

Support for the development of
CEGEP-level print and digital
educational resources

DEADLINE

March 7, 2025

CALL FOR PROJECTS GUIDE

► RESPOND TO THE
CALL FOR PROJECTS.

ccdmd.qc.ca/en/call-projects



CENTRE COLLÉGIAL DE DÉVELOPPEMENT
DE MATÉRIEL DIDACTIQUE

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INTRODUCTION TO THE CCDMD

For over 30 years, the Centre collégial de développement de matériel didactique has been developing digital and print educational resources for the entire Québec college network. The CCDMD's resources are the fruit of collaboration with hundreds of authors working in all the province's colleges, ensuring the relevance and quality of the material produced.

Funded by the Ministry of Higher Education of Québec, the CCDMD's mission is to support the production of professionally high-quality educational materials tailored to the needs of the francophone and anglophone college network. This mission includes the production, adaptation, and translation of digital or printed educational resources appropriate to the Québec context.

To provide a relevant response to the needs of colleges and CEGEPs, the CCDMD issues a call for projects every year.

TYPES OF PROJECTS

“Digital or print educational resources” refer to any type of digital or print resource used for learning or teaching one or more competencies in a program of study, or complementary materials promoting academic success.

A print textbook, an e-book, a website, a mobile application, a teaching scenario, a series of photos or videos, a series of exercises, etc., are examples of digital or print educational resources.

All types of resources are eligible, no matter the pre-university or technical program of study. However, the creation, adaptation and translation of print or digital educational resources aimed at students from anglophone CEGEPs must adhere to these CEGEPs' orientations.

ELIGIBILITY REQUIREMENTS

The project can be presented by one or more individuals, namely:

- ▶ teacher(s) from the Québec college network;
- ▶ specialist(s) in the field (e.g., pedagogical counsellor[s], technopedagogical advisor[s], etc.).

In the following text, the term "applicant" refers indiscriminately to these individuals. The project must be supported by their academic dean (or another relevant administration) of the applicant's college institution.

It must also be submitted to the CCDMD in the form of a digital presentation file. To be complete, it must include the duly completed Project presentation form, along with the other required documents (see Appendix 1). Any form filled out by hand will not be considered.

An incomplete file will be automatically rejected and will not be submitted to the selection committee.

General conditions

DIGITAL OR PRINT EDUCATIONAL RESOURCES MUST MEET THE FOLLOWING CRITERIA:

- ▶ Promote academic success or relate to at least one complete competency or one of its elements of a college study program. If the program of study is under review, the competencies that are covered by the submitted resources must be maintained in the new program.
- ▶ Address the needs of all students registered in the program of study, or, in the case of project promoting academic success, address the needs of all the students concerned, throughout the CEGEP network.
- ▶ Consist of an original design or translation into English.
- ▶ Differ from the resources being developed at the CCDMD*.
- ▶ Differ from existing resources in the field.
- ▶ Be feasible within an approximate timeframe of two years.

Specific conditions

SUBMISSIONS FOR A TEXTBOOK MUST:

- ▶ Include a detailed table of contents.
- ▶ Contain a sample chapter.
- ▶ Include a summary for each of the other chapters.
- ▶ Serve a student population of fewer than 1,000 people per year.

SUBMISSIONS FOR DIGITAL RESOURCES MUST INCLUDE THE FOLLOWING:

- ▶ A plan or chart of the main content elements.
- ▶ A brief description of the functional components.
- ▶ A sample script in the case of a video (see Appendix 4 for an example).

SUBMISSIONS FOR A TRANSLATION INTO ENGLISH MUST INCLUDE THE FOLLOWING:

- ▶ A copy of the resource that needs to be translated and supporting documentation.
- ▶ Changes that are required to adapt the content for the Québec CEGEP audience.

SUBMISSIONS FOR UPDATES TO AN EXISTING RESOURCE MUST INCLUDE THE FOLLOWING:

- ▶ Required updates.

* To see the list of resources developed at the CCDMD, visit our [website](#).

PROJECT DEVELOPMENT

Projects are generally developed in five stages. The CCDMD and the applicant work in close collaboration.

1 Consultation with the community

The CCDMD project manager works with the applicant to hold a consultation: teachers from other CEGEPs offering the same program, or having the same need, assess the educational relevance of the project, ensuring that it satisfies CEGEP-level teaching requirements.

2 Adjustment of educational specifications and project plan

If needed, the educational specifications are adjusted and refined, based on the comments from the consultation.

The applicant and the CCDMD agree on the production timetable and methods.

3 Production

The CCDMD chooses the production team who will work with the applicant during the various stages of the project. Depending on the features of the project, this support includes: pedagogical revision by the CCDMD project manager, content revision, language revision, scientific revision, copyright searches, programming, graphic design, media production, etc.

In the case of a translation project, the applicant will be asked to serve as a content specialist.

4 Editing

The CCDMD team edits the content of the resource into its intended format (website, printed textbook, e-book, mobile app, etc.).

5 Distribution

As the publisher, the CCDMD is responsible for promoting and distributing the resource in the Québec CEGEP network.

PROJECT SELECTION

Projects submitted to the CCDMD are assessed by a selection committee made up of representatives from the CEGEP network. The assessment of the committee is based on the criteria outlined in Appendix 3.

ALLOCATION OF RESPONSIBILITIES

- ▶ The CCDMD provides the required educational, technical and administrative support at all stages of production. The CCDMD establishes development standards and recommends procedures. It ensures that the educational resources are high quality and presented in the format that is best suited to the needs of the target client group.
- ▶ The applicant is responsible for drafting content development and contributing to the pedagogical design; the applicant may also draft or validate the supporting materials, in keeping with the standards and methods established by the CCDMD.

Have questions?

Call us at **514 873-2200**, email us at **info@ccdmd.qc.ca** or see the [Frequently asked questions](#).

Applicants are responsible for providing all the required information about their project, highlighting its importance and submitting a curriculum vitae and **signed letters of support** (see a sample letter of support in Appendix 2).

It is important to submit several letters of support from appropriate departments throughout the CEGEP network. The assessment process is confidential. All applicants who submit a project will receive an acknowledgement of receipt. The response from the selection committee will be communicated no later than May.

Copyright

To comply with copyright legislation, all materials developed must be an original creation of the applicant.

The applicant must disclose any elements borrowed from other sources to negotiate the required copyright release. Should the required copyright release not be granted, the applicant must replace these elements with original content.

Financial Conditions

Applicants who produce digital or print educational resources that meet the needs of the CEGEP network generally receive a lump sum set by contract. If applicable, the payment may include royalties on each book, textbook or e-book sold.

Submitting a Project

Applicants who wish to submit a project to the selection committee must provide a digital file that includes the signed and completed Project presentation form and all documents listed in Appendix 1.

Submitting your file

The file must be sent **by 4:30 p.m. on Friday, March 7, 2025** to **info@ccdmd.qc.ca**.

APPENDIX 1

LIST OF REQUIRED DOCUMENTS

To be eligible, the project presentation file must be complete. Incomplete files will not be submitted to the selection committee.

THE FILE MUST INCLUDE THE FOLLOWING DOCUMENTS:

- ▶ The completed Project presentation form, in its digital format.
- ▶ A curriculum vitae providing an overview of the applicant's education and experience related to the project.
- ▶ A copy of the description of each competency or element of competency covered by the project, if applicable.
- ▶ Signed letters of support from appropriate program coordinators/department chairs/academic deans in the CEGEP network, the academic dean of the applicant's CEGEP (or equivalent) or any other organization whose opinion is relevant for the project (see Appendix 2 for a sample letter).

FOR THE PROJECT TYPES LISTED BELOW, PLEASE ALSO INCLUDE THE FOLLOWING DOCUMENTS:

TEXTBOOK

- ▶ A detailed table of contents providing a satisfactory overview of the structure.
- ▶ A sample chapter.
- ▶ A summary for each of the other chapters.
- ▶ A sample of a relevant educational resource created by the applicant, if applicable.

DIGITAL RESOURCE

- ▶ A description of the main components in the form of a plan or chart – facts, concepts, theories, methods.
- ▶ A brief description of the functional components – drill and practice software, calculators, scenarios, etc.
- ▶ A sample script in the case of a video or an animation (see Appendix 4 for an example).

TRANSLATION INTO ENGLISH

- ▶ A copy of the resource that needs to be translated and supporting documentation.
- ▶ Changes that are required in order to adapt the content for the Québec CEGEP audience.

UPDATES TO AN EXISTING RESOURCE

- ▶ Required updates.

APPENDIX 2

SAMPLE LETTER OF SUPPORT

It is important to provide several letters of support from the other CEGEPs that offer the program, or that are interested in the material to be developed.

The following example shows the elements that should appear in a letter of support from a department chair.

[Date]

[Department Name]

[CEGEP Name]

I, the undersigned, [Name], certify that I have notified the department I represent of the project undertaken by [Applicant's Name], entitled [Project Name].

The educational material submitted is appropriate for the course [Course Name and Number], which deals with the competency addressed by the project.

The department recommends the development of this material, which will be used for the following reasons :

List reasons related to:

- Relevance of needs
- Pedagogical qualities
- Relevance of media

Signature (mandatory)

Name in block letters (mandatory)

Title (mandatory)

APPENDIX 3

EVALUATION CRITERIA

Projects will only be approved if they meet all the **eligibility requirements**. Eligible projects will be evaluated on the basis of the following criteria.

Applicant's qualifications

THE APPLICANT HAS THE REQUIRED QUALIFICATIONS TO BRING THE PROJECT TO COMPLETION.

- ▶ Appropriate background in the subject matter.
- ▶ Experience in adapting the subject matter and designing resources for the CEGEP level, as evidenced by their file.
- ▶ Specific knowledge that will contribute to the quality of the project (in writing, in educational design, etc.).

Target client group

THE TARGET CLIENT GROUP IS KNOWN AND STABLE.

- ▶ The user profile is sufficiently well defined to assist in the completion of the project.
- ▶ The annual volume of the target client group is stable.
- ▶ The statistics provided are from reliable sources.
- ▶ There are other potential client groups.

Relevance of needs

THE PROPOSAL IDENTIFIES SIGNIFICANT NEEDS OR PROBLEMS.

- ▶ The project proposal reveals major gaps or shortcomings.
- ▶ The needs identified stem from these gaps or problems.

THE PROJECT IS JUSTIFIED IN LIGHT OF EXISTING EDUCATIONAL RESOURCES.

- ▶ The file includes a complete inventory of existing materials.
- ▶ The criticism associated with the existing resources is justified in light of the observed needs.

Educational qualities of the project

THE PROJECT OBJECTIVES ARE APPROPRIATE.

- ▶ They will meet the needs and solve problems.
- ▶ They are consistent with the development of the competency.
- ▶ They are in line with the target client group (user profile).

THE CONTENT IS RELEVANT AND WELL STRUCTURED.

- ▶ It is consistent with the objectives identified.
- ▶ The themes and sub-themes demonstrate a hierarchical structure that is neither too general nor too complicated.
- ▶ The project includes components that facilitate learning: drill and practice software or exercises, answer keys, glossary, index, search engine, quick reference tool, etc.

THE EDUCATIONAL APPROACH CORRESPONDS TO THE IDENTIFIED NEEDS.

- ▶ The way the content is designed (examples, still or animated illustrations, charts or diagrams, summaries, etc.) reflects the educational objectives.
- ▶ The proposed learning activities and evaluation methods are appropriate to the educational objectives, the target student client group and the competency.
- ▶ The method for using the resource is consistent with the specified needs, the educational objectives of the project and the characteristics of the target student client group.

THE TEXT DEMONSTRATES EDUCATIONAL QUALITIES.

- ▶ It reflects the educational objectives of the project.
- ▶ The text and graphic components are balanced (neither too dense nor too sparse, progressive sequencing).
- ▶ The level of language is appropriate: clarity and fluency of wording, accuracy of vocabulary, observance of standards and style, tone that is neither too casual nor too pedantic.
- ▶ The treatment of the content is in line with the educational approach.

Relevance of the media

THE CHOICE OF MEDIA IS JUSTIFIED.

- ▶ The media treatment is consistent with the educational objectives of the project and the intended teaching strategies.
- ▶ The media is suitable for the students' learning environment.
- ▶ The media is appropriate for the resources of the CEGEPs interested in using the material.

Feasibility of the project

IN TERMS OF THE SCOPE OF WORK.

- ▶ The scale of the project is realistic in light of the availability of the applicant and the other contributors.
- ▶ The human, material and financial resources, and travel required for the project are reasonable.
- ▶ The preliminary work already carried out, including research, analysis, writing, testing and programming, will facilitate the completion of the project.

IN TERMS OF COMPLEXITY.

- ▶ Uncertainties related to human, material or technological resources will not hinder the progress of the project.
- ▶ The proposed technology and media are sufficiently well known to guarantee efficient completion, durability and quality.

IN TERMS OF THE ESTIMATED LENGTH OF THE PROJECT.

- ▶ The estimate is acceptable in light of the terms of completion and the characteristics of the project.
- ▶ The estimate takes the applicant's availability into account.

IN TERMS OF PRODUCTION COSTS.

- ▶ The cost of acquiring the copyright of protected works is not a major obstacle.
- ▶ The production cost can be estimated based on information in the project proposal.
- ▶ The project can be achieved at a reasonable cost that is justified by its educational quality and the relevance of the identified needs.

Support for the project

DULY SIGNED LETTERS OF SUPPORT ARE PROVIDED BY:

- ▶ The academic dean (or equivalent) of the applicant's CEGEP or of the CEGEP supporting the project.
- ▶ The applicant's program coordinator/department chair, if applicable.
- ▶ The other CEGEPs that offer the course or program (academic deans or equivalent, program coordinators, department chairs) or that have the same needs.
- ▶ External organizations whose opinion is relevant for the project.

THE LETTERS INCLUDE THE FOLLOWING:

- ▶ Description of the specific issues that justify the need for the resources.
- ▶ Acknowledgement of the resources' educational quality.
- ▶ Any other relevant item.

APPENDIX 4

SCRIPT EXAMPLE FOR A VIDEO OR AN ANIMATION

A script should include a short introductory text presenting the characters and the different elements of the video or animation. These elements can be presented in the form of captions.

The scenario should allow for the clearest possible visualization of the project before its production. To do so, it is recommended to use a table similar to the one presented below and to provide as many details as possible for the complete duration of the video or animation.

VISUAL	ACTIONS/ DETAILS	DIALOGUES	SUPER/ GRAPHICS
Black background	Musical theme. The text appears on the screen with a fade effect.		Lorem ipsum
White background	Close-up. The actor is facing the camera. Sound effect (bell sound) on [A].	Actor 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. [A] Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Image of a speech bubble with the words “Lorem ipsum” inside
White background	Medium close-up. The actor is facing the camera and waving.	Actor 2: Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	Image of a speech bubble with the words “Lorem ipsum” inside



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