

INTERNAL PROPOSAL INSTRUCTIONS – THECB OPEN EDUCATIONAL RESOURCES GRANT PROGRAM

These instructions supersede the standard [Limited Submission Guidelines](#).

SUBMISSION NOTE

Two (2) components should be uploaded to the Limited Submissions Application form as a PDF file – (1) List of all key project personnel (w/contact information) and (2) research proposal as outlined below. *Note: The Research Proposal and Key Personnel list should be uploaded as a single PDF file.*

Please indicate the Project Category (i.e. Development Grant or Implementation Grant) of your proposal.

FORMATTING INSTRUCTIONS

- 12 pt., Times New Roman font
- 1” margins all around
- Spacing between responses can be included, however, all text for responses themselves should be single-spaced.
- Additional notes for Research Description: You may include embedded figures. Captions should be single-spaced in 12-pt TNR.

PROPOSAL INSTRUCTIONS/OUTLINE

Proposals should include:

1. Course(s) information:
 - a. Name, number, title of course
 - b. Texas Common Course Number
 - c. Number of students enrolled in all sections for the last 4 terms (fall, spring, summer if applicable)
2. Description of Applicant and Partners (as described in 8.2.3 of the [RFA](#)) – One (1) page maximum
3. Work plan or timeline – Two (2) pages maximum
 - a. Goal statement (8.3.1)
 - b. Objectives and expected outcomes (8.3.2)

Note: Priority is given to courses that have high transfer rate. Those courses are listed [here](#).