



# Developing OER for Career and Technical Education

## 2024 – 2025 Request for Proposals

Funds will be awarded on an ongoing basis. Final deadline for proposals:  
April 11, 2025, or when all funds are allocated.

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## Developing OER for Career and Technical Education

### Purpose and Overview

Montana colleges and universities have addressed the high cost of traditionally published textbooks by promoting adoption of OER—open educational resources that are openly licensed, digitally accessible, and free or very low cost for students.

State Leadership funds from the federally funded Perkins V grant will support increased adoption of OER in career and technical education to increase affordability of these in-demand degrees and credentials. This opportunity provides funding to support faculty, staff, and administrators with funds to grow use of OER in CTE courses at Perkins-eligible institutions. Requests for funding will be accepted on a rolling basis until funds are expended. Priority will be given to OER for CTE programs that are high-enrollment, frequently taught, and common across the system.

### Grant Requirements at a Glance

<b>Total Funds Available</b>	<b>\$35,000</b>
<b>Eligible Entities</b>	Only Perkins-eligible institutions in good standing are eligible to apply.
<b>Grant Period</b>	Funds available July 1, 2024 – June 30, 2025. Proposals accepted immediately. Final proposal deadline: April 11 or when funds are allocated.
<b>Program Contact</b>	Ciera Franks-Ongoy, Program Manager, Student Success and Perkins Compliance cfranksongoy@montana.edu (406) 449-9132
<b>Allowable use of funds</b>	<ul style="list-style-type: none"> <li>• Adopt OER (including time to identify, review, revise syllabi for OER); revise existing OER to meet course objectives);</li> <li>• Provide or attend trainings or educational opportunities that support OER adoption in CTE fields;</li> <li>• Costs associated with hosting an event (meeting space, speaker fees, registration);</li> <li>• Travel associated with training or funded activities;</li> <li>• Other Perkins-allowable activities that support expansion of OER in CTE fields.</li> </ul>
<b>Nonallowable use of funds</b>	<ul style="list-style-type: none"> <li>• Pay for college tuition or fees</li> <li>• Pay for promotional materials such as T-shirts, cups or keychains</li> <li>• Pay for school-specific recruitment activities</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>• Funding will be administered through campus payroll and is subject to payroll</li> </ul>

	<p>expenses;</p> <ul style="list-style-type: none"> <li>• Funding for time will be budgeted at established campus hourly rate;</li> <li>• Time and effort will be accounted for if budgeted activities include time;</li> <li>• Applicants work through campus budget office to request reimbursement from oche.</li> </ul>
<b>Reporting</b>	<p>Applicants must follow Perkin’s guidelines to provide a quarterly report on activities and budget. Applicants receiving funding must agree to complete proposed projects by June 30th, 2025, and submit a final report along with a completed time and effort form by August 31st, 2025. Coordinate with your campus Perkins Coordinator and Controller to make sure quarterly reporting requirements are satisfied.</p>
<b>Important Dates</b>	<ul style="list-style-type: none"> <li>• Application open period: January 21, 2025, to April 11, 2025; or until funds are allocated, whichever is sooner.</li> <li>• Grant winners notified: Ongoing</li> <li>• Grant funds available: July 1, 2024 - June 30, 2025</li> <li>• Final Narrative Report deadline: August 31, 2025</li> <li>• Final Fiscal Closeout Report Due: August 31, 2025</li> </ul>
<b>Submission</b>	<ul style="list-style-type: none"> <li>• Complete the 2024-2025 Developing OER for Career and Technical Education Proposal Form and email it to Ciera Franks-Ongoy at <a href="mailto:cfranksongoy@montana.edu">cfranksongoy@montana.edu</a>.</li> </ul>

### Perkins Obligated Use of Funds

- Campuses awarded funds must complete the activities and achieve the outcomes identified in the final, awarded version of the grant application.
- Acknowledgement of Federal Funding. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects funded as a whole or in part with federal money, all grantees, including but not limited to state and local governments, shall clearly state:
  - Percentage of the total cost of the project which will be financed with federal money; and
  - Dollar amount of federal funds awarded to the project.
- Supplement, not supplant. Funds made available under this Act for *CTE/basic education* activities shall supplement, and shall not supplant, non-federal funds expended to carry out *CTE/basic education* activities.
- In addition, funds must be used in accordance with:
  - CFR 34: Education – Part 74: Administration of Grants & Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,
  - 2 CFR 200 is the current guidance PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

## Examples of Eligible Activities

### Departmental or institutional projects

- Developing a Z-degree program;
- Adopting common OER texts in all sections of entry-level courses;
- Host a training session that provides education on OER and opportunity for participating faculty to receive funding to review an OER text;
- Cross system or cross-institution team of faculty work together to identify OER texts for commonly numbered courses;
- Technology that allows institutions to communicate about OER to students or to enhance awareness of OER among students, faculty, and staff.

### Individual faculty, staff, or administrator projects

- Identifying and reviewing OER materials that would replace existing traditionally published materials;
- Revising syllabi to include OER materials;
- Updating existing OER materials including minor revisions or editing for updates, relevance, or coordination with learning outcomes;
- Attending trainings or educational opportunities that support adoption of OER in CTE fields.

**Questions:** For questions about the submission process, please contact Student Success and Perkins Compliance Program Manager, Ciera Franks-Ongoy at [cfranksongoy@montana.edu](mailto:cfranksongoy@montana.edu).