



Textbook Creation Grant Application

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Lead Author Information

First Name: _____

Last Name: _____

Home Institution: _____

Title: _____

Email: _____

Phone: _____

Department: _____

Program (if applicable): _____

Overall Project Information

Working title for the textbook:

Include a brief description of the proposed textbook.

Please describe the level of need and adoption potential for this course material in your discipline. Be as specific as possible.



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Describe the intended audience for the textbook.

Provide textbook specifics, for example: a table of contents, chapter-by-chapter description, and the textbook's estimated length.

How does the proposed project address diversity, equity, and inclusion?

Do you plan to use work you've already created as part of this project? (This is allowed if you still own copyright.) If so, please describe and send a sample as part of your application.

Please suggest 2–3 possible peer-reviewers, including contact information, affiliation, etc. At least one reviewer must not be affiliated with the home institution. Reviewers will be compensated for their time.

Please identify any special considerations for authoring your project.

Proposed Timeline

Please review the [PALSave Textbook Creation Proposed Timeline](#), and indicate below if this timeline is feasible for this project. If not, indicate why and suggest an alternative schedule.

- ☐ Yes
- ☐ No

Type of Proposal and Budget Needed

Please select below:

☐ Single Author: \$5000

☐ Multiple Authors: up to \$6500. If the project is selected, the Lead Author will be required to submit a list of confirmed contributing authors and author budget.

Please list any other funding (including sources) you have for this project:

Support Required

PALNI, as publisher, will provide the following:

- Host kickoff meeting
- Meet with Lead Author to outline structure of the textbook and monthly thereafter for project check ins
- Review for satisfactory progress: outline, first draft, tracking sheet, and final manuscript
- Issue payments upon completion of receipt of satisfactory first draft and approval of publication version
- Coordinate peer review and copyediting
- Import to Pressbooks and complete OER layout
- Cover design
- Investigate printing options
- Submit publication version to Lead Author for approval
- Publish OER in online platform
- Provide and maintain platform

What other support or assistance do you anticipate needing from PALNI, if any?

Course Information

Course Number and Name

This is a/an:

- ☐ Existing course
- ☐ New course
- ☐ Other: _____

This course is (mark all that apply):

- ☐ Required for an undergraduate degree program
- ☐ Elective for an undergraduate degree program
- ☐ Required for a graduate degree program
- ☐ Elective for a graduate degree program
- ☐ Part of a professional certificate program
- ☐ Other _____

What is the average (per semester) course enrollment?

What semester(s) is the course usually taught?

What text(s), software (homework or other software types), or equipment/supplies are currently required for the course and how much do they cost? [Please include titles and editions or ISBNs]

Are you willing to comply with the grant requirements?

- Sign a [Lead Author Agreement](#)
- Lead Author will act as the primary point of contact for the OER and authorize all revisions on behalf of the Contributing Authors, if applicable
- Attend kickoff meeting

- Meet with Project Manager to outline structure of the textbook and monthly thereafter for project check ins
 - Include only originally authored (at least 50% of the total work), [Creative Commons](#) licensed (derivatives authorized), and/or public domain works in the OER
 - Identify Contributing Authors and outline payment budget
 - Identify and organize any third-party content via tracking spreadsheet, including that of Contributing Authors (if applicable)
 - Create and submit for review: outline, first draft, and final manuscript
 - Work with copyeditor to finalize pre-publication version
 - Approve final publication version after no more than two rounds of revisions
 - Adopt the completed textbook for at least two semesters at a PALNI-supported institution, and secure permission to do so, if necessary
 - Write a brief final grant report using the provided template, including a narrative summarizing challenges and accomplishments
 - Report enrollment and other data for each term the OER is in use, which includes student success markers, syllabi, and student perception survey data
 - Agree to and maintain the warranty that content contributed the OER does not infringe upon the rights of any third party
 - Agree to publicly share the OER under a [Creative Commons Attribution \(CC-BY\)](#) license
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- ☐ Yes
 - ☐ No

To apply, send proposal requirements to palsave@palni.edu by January 15, 2023.

1. CV or Resume of Lead Author
2. Completed PALSave Textbook Creation Grant Application (Make a copy of this document to complete the application. Completed applications should not exceed 10 pages.)

For questions or comments, please contact the PALSave Team: palsave@palni.edu