

# Design and Develop Awards

## Proposal Packet Worksheet

This worksheet will assist you 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 Design and Develop awards website at: <https://tlos.vt.edu/grants/designanddevelop/>

### A complete proposal packet will include:

- Completed online proposal form accessed through a link on the web page for Design and Develop Awards: <https://tlos.vt.edu/grants/designanddevelop/>
- Copies of current and original syllabi for the course. Original syllabi can be obtained from the office of the Registrar. Please contact Nicole Akers at [snakers@vt.edu](mailto:snakers@vt.edu)
- One-page narrative indicating purpose for submission, alignment with the focus of the RFP, and the expected outcomes for the successful course development project.
- Signed original letter of agreement download from: <https://tlos.vt.edu/grants/designanddevelop/>

### 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, 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 the 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.**

- Semesters during which course will be offered (at least three times after development)
- Delivery format for which the course will be developed: asynchronous and synchronous online, hybrid of on-site and online, room-to-room connected classrooms, 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**

The document providing the one-page narrative should contain a short (500 words or less) 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.

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

Save the document with the following file-naming structure prior to submission: Faculty Last Name Faculty First Initial RFP Spring 2019 DDA Narrative.

Example: BaabLRFP Spring2019DDANarrative.

**Template:**

**Design and Develop Awards  
RFP Submission Narrative**

**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:**