



# CHECKLIST FOR THE OPEN AND ONLINE EDUCATION INCENTIVE SCHEME

SURF coordinates the incentive scheme of the Dutch Ministry of Education, Culture and Science for online education and Open Educational Resources. As an institution, you can apply for funding and experiment with online education projects and the sharing and reuse of learning materials. **The final date to apply is Tuesday 15 December 2020.** This checklist gives an overview of the most important information and tips.

**SURF**

# CHECKLIST FOR THE OPEN AND ONLINE EDUCATION INCENTIVE SCHEME

## Two pillars

The scheme of the Dutch Ministry of Education, Culture and Science enables higher education institutions to acquire knowledge, experiment with online applications and collaborate on high-quality learning materials. The Open and Online Education incentive scheme consists of two pillars: Online education and Open Educational Resources.



**Tip:** look at the existing initiatives and projects and see what can be reused in your situation!

- [Online education projects](#) \*
- [Open Educational Resources Projects](#) \*

*\*All hyperlinks are in Dutch.*

	OPEN EDUCATIONAL RESOURCES	ONLINE EDUCATION
<b>Objective</b>	Encourage the sharing and reuse of open educational resources.	Encourage the use of online forms of education.
<b>Focus</b>	Share, reuse and further develop open educational resources within professional communities, improve quality and ensure sustainable (re)use.	Annual theme: Motivational education and assessment. How can you motivate students more in an online environment and/or how can you focus more on formative assessment?
<b>Specific requirements</b>	<ul style="list-style-type: none"> <li>• Focus on distribution and reusing existing learning materials.</li> <li>• Building a high-quality collection of open educational resources.</li> <li>• Key role of the professional community: future consistency and sustainability.</li> <li>• Set up an organisation for sharing &amp; reuse: cultural change.</li> <li>• Apply at least once in an educational setting during the project period.</li> </ul>	<ul style="list-style-type: none"> <li>• The education must be innovative for your own institution.</li> <li>• The education takes place online or largely online.</li> <li>• The education must be carried out at least once during the project period.</li> <li>• The use of tools or methodologies that have been developed elsewhere is a plus.</li> <li>• ICT is not a goal, but a means.</li> </ul>
<b>Which institutions can make a submission?</b>	Dutch higher education institutions (funded or not) offering accredited education.	
<b>One or more institutions?</b>	Cooperation with at least one other institution is mandatory.	Collaboration is allowed, but not mandatory.
<b>Letter of Intent</b>	A Letter of Intent from the executive board is required from each participating institution.	
<b>Funding amount</b>	Maximum €175,000 per project. Per pillar: €700,000.	Maximum €100,000 per project. Per pillar: €700,000.
<b>Mandatory matching</b>	Requesters have to match 100% of the requested funding amount with their own resources.	
<b>Term</b>	At least 12 months, but no longer than 24 months.	
<b>Project start date</b>	Between 1 May and 1 September 2021.	

## Open and easy to find

All project results and learning materials developed with funding must be made available on the internet with an open licence in a accessible location that is easy to find.

Ensure that learning materials and other relevant project results are available for reuse. You can do this by applying a [creative commons](#) licence.

### Easy to find and interchangeable learning materials

Put the learning materials in a place that is publicly accessible, for example [SURFsharekit](#). This gives everyone access to learning materials, without any conditions and without the involvement of any individuals.

A login is permitted, provided that it can be created without any conditions. The learning materials must be available for a minimum of four years after the project's completion.

A clear and unambiguous description of the learning materials (metadata) is crucial for making them easy to find. Use the [NL LOM standard](#) for education in a Dutch context. In an international context, [IEEE LOM](#) is the right choice. [Edurep](#) must be able to harvest the metadata.

The repositories must be made suitable for this if necessary. In any case, the implementation of [OAIPMH 2.0](#) standard is required. The use of a repository such as SURFsharekit sets this up automatically.

### Open software

Ensure that the software developed in the project will be freely available for (re)use. Use an [open source licence](#); SURF recommends the GNU General Public Licence v3 as standard. The software code must be well documented and must contain a README.

Provide an openly accessible and retrievable storage location, such as [github.com](#). If you want the tool to work properly in a learning management system, apply the [LTI standard](#).

### Assessment criteria

The proposals are assessed based on four criteria.

	OPEN EDUCATIONAL RESOURCES	ONLINE EDUCATION
<b>CRITERION 1</b> <b>Objective and target group, annual theme and context, general impression</b>	<ul style="list-style-type: none"> <li>• Have the objective and background/context been described sufficiently clearly and credibly?</li> <li>• Focused on the organisation and cultural change within the professional community to distribute, reuse and maintain open educational resources?</li> <li>• Are open standards used for the free exchange of open educational resources?</li> <li>• Is the proposal important for the profession and the professional community?</li> <li>• Are the resources applied within an educational setting during the project period?</li> </ul>	<ul style="list-style-type: none"> <li>• Have the objective and background/context been described sufficiently clearly and credibly?</li> <li>• Is the proposal in line with the annual theme?</li> <li>• Is the education carried out at least once in an education setting during the project period?</li> <li>• Is it an educational innovation for your own institution?</li> <li>• Is the proposal leading to high-quality education aimed at motivating students?</li> <li>• Were previously developed methodologies and techniques used, or has it been clearly substantiated why this was not the case?</li> </ul>
<b>CRITERION 2</b> <b>Planned result and impact</b>	<ul style="list-style-type: none"> <li>• Are the results and the described impact sufficiently concrete and credible?</li> <li>• Do the costs match the size of the target group and planned impact?</li> <li>• Are the organisation (professional community) and the relevance, quality, maintenance and development of the resources assured?</li> </ul>	<ul style="list-style-type: none"> <li>• Are the results and the described impact sufficiently concrete and credible?</li> <li>• Do the costs match the size of the target group and planned impact?</li> <li>• Are open standards and licenses for reusable learning materials assured?</li> </ul>
<b>CRITERION 3</b> <b>An action plan</b>	<ul style="list-style-type: none"> <li>• Are the activities concrete and specific, given the objective?</li> <li>• Focus on the change process: for example cultural change, roles, expertise, facilitating the participation of the various parties involved?</li> <li>• Evaluation approach and criteria.</li> <li>• How is the implementation in terms of education, knowledge transfer and sustainability/embedding after the project?</li> </ul>	<ul style="list-style-type: none"> <li>• Are the activities concrete and specific, given the objective?</li> <li>• Evaluation approach and criteria.</li> <li>• Approach to sustainability/embedding and knowledge transfer.</li> </ul>
<b>CRITERION 4</b> <b>Schedule, costs and implementation</b>	<ul style="list-style-type: none"> <li>• Clarity and feasibility of the schedule, risk assessment and measures.</li> <li>• Clarity and feasibility of the costs.</li> <li>• Adequacy of the project organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Clarity and feasibility of the schedule, risk assessment and measures.</li> <li>• Clarity and feasibility of the costs.</li> <li>• Adequacy of the project organisation.</li> </ul>

### Submit a proposal

- Submit via DUS-i [www.dus-i.nl/subsidies/openenonlinehogeronderwijs](http://www.dus-i.nl/subsidies/openenonlinehogeronderwijs).
- The final date to apply is **Tuesday 15 December 2020**.  
Please note: the deadline is fixed. No deferment possible.
- The use of [templates](#) for the Activities Plan and the Project Budget is mandatory.
- **Add a Letter of Intent** from the Executive Board(s) of all the institutions involved.



**Tip:** Join the SURF [webinars](#) for more information on the incentive scheme and how to develop a proposal.

### Schedule

15 December 2020	Deadline project proposals
25 January 2021	Message to requesters about preselection and the scheduling of interviews
3, 4 and 5 February 2021	Appraisal committee interviews
23 February 2021	Draft recommendation to project requesters
25 February 2021	Deadline for possible response to draft recommendation (omissions/inaccuracies)
1 May 2021	Funding decision by the Dutch Minister of Education, Culture and Science
13 May 2021	Project managers kick-off meeting
Between 1 May and 1 September 2021	Start of the projects

### More information

If you would like to know more about the incentive scheme and the submission of a proposal, visit [www.surf.nl/stimuleringsregeling](http://www.surf.nl/stimuleringsregeling)

For further information, do not hesitate to contact us.

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#### Photo

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