Design and Development Award Letter of Agreement

Date: 

Faculty Name: 

Course Number and Name: 

Semester for Course Development: 

Submission of this letter as part of the packet for Design and Develop Award proposal confirms that those persons for whom a signature is affixed have reviewed and understand the complete information provided including the overview, requirements, and expectations associated with the receipt of funding to support the course design/redesign and development. Signatures also indicate agreement with and confirmation of all information provided in the information, proposal form, narrative and anticipated expenses provided in the proposal packet.

Further, signatures indicate an understanding of the following:

- Awards are granted in two amounts; $8000 for existing governance-approved courses undergoing revision and $10,000 for governance-approved courses being developed for the first time.
- If funding is received, faculty member designing/redesigning the course will receive support to allow for dedicated time required during the semester in which work is to be conducted.
- Funding for this support will be provided to the Department in two disbursements as indicated in the proposal information; 50% when first set of benchmarks have been met and 50% when the final set of benchmarks have been met. This portion of the funding is provided directly to the Department and is subject to fiscal year constraints as indicated in the award information. Benchmarks for release of funds can be downloaded from https://tlos.vt.edu/tlosgps/design-and-develop-awards/
- Faculty developing the course cannot be compensated directly in the Fall and Spring Semesters. Faculty compensated for work in Summer I/II semesters must be on nine-month contract and compensation must not exceed allowable about outside of contract year. Direct compensation must include fringe benefits.
- Funds provided are subject to fiscal year constraints and funds carried over may not exceed the allowable amount.
- Department commits to offering the completed course for at least three times after development.
- Department Head commits to review and approval of course after development project is completed.
- Faculty member commits to:
  - Participation in a semester-long professional development opportunity structuring the course development process,
  - Working with an instructional design team for guidance and assistance,
  - Submitting developed course elements for quality assurance review, and
  - Serving as peer reviewer for at least one other developed course.
- All proposals must be accompanied by current and original governance-approved syllabus for the course. Any significant variances between the original syllabus and the current syllabus will be discussed with the Department Head to determine the syllabus to be used for the funded project.
Design and Develop Award Letter of Agreement

Course Number and Name: ________________________________

Semester Proposed for Development (FA, SP, SU I/II): __________/Year ______

Semester in which developed course would first be taught: __________/Year ______

Faculty Developer Name (please print): ____________________________

Signature: ______________________________

Department Head Name (please print): ________________________________

Signature: ______________________________

Chair (if applicable) Name (please print): ____________________________

Signature: ______________________________

Dean (or Assoc/Asst. Dean) Name (please print): ____________________________

Signature: ______________________________

Please attach a scan of this letter to the email as described in the Design and Develop Award information and send a hard copy with original signatures to:

TLOS Grant Programs (0445)
3120 Torgersen Hall
620 Drillfield Drive
Blacksburg, VA 24061