

# Limited Submission Review Instructions & Scoring Matrix

## THECB Open Educational Resources (OER) Grant Program

Principal Investigator(s):

### **BACKGROUND & INSTRUCTIONS FOR REVIEWERS**

A “limited submission” refers to a grant program that places a limitation on the number of proposal applications a single eligible entity can submit each cycle. The University of Texas at San Antonio (UTSA) has a process in place to allow for an internal competition among interested PIs to determine which application(s) will move forward. Once a limited submission opportunity is identified, an internal call for pre-proposals is sent out to potential PIs. Those interested in being considered for full submission are required to submit a pre-proposal (ranging from one to five pages, depending on the type of program and sponsor) by a specified date. If more applications are received than the institution is allowed to submit to the sponsor, the applications are moved forward to a peer review process in order to make final selection(s).

That peer review process is what you are taking part in now. While we do want you to be aware that **the proposals you review here are *not* finalized and will be expanded before they are submitted to the sponsor**, we ask that you be as critical in your review as you would be if these applications were moving forward to a sponsor now. We are **especially interested in your feedback on weaknesses of the applications and where improvements can be made** either before they move forward through submission to this program or others.

If you are reviewing more than one application for this same program, we ask that you use the applications as a reference for one another in your scoring, knowing that the pool will be ranked based on scores received to determine which move(s) forward to the sponsor.

#### *A final reminder for foreign nationals before you proceed:*

We want to ensure that you are eligible to receive compensation for this service. Visa type determines your eligibility for honoraria. Most common visa types eligible for honoraria: B-1, B-2, F-1 (with approval from current school/employer and additional documentation provided), J-2, WB-WT. Any visa holders not eligible for honoraria pay outside of their employing organization may NOT be eligible for payment from UTSA. Further guidance from UTSA on allowable reimbursements for most frequently used visas can be found here:

<https://international.utsa.edu/visas/guide-to-most-used-visas/index.html>. If you believe you may not be eligible for honoraria, please notify ORAU staff immediately.

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### SCORING

Selection of applications to be submitted to the THECB Open Educational Resources (OER) Grant Program will be based on a 5-point scoring scale for criteria given below.

No. of applications allowed per institution this cycle: **One (1) Development Grant, One (1) Implementation Grant**

- Ratings should be given in whole numbers (not decimals).
- Reviewers should consider not only the relative number of strengths and weaknesses, but also the importance of these strengths and weaknesses to the criteria or to the overall impact when determining a score.
  - For example, a major strength may outweigh many minor and correctable weaknesses

**Minor weakness:** easily addressable weakness, does not substantially lessen impact

**Moderate weakness:** lessens impact

**Major weakness:** Severely limits impact

### SCORING RUBRIC

Score	Description
1	<b>Poor</b> – No evidence or information provided
2	<b>Fair</b> – Minimal evidence; limited potential; vague; weak concepts; limited likelihood of success; limited in innovative thinking; lacks sufficient information
3	<b>Good</b> – Some evidence; partially developed concepts; some potential for effectiveness and success; some inconsistencies; needs work; some innovation present; requires additional information/clarification
4	<b>Very Good</b> – Convincing concepts with enough examples of evidence to indicate a good chance for success; clear and complete; innovative
5	<b>Excellent</b> – Excellent concepts; exceptional evidence; well-thought out with an extremely high likelihood of success; exemplary; highly innovative

*Borrowed from State of Ohio's Straight A Fund Application Scoring & Evaluation Process, Criteria & Rubrics.*

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**SCORED REVIEW CRITERIA**

Reviewers will consider each of the review criteria below based on the **Scoring Rubric** above, and give a separate score for each within the **Evaluation Scores** table below.

<p><b>1. Project Design</b></p> <ul style="list-style-type: none"><li>• The project is well defined and grounded in principles of effective instructional design.</li><li>• The project can be completed within the Grant Period, exclusive of teaching requirements.</li><li>• The proposed project is realistic and appropriate to the goals identified by the Applicant.</li><li>• The proposed activities and strategies are appropriate and are described in sufficient detail.</li><li>• Project activities would likely continue after the Grant Period ends.</li></ul>
<p>Strengths: Click here to enter text.</p>  <p>Weaknesses: Click here to enter text.</p>
<p><b>2. Project Goals</b></p> <ul style="list-style-type: none"><li>• Project goals align with the overall goals of the RFA to adopt, modify, redesign, or develop courses that use only open educational resources (OER).</li><li>• The course materials proposed are of sufficient quality to enhance course curricula, including student learning outcomes/objectives aligned to the OER as well as to assessments.</li><li>• The course materials are provided to the student at no cost, other than the cost of printing.</li></ul>
<p>Strengths: Click here to enter text.</p>  <p>Weaknesses: Click here to enter text.</p>
<p><b>3. Evaluation and Expected Outcomes</b></p> <ul style="list-style-type: none"><li>• The proposed project evaluation for determining the success of the project is described in sufficient detail and includes relevant information/data to be collected.</li><li>• The expected outcomes are realistic.</li><li>• The expected outcomes would make a significant impact on reducing the cost of educational resources in the course(s).</li><li>• The expected outcomes would have an overall positive or neutral impact on student performance in terms of grades and drop/withdraw rates.</li></ul>

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<ul style="list-style-type: none"> <li>There are sufficient staffing and resources to ensure that project evaluation information/data will be properly collected and reported.</li> </ul>
<p>Strengths: Click here to enter text.</p>   <p>Weaknesses: Click here to enter text.</p>
<p><b>4. Priority Projects (If applicable)</b></p> <ul style="list-style-type: none"> <li>Proposes to redesign a course or courses with high transfer rates (list of eligible courses <a href="http://www.thecb.state.tx.us/oergp">www.thecb.state.tx.us/oergp</a>).</li> <li>Proposes cross-institutional collaboration (i.e. faculty from a two-year institution with faculty from a four-year institution) <i>(for Development Grants only)</i></li> </ul>
<p>Strengths: Click here to enter text.</p>   <p>Weaknesses: Click here to enter text.</p>

#### EVALUATION SCORES

Criteria	Your Score
1. Project Design	
2. Project Goals	
3. Evaluation and Expected Outcomes	
4. Priority Projects (If applicable)	
<b>TOTAL</b>	