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# Textbook Transformation Grants: Grant Procedures

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- **Lauren Fancher:** Director, GALILEO Support Services, Board of Regents, USG
  – Ongoing point of contact for Service Level Agreements
- **Jeff Gallant:** Visiting Program Officer for OER, GALILEO Support Services, Board of Regents, USG
  – Ongoing point of contact for implementation assistance and compliance reporting. Including help or referral on questions about content, materials, open licensing, etc.
- **Use the ALGGRANTEES-L listserv: alggrantees-l@listserv.uga.edu**
  – **Please include your Proposal ID in the subject line**

Please call on us for help even if you are not sure which person is the correct person, or if we have SME-ise on the topic. We will get someone to help you if possible.

## Communications: Lauren and Jeff

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- General announcements and reminders to the **ALGGRANTEES-L** listserv. Feel free to share information and ask questions using this listserv. All ALG grantees (including round 1-4 and future) will be subscribed.
- Round Four-only communications will be tagged [R4]. This will allow everyone to understand who the question, or information, or deadline, is intended for.
- With personal and SLA questions, be sure **not to reply to the listserv. Respond to Jeff and/or Lauren directly.** Your email program may do this by default, be sure to check the "To:" address.

## Communications: Listserv

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- Funding is not a direct stipend to the team members
- Goes to the institution to cover the team member's time (salary/release time/overload/replacement coverage), project expenses including related department needs, and travel expenses (up to $800 is specifically designated for two or more to attend the required in-person kickoff meeting).
- The proposing team should coordinate as necessary with their departments and institutional sponsors to determine how to handle the distribution, including amounts, release time/overload/salary/replacement as well as semester(s).

## Funding

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- Gives maximum flexibility to the institution and the team in terms of how many people and what types of skills are needed, amount of compensation vs. replacement of teaching load, and timing in terms of semesters of preparatory work vs. semesters of adoption.
- Funding will be released to the sponsoring institutional office in two parts: 50% on return of the USG-drafted Service Level Agreement (SLA) with the original or modified proposal serving as the statement of work, and 50% on submission of the final report.

## Funding

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**Service Level Agreements**
1. Pending signatures at USG
2. Will be sent to project team lead as indicated in confirmation form with instructions, basically:
   - Acquire signatures as required by your institution (if there is a designated signature authority) as well as your department/unit sponsor (who submitted your letter of support, where funds will be sent)
   - You will need to coordinate with your business office (our experience has demonstrated this in the previous rounds. It seems like on most, if not all campuses, invoices must be issued by the business office. If you have a grants office you may need to coordinate through them with the business office. We recommend that you try to find out what contacts you need to inform about your award and what processes need to happen during this time in which the SLA's are still pending; this will facilitate things down the road.
   - Return to USG with an invoice in the amount shown on the SLA, with directions on department/unit where payment is to be sent
3. On receipt by USG, 50% of funds will be disbursed
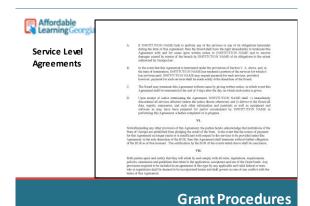4. Remaining 50% on receipt of final report

## Grant Procedures

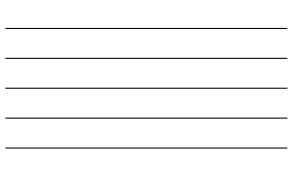**Service Level Agreements**



**Grant Procedures**

**Service Level Agreements**



**Grant Procedures**

**Service Level Agreements**



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**Service Level Agreements**

**Attachment A is Your Proposal and Timeline**

## Grant Procedures

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**Timeline:**
- Each semester, submit a status report. Including this semester, Fall 2015.
- If it is **not** your final semester, submit a Semester Status Report.
- If it **is** your final semester, submit a Final Report.
- All report links will be on the Information for Round 4 Grantees page, which will be emailed to you via the listserv tomorrow.

## Grant Procedures

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**Upcoming Deadlines for Reports:**

December 18, 2015
May 20, 2016
August 12, 2016
December 23, 2016
May 26, 2017

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**Semester Status Report**
- Report is an online form
- Multiple-choice & short paragraph questions
- Focused on project being on track for implementation in your final semester

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**Final Report**
- Word Document with narrative section
  - Includes created materials / adopted materials links
  - Highlights from qualitative and quantitative measures
  - Will be shared with public
- File with all qualitative/quantitative data
  - Includes measures of impact on student success / RPG
  - Qualitative measures, surveys, interviews
  - Will not be shared with public
- High-Resolution photograph of team or with students
  - **At least** 800x600 pixels (width x height)
    - Most smartphones take photos at a larger size than this
  - No pasted-together headshots
  - Will be shared with public

**Grant Procedures**

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**Planning Your Measures**
- Need to plan and consider how to capture/collect data that shows impact on student performance
- Need to plan and consider how to capture/collect anecdotal evidence from students about their experience and satisfaction with the materials
- Need to consider assessment/improvement quality cycle

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**Implementation Processes are:**

- Identification, review, selection, and adoption/adaptation/creation of the new course materials.
- Course and syllabus instructional design/redesign necessary for the transformation.
- Activities expected from each team member and their role(s): subject matter experts, instructional designer, librarian, instructor of record, et al.
- The plan for providing open access to the new materials.
  – Discuss these with your team, make a plan.
  – Share any questions or needs you have surrounding open access this afternoon.

## Implementation Processes

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## Questions?