

Memorandum of Understanding: Queen's University Library OER Grant

This Memorandum of Understanding (MOU) sets the terms and understanding between the Queen's University Library (QUL) and [NAME] (the Grant Recipient). The Parties enter into the MOU with the intention to honour all obligations as outlined here.

Purpose

The QUL agrees to provide a grant to [NAME] in support of the project [PROJECT]. These funds are provided on the understanding that they will be used for the items outlined in the grant application for the creation of an Open Education Resource (OER). This new resource will be integrated into an upcoming Queen's University course or program.

Duration

This MOU will apply from [DATE] until completion of the OER. It is expected that the funds will be used for the purposes described within one year. If the Grant Recipient finds this timeline is no longer possible, a revised plan and timeline should be communicated to Open Scholarship Services staff.

Grant Amount

The grant awarded is for [AMOUNT].

Funding Provision

Funding is provided by the QUL according to an arrangement negotiated between the parties.

Grant Recipient's Responsibilities

- Complete planned activities and objectives in the described time frame.
- Communicate updates, decisions, and required supports to Open Scholarship Services.
- Ensure that OER funded with this grant is used in a course at Queen's, and feedback is collected from students on the effectiveness of this resource upon course completion.
- Create a plan for evaluation and future maintenance of the resource.
- Adhere to guidelines and best practices for accessible resources.
- License the OER under an open license that allows others to use, reuse, and distribute the resource without first seeking permission (e.g. Creative Commons CC BY 4.0).
- Deposit (with assistance from the library) in the eCampusOntario Open Library, and in other open repositories as desired/appropriate.
- Submit a final assessment within 3 months of project completion or by the end of 2023, whichever comes first.

QUL's Responsibilities

- Provide funding as described in this MOU.
- Provide in-kind support to recipients, as listed on the QUL website <link>.
- Publicize the progress of the Grant Recipient and keep a public list of grant recipients.
- Promptly respond to questions and requests by the Grant Recipient.
- Direct the Grant Recipient to additional resources that may help their project.

Signatures