

Open SLCC Grant Application: Quick Start Guide

This one-page guide summarizes the core steps and materials needed to complete the Open SLCC Grant Application. It is a companion to the full webpage and application form. Refer to the [main grant webpage](#) for rubrics, training, and more detailed instructions.

Where to Start – Plan to take 2-3 months (Application due April 24th)

1. Visit [Open SLCC Grant website](#) and review grant requirements
2. OER 101 Training: Register through NEOED - Course is hosted asynchronously in Canvas
 - Course completion takes about 4-6 hours - Ideally, complete the course February or March
3. Outline your content and objectives
 - Give yourself 1-2 weeks to complete - Ideally, complete in December
4. If you need to update OER content in use at SLCC → Choose **Maintain** category (*no gap analysis required - skip Step 5*)
5. Conduct an initial OER Search for content you can adopt or revise or contact a librarian for help
 - Give yourself 2-4 weeks to complete - Ideally, start in February. *Note: Time required to do a full OER search (referenced as a gap analysis) varies, but if working with a librarian, they generally request 2-3 weeks.*
 - Gap analysis worksheets can be found on the [Open SLCC Grant website](#)
 - Determine your project category based on the search
 - If you can adopt existing OER as-is → Choose **Adopt** (no gap analysis required)
 - If you need to revise existing OER → Choose **Revise/Remix** (turn in your search as a gap analysis)
 - If you find no strong fit → Choose **Author** (turn in your search as a gap analysis)
6. Estimate your timeline and estimated hours
 - Give yourself 2-3 weeks to complete - Ideally, complete in early April
 - *Meet with the editor at least two–three weeks before the application deadline for help finalizing your timeline and editing plan.*
7. Request a Support Letter from your AD, Dean, or Supervisor
 - Make your request 1-2 weeks before the application deadline - Ideally, requesting by mid-March
8. Start Open Grant Application – Ideally by mid-March. The application will request the following information:
 - Project Collaborators & OER/Accessibility Experience
 - Course Impact & Curriculum Details
 - Student Savings Estimate
 - Gap Analysis* (*not required for Adopt or Maintain*)
 - Timeline, Scope, and Estimated Hours
 - Project Licensing, Tools, and Platform
 - SLCC Support & Editing Plan

Estimated time required to complete the application is 60 minutes if your materials are prepared ahead of time.

Common Tips & Sticking Points

- While filling out the application, you can 'Save as Draft' in CampusGroups and return later if needed.
- Most successful applications receive a 'Fair' or 'Excellent' rating—not all answers need to be 'perfect'.
- If you choose an Adopt or a Maintain category, you do not need to conduct a gap analysis.

Application deadline: April 24, 2026.