Open Educational Resources Grant Program Toolkit

Last revised: May 2022

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The following materials were created and used for Western University's inaugural Open Educational Resources Grant and Support Program. Others may use and/or adapt the following materials for similar purposes.

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Call for Proposals

Western instructors — apply now for grants and in-kind supports to create, adapt, or adopt open educational resources (OER) for one or more of your 2023-24 courses. Instructors of co-curricular learning opportunities can also apply.

What is Western's OER Grant and Support Program?

The OER Grant and Support Program offers instructor funding and in-kind supports to integrate OER into teaching. The program is a partnership between Western Libraries, the Information Technology Resource Centre, Centre for Teaching and Learning, and Western Research's Knowledge Exchange and Impact Team.

OER are educational materials — such as textbooks, videos, and test banks — that are openly licensed and freely available for anyone to use. OER can be tailored to the unique structure and context of a course. They can also reduce student financial barriers by removing the need to buy commercial materials.

$25,000 is available across three categories:

- **Creation** (up to $7,500 per grant): Create or develop a new open textbook or other open educational resource.
- **Adaptation** (up to $5,000 per grant): Identify and customize an existing open textbook or other OER to better align with your course. This includes creating an updated or localized edition of an existing open textbook, or creating supporting materials such as test banks, slide decks, videos, or interactive media.
- **Adoption** (up to $1,000 per grant): Identify and use an existing open textbook or other OER for your course.

Grant recipients have access to in-kind supports from Western Libraries, the Information Technology Resource Centre, and the Centre for Teaching and Learning. Some in-kind supports require that co-curricular learning opportunities tie to one or more course or degree program milestones.

Applications are due by Sunday, March 13, 2022 at 11:59 p.m. EST.

Apply by completing the application form (link to application form).

Eligibility

Any instructor of a Western University or affiliate credit-bearing course or co-curricular learning opportunity can apply, including instructional teams, instructional assistants, and staff in educational roles.

Co-curricular learning includes, but is not limited to, Western-sponsored learning opportunities that fall outside the traditional classroom. For example, learning skills development, library instruction, or experiential learning.

Applicants are encouraged to identify instructor and/or student collaborators in their applications. Each instructor will receive a grant for only one project on which they are the designated lead.

Funding Guidelines

Grant funds will be available to successful applicants via their home department in May 2022, to be spent by April 30, 2023. Projects must be completed and ready for use during the 2023-24 academic year.

We expect to fund a maximum of three projects in a single category, with projects from a variety of disciplines. The number of grants depends on the types and quality of applications received.

Eligible expenses include the costs of labour and expertise needed to adopt, adapt, or create an OER, beyond the in-kind support provided by program partners. This includes paying students and research assistants, editors, or copy editors. Funds may also be used to pay for software.

Ineligible expenses are hardware, conference registration, or travel costs. Teaching release is not covered by this funding, nor are faculty and staff salaries.

Unspent funds must be returned to Western Libraries at the end of the fiscal year.

Evaluation Criteria

A panel will evaluate all program applications using a standardized rubric. Criteria includes:

- Applicants' commitment to Open, with demonstrated interest in sharing project within and beyond Western University.
- Potential impact and benefit to students (including, and in addition to, cost savings).
- Evidence of need for OER on identified topic (applies to Adaptation and Creation categories).
- Feasible project scope, timelines, and budget.

Special consideration will be given to projects that aim to support or put equity, diversity, inclusion, and decolonization into practice.

Read the full Evaluation Rubric (link to rubric).

Expectations of Grant Recipients

- Communicate updates, decisions, and required supports to your Western Libraries OER program liaison.
- Attend Cohort Calls to share project updates and learnings with other grant recipients (one call in each of the summer 2022, fall 2022, and winter 2023 terms).
- Release Adaptation and Creation projects with the appropriate license (e.g., Creative Commons license) to allow others to freely retain, revise, reuse, remix, and/or redistribute content.
- Deposit in Scholarship@Western and the eCampusOntario Open Library, and in other open repositories as desired/appropriate.
- Adhere to guidelines and best practices for accessible resources.
- Submit a final assessment at the end of the funding cycle in April 2023.

In-Kind Supports

Available for all projects:

- Choosing, designing, or adapting instructional approaches with the resource (e.g., self-directed learning activities and assessments; organization and sequencing of topics or information).
- Creating, assessing, or redesigning course or lesson learning outcomes.
- Locating additional existing, open license resources.
- Explaining copyright and Creative Commons licensing.

For Adaptation and Creation projects only:

- Creating digital media (available from the Information Technology Resource Centre for projects connected to courses or achievement of program milestones).
- Using Pressbooks open publishing platform to migrate or create text content.
- Metadata, repository deposit, ISBNs, and/or DOIs.

Questions?

Email (enter email address) for assistance.

Application Forms

(Please note that the following forms were exported from Qualtrics – the survey software system with which grant applicants completed and submitted their applications.)

OER Grant Application Form - Adoption

Start of Block: Default Question Block

Title of OER project

_____

Information about project lead

- Name _____
- Title _____
- Email address _____
- Faculty / department _____

Q9 Provide name(s), title(s), email address(es), and faculty/department for any collaborators on this project.

This can include collaborators from other institutions.

_____

_____

_____

_____

_____

End of Block: Default Question Block

Start of Block: Course details

What is the course or co-curricular learning opportunity that this OER project is for?

Note: co-curricular learning includes, but is not limited to, Western-sponsored learning opportunities that fall outside the traditional classroom. For example, learning skills development, library instruction, or experiential learning.

- Name of course or co-curricular learning opportunity
  _____
- Course code (if applicable) _____
- How often is the course or co-curricular learning opportunity offered?
  _____

What learning materials will the OER replace? Please describe the learning materials currently used. If the OER will be used to replace commercial learning materials, please provide the title(s), cost, and publisher.

_____

_____

_____

_____

_____

Provide the title(s) and link(s) to the OER that you will be adopting

_____

_____

_____

_____

_____

Project Summary (maximum 500 words)
Describe the OER that you plan to adopt and how it will be used on completion of the project.

_____

_____

_____

_____

_____

If you prefer to upload your project summary as a Word or PDF file, you may do so here:

Expected Impact (maximum 300 words)
Describe the impact that your OER project will have on students. Please include any considerations related to equity, diversity, inclusion, decolonization, or Indigenization. Benefits of OER may include cost savings as well as pedagogical benefits. If you anticipate that your OER will be used by--and have impact on--students beyond Western and the affiliate colleges, please speak to that here.

_____

_____

_____

_____

_____

End of Block: Course details

Start of Block: Project Plan

Total amount of funding requested (maximum $1,000)

_____

Please upload a high-level timeline and budget for the OER project as a separate document using the button below.

The timeline should identify target dates for completion of key project milestones. These milestones may occur sequentially or in parallel.

Your budget should be itemized. For each proposed cost, provide a dollar amount and a rationale.

Please indicate the types of in-kind support you anticipate needing for your project:

- ▢ Creating, assessing, or redesigning course or lesson learning outcomes
- ▢ Choosing, designing, or adapting instructional approaches with the resource (e.g., self-directed learning activities and assessments; organization and sequencing of topics or information)
- ▢ Locating existing additional resources that are openly licensed
- ▢ Explaining copyright and Creative Commons licensing

How will you share your OER project within and beyond Western University and affiliates?

_____

_____

_____

_____

_____

Please confirm that you acknowledge the following requirements:

- ▢ I will adhere to guidelines and best practices for accessible resources.
- ▢ I will attend Cohort Calls (one in each of the summer 2022, fall 2022, and winter 2023 terms) to share project updates and learning.
- ▢ I will submit a final assessment at the end of the funding cycle, in April 2023.

End of Block: Project Plan

OER Grant Application Form - Adaptation

Start of Block: Contact information

Title of OER project

_____

Information about project lead

- Name _____
- Title _____
- Email address _____
- Faculty / department _____

Provide name(s), title(s), email address(es), and faculty/department for any collaborators on this project.

This can include collaborators from other institutions.

_____

_____

_____

_____

_____

End of Block: Contact information

Start of Block: Course and project details

What is the course or co-curricular learning opportunity that this OER project is for?

Note: co-curricular learning includes, but is not limited to, Western-sponsored learning opportunities

that fall outside the traditional classroom. For example, learning skills development, library instruction, or experiential learning.

- Name of course or co-curricular learning opportunity
  _____
- Course code (if applicable) _____
- How often is the course or co-curricular learning opportunity offered?
  _____

What learning materials will the OER replace? Please describe the learning materials currently used. If the OER will be used to replace commercial learning materials, please provide the title(s), cost, and publisher.

_____

_____

_____

_____

_____

Project Summary (maximum 500 words)
Describe the OER that you plan to adapt and how it will be used on completion of the project. Include the title and a link to the OER, as well as how you plan to adapt it. Please also describe why other, existing OER are not suitable.

_____

_____

_____

_____

_____

If you prefer to upload your project summary as a Word or PDF file, you may do so here:

Expected Impact (maximum 300 words)
Describe the impact that your OER project will have on students. Please include any considerations related to equity, diversity, inclusion, decolonization, or Indigenization. Benefits of OER may include cost savings as well as pedagogical benefits. If you anticipate that your OER will be used by--and have impact on--students beyond Western and the affiliate colleges, please speak to that here.

_____

_____

_____

_____

_____

End of Block: Course and project details

Start of Block: Project Plan

Total amount of funding requested (maximum $5,000)

_____

Please upload a high-level timeline and budget for the OER project as a separate document using the button below.

The timeline should identify target dates for completion of key project milestones. These milestones may occur sequentially or in parallel.

Your budget should be itemized. For each proposed cost, provide a dollar amount and a rationale.

Please indicate the types of in-kind support you anticipate needing for your project:

- ▢ Creating, assessing, or redesigning course or lesson learning outcomes
- ▢ Choosing, designing, or adapting instructional approaches with the resource (e.g., self-directed learning activities and assessments; organization and sequencing of topics or information)
- ▢ Locating existing additional resources that are openly licensed
- ▢ Explaining copyright and Creative Commons licensing
- ▢ Creating digital media (available from ITRC only to projects connected to courses or achievement of program milestones)
- ▢ Using Pressbooks open publishing platform to migrate or create textual content
- ▢ Metadata, repository deposit, ISBNs, and/or DOIs

How will you share your OER project within and beyond Western University and affiliates?

_____

_____

_____

_____

_____

Please confirm that you acknowledge the following requirements:

- ▢ My final project will be released with the appropriate license (for example, Creative Commons license) which may allow others to freely retain, revise, reuse, remix and/or redistribute content.
- ▢ My final project will be deposited in Scholarship@Western and at least one OER repository (for example, eCampusOntario Open Library).
- ▢ I will adhere to guidelines and best practices for accessible resources.
- ▢ I will attend Cohort Calls (one in each of the summer 2022, fall 2022, and winter 2023 terms) to share project updates and learning.
- ▢ I will submit a final assessment at the end of the funding cycle, in April 2023.

End of Block: Project Plan

OER Grant Application Form - Creation

Start of Block: Project and Applicant Details

Title of OER project

_____

Information about project lead

- Name _____
- Title _____
- Email address _____
- Faculty / department _____

Provide name(s), title(s), email address(es), and faculty/department for any collaborators on this project.

This can include collaborators from other institutions.

_____

_____

_____

_____

_____

End of Block: Project and Applicant Details

Start of Block: Course details

What is the course or co-curricular learning opportunity that this OER project is for?

Note: co-curricular learning includes, but is not limited to, Western-sponsored learning opportunities

that fall outside the traditional classroom. For example, learning skills development, library instruction, or experiential learning.

- Name of course or co-curricular learning opportunity
  _____
- Course code (if applicable) _____
- How often is the course or co-curricular learning opportunity offered?
  _____

What learning materials will the OER replace? Please describe the learning materials currently used, if any. If the OER will be used to replace commercial learning materials, please provide the title(s), cost, and publisher.

_____

_____

_____

_____

_____

Project Summary (maximum 500 words)
Describe the OER that you plan to create. Your description should include: the topic, subject coverage, planned format, how you anticipate using the OER, and why existing OER are not suitable.

_____

_____

_____

_____

_____

If you prefer to upload your project summary as a Word or PDF file, you may do so here:

Expected Impact (maximum 300 words)
Describe the impact that your OER project will have on students. Please include any considerations related to equity, diversity, inclusion, decolonization, or Indigenization. Benefits of OER may include cost savings as well as pedagogical benefits. If you anticipate that your OER will be used by--and have impact on--students beyond Western and the affiliate colleges, please speak to that here.

_____

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End of Block: Course details

Start of Block: Project Plan

Total amount of funding requested (maximum $7,500)

_____

Please upload a high-level timeline and budget for the OER project as a separate document using the button below.

The timeline should identify target dates for completion of key project milestones. These milestones may occur sequentially or in parallel.

Your budget should be itemized. For each proposed cost, provide a dollar amount and a rationale.

Please indicate the types of in-kind support you anticipate needing for your project:

- ▢ Creating, assessing, or redesigning course or lesson learning outcomes
- ▢ Choosing, designing, or adapting instructional approaches with the resource (e.g., self-directed learning activities and assessments; organization and sequencing of topics or information)
- ▢ Locating existing additional resources that are openly licensed
- ▢ Explaining copyright and Creative Commons licensing
- ▢ Creating digital media (available from ITRC only to projects connected to courses or achievement of program milestones)
- ▢ Using Pressbooks open publishing platform to migrate or create textual content
- ▢ Metadata, repository deposit, ISBNs, and/or DOIs

How will you share your OER project within and beyond Western University and affiliates?

_____

_____

_____

_____

_____

Please confirm that you acknowledge the following requirements:

- ▢ My final project will be released with the appropriate license (for example, Creative Commons license) which may allow others to freely retain, revise, reuse, remix and/or redistribute content.
- ▢ My final project will be deposited in Scholarship@Western and at least one OER repository (for example, eCampusOntario Open Library).
- ▢ I will adhere to guidelines and best practices for accessible resources.
- ▢ I will attend Cohort Calls (one in each of the summer 2022, fall 2022, and winter 2023 terms) to share project updates and learning.
- ▢ I will submit a final assessment at the end of the funding cycle, in April 2023.

End of Block: Project Plan

Evaluation Rubrics

Rubric – Adaptation and Creation Projects

Evaluation Category: Impact (40%)

Potential impact and benefit to students	The project's potential impact and benefit to students is unclear or not described	Only benefit identified is that of financial savings for students	Cost savings to students identified and articulates one or more benefits to students	Meets criteria for good and project objectives directly impact EDI-D work and/or Indigenization
Evidence of need	Evidence of need is unclear or not described	Highlights need OR provides evidence of search conducted, but not both	Evidence of search conducted; highlights similar OER and identifies a need or gap in subject matter	Meets criteria for good and need focuses on equity-deserving groups

Evaluation Category: Feasibility (40%)

Criteria Description	Unsatisfactory (0)	Needs Improvement (1)	Good (2)	Excellent (3)
Appropriateness of project scope	The scope is not feasible or not described in the project plan	Some questions remain about the scope's feasibility; project would be feasible with small changes	Project's scope is clear and feasible	Project is feasible and proper expertise to achieve project goals is accounted for

Appropriateness of budget	The itemized budget is out of scope, unclear, or not provided	Some questions remain about the budget's appropriateness. Budget would benefit from small changes	Clearly explains all itemized expenses and aligned with inclusion criteria	N/A
Appropriateness of timeline and projected milestones	Timeline is not provided OR is inappropriate/ unachievable	Some questions remain about the timeline's feasibility or anticipated milestones	Timeline and milestones are appropriate to progress and completion of the project	Meets criteria for good and accounts for unforeseen challenges

Evaluation Category: Open Values (20%)

Criteria Description	Unsatisfactory (0)	Needs Improvement (1)	Good (2)	Excellent (3)
Commitment to Open	The application rejects the principles of Open	Commitment to or understanding of Open is unclear	Commitment and understanding of Open are clear	Demonstrates understanding and commitment to Open with an articulation of how Open serves project objectives
Demonstrated interest in sharing project and outcomes	Application does not include plans to share project or its results	Identifies specific internal OR external places to share their project and outcomes, but not both	Identifies specific internal and external places to share their project and project outcomes	Meets criteria for good, with a plan for scholarly dissemination articulated

Rubric – Adoption Projects

Evaluation Category: Impact (30%)

Criteria Description	Unsatisfactory (0)	Needs Improvement (1)	Good (2)	Excellent (3)
Potential impact and benefit to students	The project's potential impact and benefit to students is unclear or not described	Only benefit identified is that of financial savings for students	Cost savings to students identified and articulates one or more benefits to students	Meets criteria for good and project objectives directly impact EDI-D work and/or Indigenization

Evaluation Category: Feasibility (45%)

Criteria Description	Unsatisfactory (0)	Needs Improvement (1)	Good (2)	Excellent (3)
Appropriateness of project scope	The scope is not feasible or not described in the project plan	Some questions remain about the scope's feasibility; project would be feasible with small changes	Project's scope is clear and feasible	Project is feasible and proper expertise to achieve project goals is accounted for
Appropriateness of budget	The itemized budget is out of scope, unclear, or not provided	Some questions remain about the budget's appropriateness. Budget would benefit from small changes	Clearly explains all itemized expenses and aligned with inclusion criteria	N/A
Appropriateness of timeline and projected milestones	Timeline is not provided OR is inappropriate/ unachievable	Some questions remain about the timeline's feasibility or anticipated milestones	Timeline and milestones are appropriate to progress and completion of the project	Meets criteria for good and accounts for unforeseen challenges

Evaluation Category: Open Values (25%)

Criteria Description	Unsatisfactory (0)	Needs Improvement (1)	Good (2)	Excellent (3)
Commitment to Open	The application rejects the principles of Open	Commitment to or understanding of Open is unclear	Commitment and understanding of Open are clear	Demonstrates understanding and commitment to Open with an articulation of how Open serves project objectives

Demonstrated interest in sharing project and outcomes	Application does not include plans to share project or its results	Identifies specific internal OR external places to share their project and outcomes, but not both	Identifies specific internal and external places to share their project and project outcomes	Meets criteria for good, with a plan for scholarly dissemination articulated

Appendix A – Glossary of Terms

Decolonization: A process that is "a necessary and ongoing process of unlearning, uncovering, and transforming legacies of colonialism, as well as utilizing the educational and knowledge systems available to relearn and rebuild the social, cultural, and linguistic foundations that were lost, or eroded through colonialism. Decolonization also requires making space, balancing, generating, and enabling diverse knowledge systems to thrive in the academy as well as in and through educational and knowledge transmitting places for Indigenous Peoples, the formerly colonized or continuing colonized nations, people, and cultural knowledge systems." (*President's Anti-Racism Working Group*, 2020).

Diversity: "Is characteristic of human societies that has been used in multiple ways across the post-secondary education sector. It includes the entire range of human, cultural, and societal differences among populations across Canada. Diversity encompasses identity differences, and the representation of students, staff, faculty, administrators, and senior leadership in the academy. Social diversity also includes the protected grounds under the Canadian Charter of Rights and Freedoms, Aboriginal and Treaty rights, and human rights legislation such as race/ethnicity, gender identity and expression, sexual orientation, and disability. Diversity is also used to differentiate types of knowledge production, educational institutions, and units within institutions, such as faculties, schools, departments, programs, and institutes. Diversity also encompasses the nature and content of curricula, research, teaching, service, and engagement." (*Igniting Change*, p. 119).

EDI-D: An acronym to represent equity, diversity, inclusion, and decolonization efforts at Western University. Within an EDI-D approach, a second "D" is added to equity, diversity, and inclusion efforts to recognize that any measures to support EDI initiatives are best facilitated with the critical work of 'decolonization.' Decolonization recognizes the need for structural and systemic change that unpacks the privileged knowledges of Eurocentrism and unsettles and transforms the legacies of systemic injustices experienced by many subjugated peoples. (Bressette, Kaniki, Garcia & Brunette-Debassige, 2021[1]). Definitions for equity, diversity, inclusion, and decolonization are included elsewhere in this glossary.

[1] Bressette, C., Kaniki, N., Garcia, B., and Brunette-Debassige, C. (2021). *Guidance for Western's Administrators on EDI and Indigenous Initiatives*, April 19, 2021. Memorandum to Sarah Prichard, Provost/Vice President (Academic), Western University.

Equity: “Is concerned with justice and fairness. Equity is a state of being, a process, and a condition that is rooted in fundamental human rights, and, therefore, is not reliant on individual choice or voluntarism. Whereas equality may lead to an assumption of an even playing field and may shape individual and institutional efforts to treat people the same, equity requires more; it is about understanding and accommodating difference and providing people with what they need to enter and thrive within the academy. Equity requires proactively identifying and combatting discriminatory ideas, attitudes, behaviours, as well as systems, policies, processes, and practices that lead to disadvantage. It is concerned with a legal and ethical commitment to doing what is right and necessary to achieve such a state through proactive measures to identify root causes, and design interventions to remove obstacles to fair opportunities and experiences in all spheres of academic life.” (*Igniting Change*, p. 120).

Inclusion: “Is a skillset and a condition that must be cultivated and that require resources to advance an equitable and fairer academy. Inclusion entails interconnected actions to dismantle barriers that impede participation, engagement, representation, and empowerment of members of diverse social identities and from various backgrounds in the life of the academy. Inclusion means that we design our educational and cultural spaces from the beginning so that they can be used fully by all peoples and all communities. Inclusion foregrounds the social and institutional relations of power and privilege, drawing necessary attention to who gets a seat and voice at the decision-making tables, and who is empowered by institutional process, policies, systems, and structures.” (*Igniting Change,* p. 121).

Open: Free of financial/technical barriers to access and carrying legal permissions for re-use.

Memorandum of Understanding for Open Educational Resources Grant and Support Program

Western University, through Western Libraries (WL), supports the broadest access to information and resources and is pleased to do so through the Open Education Resources (OER) Grant and Support Program, which includes funding and in-kind supports. WL will respect the hosted publications' policies, practices, and decisions. WL will not assert control or ownership of the project content.

This memorandum of understanding (MOU) presents the terms upon which WL will provide grant funding and in-kind supports for _____ (Project Title). The signed MOU will apply from (DATE) until completion of the OER. Funds are to be used for the purposes described by April 30, 2023, after which unspent funds will be returned to Western Libraries.

Nothing in this MOU is intended to transfer any ownership interest and/or intellectual property rights in the Project Title to WL or Western University.

Grant Amount

The grant awarded is for ____ ($CAD).

Funding Provision

Funding is provided by WL and will be transferred to Grant Recipient's home department at Western University.

Responsibilities of the Grant Recipient

The instructors, students, team, department or unit representing the Project will:

- Assume complete responsibility for the publication content and indemnify and hold WL harmless from any claims, losses, damages, or legal actions that arise from publication content
- Complete planned activities and objectives in the described time frame
- Communicate updates, decisions, and required supports to your Western Libraries OER program liaison. If the main contact person changes, a person with authority to represent the Project must provide that direction to WL.
- Attend Cohort Calls to share project updates and learnings with other grant recipients (one call in each of the summer 2022, fall 2022, and winter 2023 terms).
- Obtain all necessary permissions to use any third party content, and properly attribute such content, including, but not limited to, photographs, illustrations, drawings, text, or any other material to be published with or in connection with Project Title
- Where applicable, for any third party content to be used under fair dealing, the Designated Representative will make an assessment of fair dealing in a manner consistent with the "Code of Best Practices in Fair Use for Open Educational Resources."

- Release Adaptation and Creation projects free of charge and with the appropriate license (e.g., any Creative Commons license) to allow others to freely retain, revise, reuse, remix, and/or redistribute content.
- Deposit the Project in Scholarship@Western and the eCampusOntario Open Library (with assistance from WL) and in other open repositories as desired/appropriate.
- Adhere to guidelines and best practices for accessible resources.
- Submit a final assessment at the end of the funding cycle in April 2023.
- Ensure that OER funded with this grant is used in a course in the 2023-24 academic year, or sooner

Responsibilities of Western Libraries

Acting as funder and provider of in-kind supports for the Project, WL agrees to provide the Grant Recipient with the following resources and services free of charge:

- Provide funding as described in this MOU.
- Where applicable, provide in-kind supports as listed on the WL website and below:
    - Advise on locating additional existing, open license resources.
    - Explain copyright and Creative Commons licensing.
    - Assist with using Pressbooks open publishing platform to migrate or create text content.
    - Support metadata creation, repository deposit, and assignment of ISBNs and/or DOIs.
- Keep a public list of grant recipients.
- Promptly respond to questions and requests by the Grant Recipient, including referrals to other departments providing in-kind supports, as appropriate.
- Direct the Grant Recipient to additional resources that may help their project.
- When deemed appropriate, in the sole discretion of WL, WL will digitally preserve OER created by the Grant Recipient in accordance with WL's digital preservation practices.

Either party may:

- Terminate this MOU with a 30-day written notice to the other.

Additional Provisions

- In the event WL receives any complaint related to any publication content from the Project, WL will inform the Grant Recipient of the complaint and allow the Grant Recipient to respond to the complainant.

The undersigned accept and agree on these terms of service between WL and the Grant Recipient. The Grant Recipient accepts responsibility for ensuring that the Project complies with the terms of this MOU.

Project Title: _____
_____ | _____

Signature of Western Libraries' Representative	Signature of Grant Recipient
Name of Western Libraries' Representative (please print)	Name of Grant Recipient (please print)
Position	Title (in Relation to Western University)
Telephone	Telephone
E-mail	E-mail
Date	Date