

Memorandum of Understanding for University Library Funding of OER Projects on the Indiana University Indianapolis Campus

Creators, adopters, and adaptors of open educational resource materials who receive funding from University Library for the development of their projects are required to sign a memorandum of understanding (MOU). The purpose of the MOU is to clearly identify the roles and responsibilities of each party as they relate to open educational resource projects supported by funds from IUPUI University Library.

Successful applicants will receive the following services and support:

University Library will provide funding support to successful applicants, as described in the Call for Proposals. Funding will take the form of two payments. The first payment will be within two pay periods following the date that this MOU is signed by both parties (Library and Faculty). The final payment will be disbursed within two pay periods after the start of the semester in which the final product is used in teaching. If a project is completed by more than one faculty member, the grant will be divided among them equally.

University Library will provide or see to the provision of timely training and support.

The University Library OER liaison will reply promptly to questions and concerns submitted by funded faculty.

University Library will serve as facilitators for funded projects. In addition to monitoring progress of the project, this service provides outreach and coordination, as needed, with other units supporting the project.

University Library, either through librarian liaisons or the OER liaison, will assist faculty in searching OER repositories for existing OER materials that may be useful for the completion of the faculty member's project.

University Library will provide consultation and assistance with copyright issues and licensing options. This shall include consultation about any use of third-party content.

The Center for Teaching & Learning will provide training and assistance with IU-supported digital publishing tools for OER, including Pressbooks, Canvas, and other platforms.

The Center for Teaching & Learning will provide consulting related to aligning final products with faculty's desired learning outcomes and assessments.

The Assistive Technology and Accessibility Centers (ATAC) will provide consultation and assistance to faculty in creating accessible templates and layouts, and provide ongoing guidance leading to a final accessibility check, conducted by ATAC, before the final product is released to students.

Completed OER products will be deposited in IUPUI ScholarWorks and in appropriate OER repositories.

Faculty who have completed OER projects will be eligible for the UL Open Education Award.

Successful applicants are expected to do the following:

Upon acceptance of funding, faculty will consult with the University Library OER liaison. This consultation will be regarding the nature, scope, and timeline of the intended project, as well as identification of any needed training and additional support.

Faculty agree to participate in training activities necessary for the completion of their project.

Prior to beginning OER development, faculty will consult with a designated representative from the Center for Teaching & Learning (CTL) to prepare for training in the use of the publishing platform to be used, including issues of formatting and Canvas integration.

Faculty will submit their work in a format specified by the CTL representative, so that it will be compatible with the required publishing platform.

Prior to finalizing the project, faculty will consult with the Assistive Technology and Accessibility Centers to insure that the project structure meets accessibility standards.

Faculty will provide project updates, as requested by the library's OER liaison.

Faculty will determine ownership of all third-party content, seek copyright permissions as necessary, and obtain and provide documentation that necessary permissions have been obtained.

Faculty will apply and abide by an appropriate Creative Commons copyright license to their finished product, in consultation with the University Library OER liaison.

Faculty will complete their stated project within the agreed upon timeline or forfeit that portion of the grant funds which would otherwise be awarded upon completion. Faculty may ask the OER liaison to grant an extension of the timeline, but any agreement to do so is at the discretion of the OER liaison.

Faculty will participate in subsequent survey activities developed regarding the use of OER in the classroom, including faculty and student surveys.

Faculty will agree to make reasonable efforts to participate in events where the experience of creating an OER text can be shared for either academic, research, or pedagogical purposes until twelve months after receipt of final payment. Participation may be either in-person or via digital connection.

Faculty will acknowledge the receipt of financial support from University Library in any publication or presentation about the project.

If faculty apply for external funding relevant to the realization of the OER project, the Library requests to be listed as an investigator on the grant application. This ensures the Library's participation as technical advisors and support. The Library will advise on all relevant matters, which may include technological issues, amount of time required, and aspects of the budget. If a library employee is listed as an investigator, the Library commits to all requirements as laid out in the grant.

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from _____ to _____

Signing this MOU indicates agreement with its provisions.

Name/Position (Instructor)

Date

Name/Position (Library Representative)

Date