Proposal Packet Worksheet

This worksheet will help with the preparation of information and material to respond to the RFP for Design and Development Awards. A document with complete information on the awards can be downloaded from the TLOS Grant Programs web page for Design and Develop Awards.

A complete proposal packet will include:

- Completed online proposal form accessed through link from TLOS Grant Programs web page for Design and Develop Awards.
- Copies of current and original syllabi for the course. Original syllabi can be obtained from the office of the Registrar. Please contact Gary Kinder at gkinder@vt.edu.
- One page narrative indicating purpose for submission and anticipated expenses other than faculty time.
- Signed original agreement letter downloaded from TLOS Grant Programs web page for Design and Develop Awards.

Proposal Form

The online proposal form is designed to provide information on the course you are planning to develop. If you plan to work on more than one course, please complete a separate form – and proposal packet - for each course.

The form will request the following information:

- Name of faculty member developing the course
- Contact information for faculty member developing the course
- Semester in which proposed development would take place
- Semester in which developed course would first be taught
- Course name and number
- Course Description
- Status of governance approval for the course
- Department for which the course will be taught
- Program in which the course will be taught
- Campus or location from which the course will be taught
- Indication of whether this is a new course or existing course (with indication of how course is currently delivered)
- If existing course, number of students enrolled when course was last offered
- If existing course, number of anticipated enrollments after course is revised and how many of those are expected to be students studying at the Blacksburg campus.
- If new course, number of anticipated enrollments per semester when course will be offered and how many of those are expected to be students studying at the Blacksburg campus
- Indication of whether course is: (check all that apply)
  - Required for an undergraduate degree program
  - Elective for undergraduate degree program
  - Required for graduate degree program
  - Elective for graduate degree program
  - Part of a professional certificate program
  - Other

- If this course is part of a graduate program and is new or being developed for an online or hybrid format, you will be asked if the course developed is included in the Institutional Plan for Graduate Programs. (For more information, please contact rmb@vt.edu or 540-231-5437)

- Semesters during which course will be offered (at least three times after development)
- Delivery format for which the course will be developed: asynchronous online (Scholar), synchronous online (WebEx, web conference), blend of asynchronous and synchronous online, room-to-room, hybrids of on-site and online, flipped classroom, technology-enhanced on-site classroom, and flexible, multi-modal approaches
  - Note: Multi-modal refers to courses that have some students on site, some at other locations and utilizes two or more delivery formats simultaneously.
- Comments section to allow for additional information or explanation of responses is provided.

One-Page Narrative and Anticipated Expenses Estimate

The document providing the one-page narrative and anticipated expenses estimate should contain a short (one or two paragraph) message indicating the reason for the proposal submission and the value of the completed course development project to the students, Department and University. This short narrative should be guided by and address the criteria for funding found in the information for Design and Develop Awards. It should also speak to the goal of the Design and Develop Awards which is to ensure high quality, technology-enhanced, active and successful teaching and learning experiences in governance-approved courses either for initial delivery or existing course for new delivery approaches that foster academic success and enrollment growth.
Along with the message addressing the criteria for funding and goal of the Design and Develop Awards, the one-page document must include a list of anticipated expenses with estimate of cost and justification for purchase.

In addition to compensation for faculty release time or direct compensation outside of contract year, course development project expenses to be considered for support by Design and Develop Awards include (but are not limited to) costs for:

- Media development
- Software
- Hardware
- Royalty or copyright fees
- Subscriptions (for length of project)
- Data access (for length of project)
- Materials (not covered by Department)
- Other justified expenses necessary for project

All expenses included for consideration for course development projects must be accompanied by justification of need and can be supported financially only during the period dedicated to course development. This portion of the funding will be managed through TLOS for direct acquisition of approved purchases that are then transferred to the faculty developer.

A template with a recommended format for the document is provided below. You can copy/paste the format to Word for completion and submission. Please provide the requested information at the top of the document.

**Design and Develop Awards**

**One-Page Narrative and Anticipated Expenses Estimate**

**Faculty Name:** ___________________________ **Date:** _________

**Course Name:** ___________________________ **Course Number:** _________

**Semester for development:** ___ FA ___ SP ___ Summer I/II **Year:** _________

**Purpose for Proposal and Value of Completed Course Development:**

**Anticipated Expenses Estimate:**

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<thead>
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<th>Item for purchase</th>
<th>Estimated Cost</th>
<th>Justification</th>
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