



## Funding Opportunity: Developing OER for Career and Technical Education

Montana colleges and universities have addressed the high cost of traditionally published textbooks by promoting adoption of OER—open educational resources that are openly licensed, digitally accessible, and free or very low cost for students.

State Leadership funds from the federally funded [Perkins V](#) grant will support increased adoption of OER in career and technical education fields to increase affordability of these in-demand degrees and credentials. This opportunity provides funding to support faculty, staff, and administrators with funds to grow use of OER in CTE courses and fields at Perkins-eligible institutions. Requests for funding will be accepted on a rolling basis until funds are expended. Priority will be given to OER for CTE courses and programs that are high-enrollment, frequently taught, and common across the system.

**Total Funding Available:** \$50,000

**Deadline to apply and complete funded activities:** July 31, 2023

**Eligibility:** Any individuals or teams of faculty, staff, or administrators from a Perkins-eligible institution in good standing with their local application funds may receive these leadership funds that support use of OER in CTE fields, courses, or programs. **A list of eligible programs may be found [here](#).** In addition to the list of eligible programs, courses and programs must be credit-bearing.

If you have any questions about eligibility, please contact Ciera Franks Ongoy [cfranksongoy@montana.edu](mailto:cfranksongoy@montana.edu).

### Perkins Eligible Institutions:

Blackfeet Community College	Highlands College
City College	Miles Community College
Flathead Valley Community College	Missoula College
Fort Peck Community College	MSU Northern
Gallatin College	Salish Kootenai College
Great Falls College	UM Western
Helena College	

**Allowable Activities and Expenses:** Applicants are encouraged to request funding for individual projects (i.e. adopting an OER text for a single CTE course) or larger departmental or institutional projects. See Appendix A for examples of individual and team projects.

Activities and budget must follow Perkins guidelines. If you have questions about whether a specific activity is eligible or about how to budget for paid time, please contact your institution's Perkins coordinator. Eligible activities include:

- time for faculty and staff to adopt OER (including time to identify, review, revise syllabi for OER);  
revise existing OER to meet course objectives);

- attendance at trainings or educational opportunities that support OER adoption in CTE fields;
- costs associated with hosting an event (meeting space, speaker fees, registration, etc; meal costs are not covered);
- travel associated with training or funded activities;
- other Perkins-allowable activities that support expansion of OER in CTE fields.

### **Budget/Funding**

All applications must include a proposed budget. Please use this [budget template](#).

- Funding will be administered through campus payroll and is subject to payroll expenses;
- funding for time will be budgeted at established campus hourly rate;
- time and effort will be accounted for if budgeted activities include time;
- applicants work through campus budget office to request reimbursement from OCHE.

**Reporting:** Applicants must follow Perkin’s guidelines to provide a quarterly report on activities and budget. Faculty and staff will also be required to provide information about OER adopted through support of grant support. Applicants receiving funding must agree to complete proposed projects and submit a final report by July 31, 2023. See [report template](#). Reports should be submitted to Angie Hall [ahall@montana.edu](mailto:ahall@montana.edu)

### **To Apply:**

1. Contact your institution’s Perkins coordinator to verify that your project is in a CTE field, course, or program. **A list of current campus Perkins coordinators may be found in Appendix A..**
2. Complete the application questions below.
3. Work with your institutional budget office to develop a budget (see example attached).
4. Submit application with budget to Ciera Franks Ongoy [cfranksongoy@montana.edu](mailto:cfranksongoy@montana.edu) or Crystine Miller [cmiller@montana.edu](mailto:cmiller@montana.edu). Please use the subject line “OER CTE Application.”

### **Application Questions**

*Editable application document can be [found here](#).*

1. Name, title, institution of applicant (For team applications, please include names, titles, institution, and contact information for additional participants.)
2. Provide a brief description of the proposed project and how the project will support growth of OER in CTE fields (500 words max).
3. If applicable, provide course, title, section number, frequency, and max enrollment for courses using newly adopted OER (include for all courses for proposed activities).
4. If applicable, provide cost of current textbook that newly adopted OER will replace.
5. For trainings or events, provide brief description, intended audience, number of participants, and intended outcomes.
6. For travel or attendance at a hosted event, provide event information and how the event supports growth of OER in CTE.
7. Please include a proposed budget ([template here](#)).

## Perkins Information

### **Perkins Obligated Use of Funds**

- Campuses awarded funds must complete the activities and achieve the outcomes identified in the final, awarded version of the grant application.
- Acknowledgement of Federal Funding. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects funded in whole or in part with federal money, all grantees, including but not limited to state and local governments, shall clearly state:
  - Percentage of the total cost of the project which will be financed with federal money;
  - Dollar amount of federal funds awarded to the project.
- Supplement, not supplant. Funds made available under this Act for *CTE/basic education* activities shall supplement, and shall not supplant, non-federal funds expended to carry out *CTE/basic education* activities.
- In addition, funds must be used in accordance with:
  - CFR 34: Education – Part 74: Administration of Grants & Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
  - 2 CFR 200 is the current guidance PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200.xml>

### **Notice of Nondiscrimination**

It is the policy of the Office of the Commissioner of Higher Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the Commissioner of Higher Education [MOA Coordinator](#).

## Appendix A

### Examples of Eligible Activities

#### **Departmental or institutional projects**

- Developing a Z-degree program;
- Adopting common OER texts in all sections of entry-level courses;
- Host a training session that provides education on OER and opportunity for participating faculty to receive funding to review an OER text;
- Cross system or cross-institution team of faculty work together to identify OER texts for commonly numbered courses;
- Technology that allows institutions to communicate about OER to students or to enhance awareness of OER among students, faculty, and staff.

#### **Individual faculty, staff, or administrator projects**

- Identifying and reviewing OER materials that would replace existing traditionally published materials;
- Revising syllabi to include OER materials;
- Updating existing OER materials including minor revisions or editing for updates, relevance, or coordination with learning outcomes;
- Attending trainings or educational opportunities that support adoption of OER in CTE fields.

#### **Perkins Coordinators**

Blackfeet Community College	Madman, Cheryl	<a href="mailto:cmadman@bfcc.edu">cmadman@bfcc.edu</a>
City College	Payne, Kaili	<a href="mailto:kaili.payne@msubillings.edu">kaili.payne@msubillings.edu</a>
Flathead Valley Community College	Jense, Emily	<a href="mailto:ejense@fvcc.edu">ejense@fvcc.edu</a>
Fort Peck Community College	Baker, Robyn	<a href="mailto:rbaker@fpcc.edu">rbaker@fpcc.edu</a>
Gallatin College/MSU Bozeman	Reardon, Anna	<a href="mailto:anna.reardon@montana.edu">anna.reardon@montana.edu</a>
Great Falls College MSU	Lowry, Stacy	<a href="mailto:stacy.lowry@gfcmso.edu">stacy.lowry@gfcmso.edu</a>
Helena College	Hunthausen, Stephanie	<a href="mailto:stephanie.hunthausen@helenacollege.edu">stephanie.hunthausen@helenacollege.edu</a>
Highlands College	Phelps, Bernie	<a href="mailto:bphelps@mtech.edu">bphelps@mtech.edu</a>
Miles Community College	Elizabeth Patten	<a href="mailto:PattenE@milescc.edu">PattenE@milescc.edu</a>
Missoula College	Dalessio, Katie	<a href="mailto:katie.dalessio@mso.umt.edu">katie.dalessio@mso.umt.edu</a>
MSU Northern	Maura Gatch	<a href="mailto:maura.gatch@msun.edu">maura.gatch@msun.edu</a>
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