/dept. * **Project Coordinator: [Name or TBC]** - Responsibilities include overall project activity oversight, setting of timelines and critical project milestones (Phase 1 - Planning); tracking progress on design and development (Phase 2); and finalizing deliverables, QA and accessibility review of deliverables (Phase 3). [Expense 2 in budget] * **Digital content developer(s): [Name or TBC]** - Advise on design considerations and prepare digital resources (3-D camera video, images, audio, H5P, Pressbooks, web content) as required by design process. [Expense 3, 4 in budget] * **Students** – Work study students will assist with content development; student focus group participants will provide feedback on the content design. [Expense 5 in budget] * **Director of Digital Learning Innovation (DLI)** - Consultation and guidance on design and development processes and institutional coordination for efficiency and sustainability. * **Accessbility Assistant: [Name or TBC] -** Add accessibility components such as captions, alt text and long descriptions, keyboard access and colour contrast etc. [Expense 6 in budget]   *Other possible roles to consider:*   * *Instructional Designer?* * *Editor?* | | |
| **LOGISTICS (35%)** | | |
| **Budget (20%)**: Provide a detailed budget that explains itemized eligible expenses using the example provided.   * *Meeting Budget Requirements (10%): The budget does not exceed maximums permitted for eligible expenses and includes in kind contributions.* * *Aligning Budget to Objectives (10%): The budget clearly explains how all itemized expenses align to the project plan and objectives.* | | |
| **Instructions**  Below is an example that can be a starting point to draft your project budget. All proposed costs must be directly associated with the project proposed (mentioned in text above) and justified appropriately. An itemized budget that signals a linke with rationale will garner rubric points (very high weighting on budget quality). [*Include additional costs by inserting new rows in the table, where appropriate.* | | |
| **Budget Item** | **Description/Proposal Alignment** | **Total Cost** CAD ($) |
| Expense 1: Honorarium for Instructors | $2000 honoraria for instructors from collaborating institutions | $6,000 |
| Expense 2: Salary Costs for Project Coordinator | Annual salary of $65K plus benefits for .25 FTE for 6 months | $8222.50 |
| Expense 3: Salary Costs for Instructional Designer | 100 hours @ $60./hour plus benefits | $6600.00 |
| Expense 4: 360 degree camera | For capturing immersive content on location for forestry site analysis | $287.00 |
| Expense 5: Work study student top up | *[Calculate divisional top up contribution or extra hours beyond 100/hrs per term.]* | $2000.00 |
| Expense 6: Accessibility assistant | 50 hours @25/hour plus benefits | $1375. |
|  | **Total Cost** | **$24,484.50** |

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| Project Plan (15%): Outline project milestones using the example provided. *The project plan accounts for variability and unforeseen challenges to ensure the overall project is completed before February 28, 2023.* | | | |
| **Instructions**  Below is an example that can be referenced to draft your high-level project plan. Plans are usually divided into phases that assist in categorizing and organizing project activities, deliverables and milestones. Each phase should achieve a specific milestone that progresses the overall project. Please note that phases may occur sequentially or in parallel.  *Note: You are encouraged to include additional phases by inserting new rows in the table, where appropriate. Final upload of open resources must be no later than* ***Feb 28, 2023.*** | | | |
| **ID #** | **Phase** | **Duration** | **Delivery Date** |
| Number ID | Describe major project milestones | Total estimated time to complete each milestone | Target date to reach milestone |
| 1.0 | **Project initiation and planning**  Deliverable: Project Plan | 9 weeks | <mm/dd/yyyy> |
|  | * 1. Team formation, administrative set up |  |  |
|  | * 1.2 Need analysis and project design planning |  |  |
| 2.0 | **OER Resource development**  Deliverable: collaboratively developed content modules | 30 weeks | <mm/dd/yyyy> |
|  | * 2.1 Storyboarding, content curation prototyping |  |  |
|  | * 2.2 Collaborative content creation, media development |  |  |
|  | * 2.3 Stakeholder review and input; |  |  |
|  | * 2.4 Evaluation framework prepared |  |  |
| 3.0 | **Final QA, review and upload**  Deliverable: Sustainable, accessible, shareable resource uploaded for sharing. | 4 weeks | <mm/dd/yyyy> |
|  | * 2.5 Final accessibility review |  |  |
|  | * 2.6 Final QA review and upload to eCampusOntario library |  |  |