

# Welcome!

- On behalf of the ASCCC OERI, we are pleased to have you here with us for “Defining Deliverables in the Request for Proposals (RFP) Process”
- If you are not already muted, please press the “mute” button upon arrival. As this is set up as a meeting, we will be able to have an actual discussion – but we need all those who are not speaking to be muted.
- Please note that you are encouraged to use the Zoom “chat” feature for questions and comments.
- **This event will be recorded.** Archives of all ASCCC OERI events are available at [asccc-oeri.org](https://asccc-oeri.org) > Webinars and Events

# Defining Deliverables

In the context of a response to the OERI's Request for Proposal, what is a "deliverable"? Why is it important to define your deliverables? This session will explain the role of deliverables in the OER development process. Good examples and deliverable "don'ts" will also be shared.

# Your Presenters and Chat Managers

- Shagun Kaur
  - Project Facilitator, ASCCC OERI
  - Communication Studies Faculty, De Anza College
- Suzanne Wakim
  - Project Facilitator, ASCCC OERI
  - Biology Faculty, Butte College



Image by [Jamie Street](#) on [Unsplash](#)

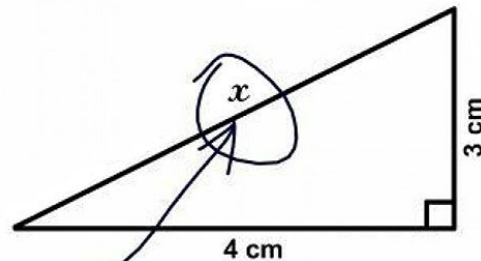
# Rubric Element

- Deliverables (B.3)
  - “Deliverables clearly delineated with sufficient detail”
- Also relevant to all other parts of the rubric
  - What, exactly, are you producing?

# Clarity matters

- "If you don't know where you are going, you will probably end up somewhere else."  
—Lawrence J. Peter

3. Find  $x$ .



*Here it is*

# Examples of details

1. How many chapters?
2. What is the topic of each chapter?
3. What are the common parts of a chapter?
4. About how long will each chapter be?
5. What type of elements (text, images, video, interactives, etc.
6. Numbers of elements (eg - at least one video per page)

# Details in timeline

1. See action plan presentation for details
2. What will be done by the first check-in?
3. Who will do what when.
4. Purpose
  - a. HOW you will get to where you want to go?
  - b. CAN you get there in the timeframe?

# Plan first

1. Work out the big picture with the team before submitting application
2. Is the scope of the project reasonable?
3. Work out the smaller details before starting to write.



# Budget is tied to deliverables

- Standard Scale (\$1,000-\$10,000)
- Medium Scale (\$10,001-\$20,000)
- Large Scale (\$20,001-\$30,000)
- If a review of your budget suggests it was categorized inappropriately , the OERI reserves the right make adjustments to budgets and funds requested.

# Participant, Pay and Deliverables

- Identify the deliverables you are producing and affixing a dollar amount to each.
- Identifying pay for faculty or other individuals.
- Specify the amount per person based on the individual work-product expected. Include specifics of how the amount for each person is determined.

# Budget Summary in Application

- Funding for travel, hardware, or dissemination activities will generally not be provided. But, if such funds are deemed imperative, please provide a rationale to justify this exception.
- Mention any additional funding available for the project.
- The total budget amount cannot be changed later. If you have identified a need for professional assistance, such as a copy editor or a licensing expert - include those costs in the budget.

# Budget Summary - Example

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Cost for this project is estimated at \$30,000

- Writing (**completing**) a chapter = \$2,000
  - x 10 chapters = \$20,000
- Reviewing a chapter = \$200
  - x 2 reviews per chapter = \$4,000
- End-of chapter activities = \$300
  - x 10 chapters = \$3,000
- Lead (organizes meeting and overall review) = \$3,000

# Details for Individuals

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Name	Completing Chapters (10)	Reviews (20)	Activites	Total
A	2 (1,8) = \$4,000	5 (#) = \$1000	2 (#) = \$600	Lead = \$3,000 \$8,600
B	4 (2,5,9,10) = \$8,000	5 (#) = \$1000	0 = \$0	\$9,000
C	3 (3,6,7) = \$6,000	5 (#) = \$1000	3 (#) = \$900	\$7,900
D	1 (4) = \$2,000	5 (#) = \$1000	5 (#) = \$1,500	\$4,500

# “Writing” a Chapter

Writing is only  
half the task

Completing a chapter requires:

- Writing content
- Grammar
- Formatting
- Accessibility
- Licensing
- Images

# Funds Disbursement

- Half after 80% check-in - January 8
- Half after 100% completion - May 13
- ASCCC will write checks at the direction of the faculty lead
- Tax forms collected from all recipients
- No local “overhead” – your accounting and grant office are not involved

# Questions and Answers



Toshi the black pug by Charles Deluvio on Unsplash

More Information or to Contact Us:

[ASCCC OERI Website](https://asccc-oeri.org) ([asccc-oeri.org](https://asccc-oeri.org))

- Resources
- Webinars and Events

[ASCCC OER E-Mail](mailto:oeri@asccc.org) ([oeri@asccc.org](mailto:oeri@asccc.org))