



TRU
Open Press

PROJECT TITLE:

Today's date	
Please select one	<input type="checkbox"/> TRU staff <input type="checkbox"/> TRU faculty <input type="checkbox"/> Student
First and last name	
Email	
Amount not to exceed	

Additional Funding

Have you received any additional funding or support for this project already?
Please indicate the source of any additional funding below (if applicable)

Term of work assignment

The term of this work assignment will be from and including _____
, to and including _____.

The parties agree that subject to the terms and conditions of this Work Assignment payment for services will be made through the Thompson Rivers University (TRU) payroll department, with statutory deductions being applied.

SCHEDULE A

Content Development

Thompson Rivers University – Open Press requires the services of a Subject Matter Expert to create materials for the Project.

The Contractor will work under the guidance of the Open Press Publishing Manager (responsible for the development project) and in collaboration with the Open Press Production team will:

- Participate in brainstorming and planning sessions,
- Develop a detailed project framework (plan or blueprint),
- Follow the framework to develop original content, incorporating feedback from the Open Press Production team.

Description of Project

Expectations

- Respond to project-related communication and meeting requests in a timely manner (within 48 hours)
- Provide feedback that is:
 - Constructive and relevant
 - Centered on project content
- Communication must be professional and respectful in accordance with TRU Policy Number [BRD 17-0: RESPECTFUL WORKPLACE AND HARASSMENT PREVENTION \(tru.ca\)](#)

SCHEDULE B

OPEN PRESS PROJECT DEVELOPMENT WORK: DELIVERABLES AND DUE DATES

Due Date	Deliverable	\$ Amount/ Hours
ongoing	<p>#1. Attend planning sessions as needed to collaborate with development team as per Schedule A.</p> <p>These sessions include initial planning and planning for editing, production, and promotional stages of the project.</p>	<p>\$ _____ (____ hours)</p>
_____	<p>#2. Develop a project framework, including:</p> <ul style="list-style-type: none"> • Project name, goals and rationale • Project topics and resources • Map learning outcomes (if applicable) • Map learning activities (if applicable) • Media • Production plan 	<p>\$ _____ (____ hours)</p>
_____	<p>#3. ½ of original content created –</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>\$ _____ (____ hours)</p>
_____	<p>#4. ½ of original content created –</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>\$ _____ (____ hours)</p>
_____	<p>#5. Review and completion. Work with the development team to finalize the project. This includes reviewing edited and published content, guided by the Open Press Publishing Manager.</p>	<p>\$ _____ (____ hours)</p>
	<p>Total</p>	<p>\$ _____ (____ hours)</p>

Suggested Hourly Rate: _____

Assignment of Copyright and Waiver of Moral Rights

The copyright in the Material developed as part of this Work Assignment belongs exclusively to the Thompson Rivers University (TRU). Upon delivery of the Material, the Contractor must execute the Assignment of Copyright and Waiver of Moral Rights document. The Assignment of Copyright and Waiver of Moral Rights waives, in the TRU's favour, any and all moral rights which the Contractor or their employees may have in the Material and confirms the vesting of copyright in the TRU.

TRU requires that all Materials, regardless of length, created by a third party (i.e., someone other than an employee of TRU) be cleared for usage according to the Copyright Act of Canada. Therefore, according to TRU policy and in order to facilitate TRU obtaining copyright permission, we require the Contractor to:

- Identify each and every third-party item used in the Material created under this Contract.
- Supply complete bibliographic information about each item on the Course/Copyright Clearance Form.
- Identify the specific location within the course where the third-party item is used.
- Supply a list of all third-party items.

TRU's Open Press mandate is to create and publish Open Educational Resources. I hereby acknowledge that the content I create using Open Press funding will have an open license, unless cultural or privacy reasons prevent this type licensing. TRU Open Press works with Creative Commons licenses: <https://creativecommons.org/share-your-work/ccllicenses/>

CC license that you'd like to be applied to your work: _____
(The default for OP is [CC BY-NC-SA](#)) which allows the end-user to distribute, remix, adapt, and build upon your work in any medium or format as long as credit is given to you as the creator, the work is used only for noncommercial purposes, and all adaptations of your work are shared under the same [CC] terms.

Signature

Signature of Project Applicant

Date

Signature

Signature of Open Press

Date

Payment

In accordance with the Schedule of Deliverables, the Faculty Member will be paid through payroll if TRU approves of the services. If TRU does not approve of the Services, the Faculty Member shall remedy the problem at no additional cost to TRU before TRU shall be obliged to pay.

Evaluation Matrix

Please note that the matrix is designed to facilitate discussion and evaluation in line with the priorities of the TRU Open Press. All decisions about which projects the subcommittee presents to the Advisory Board should be agreed upon by consensus. The questions posed are non-exhaustive and can be expanded upon by the subcommittee, and scores should be considered a conversation starter only, not an objective truth.

[Project Proposal Evaluation Matrix](#)

Please write a short description of how your project will fulfill each of the priority criteria below.

- Priority 1: Student Benefit**

How will your project fulfill this criterion?

- Priority 2: Significance and Contribution**

How will your project fulfill this criterion?

- Priority 3: Equity, Access, Indigenization, and Localization**

How will your project fulfill this criterion?

Priority 4: Innovation

How will your project fulfill this criterion?

OP ONLY:

Priority 5: Practicalities and Capacities

Does the OP have capacity for this work?

The TRU Open Press Advisory Committee will use the Project Matrix guidelines to evaluate and assess all project proposals received before and after May 1st. This assessment will include examining the Open Press project timelines, resources, and capacity. All projects will start in early Fall. You will be contacted by the Publishing Manager as soon as a decision has been made about your project.

Please contact Dani Collins (OpenPress@tru.ca) if you have any follow up questions about your proposal.