ONLINE PROGRAM DEVELOPMENT GRANT APPLICATION

Project Manager's Details

Name of Project Manger	
DAWG ID #	
Email	
Status	NTT TT Tenured
Are you the Primary Contact?	Yes No
Primary Point of Contact If other than Project Manger	Name: Email:
Secondary Point of Contact *Required	Name: Email:

College and Program Information

College	
School/Program	
School/Program Director's Name	
School/Program Director's Email	
Dean's Name	
Dean's Email	

Details of Program Proposed

Course Subject Area Code & Course Number (e.g., ENGL101)	Credit hours (e.g., 3, 4)	Is there a lab with this course?		Is this an existing course?		Is this an approved core curriculum course?	
		YES	NO	YES	NO	YES	NO

Course Subject Area Code & Course Number (e.g., ENGL101)	Credit hours (e.g., 3, 4)	Is there a lab with this course?		Is this an existing course?		Is this an approved core curriculum course?	
		YES	NO	YES	NO	YES	NO

*More space is available at the end of the application to list remaining courses.

RSI: Reasonable and Substantive Interaction

The U.S. Department of Education (DoE) requires that distance education courses provide Regular and Substantive Interaction (RSI), which refers to the frequency and quality of interactions between students and instructors in online courses. The DoE has defined RSI as "the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency." Regular is defined as "predictable and scheduled basis" and substantive is defined as defined as "engagement through direct teaching." More information from OLC.

> I acknowledge that we are responsible for RSI and will ensure every course in the program achieves this goal; I understand that final payment of each course is contingent upon developing a *written* plan that demonstrates that RSI will be achieved in the course. Please checkmark for acceptance of this requirement.

Accessibility

Providing content and developing learning objects that are accessible for all learners, including learners with disabilities, is paramount for achieving learning outcomes, retaining students, and legal compliance.

> I acknowledge that CTE will provide training on accessibility, but we are responsible to ensure accessible content (e.g., videos with transcripts, alt tags for images, descriptive links) in every course in the program; I understand final payment for each course is contingent upon satisfactory compliance with accessibility standards. Please checkmark for acceptance of this requirement.

Commitments to Quality Outcomes

As a condition of accepting the Online Development Grant, grantees commit to or understand the following as a condition of payments.

- Completing required CTE Grantee Orientation within a month of being awarded a grant; orientation is required to obtain access to a course dev shell in D2L.

- Developing the course according to OSCQR standards and OLC Scorecard, which are part of the CTE training.

- Obtaining access to the equipment necessary to produce high-quality audio or video content.

- Completing all content to be reviewed in the CTE's development shell (no live courses will be reviewed).

- Remaining open to constructive feedback provided by the CTE or its partnering organizations (e.g., D2L's enablement team).

- Teaching the first iteration of the course within the approved course format, plus engaging in continuous process improvement (re-review) within one year of the course's launch.

- Attending a minimum of three training/workshops advertised by CTE during the grant year.

- Completing the course development within 1 year (clock starts after Orientation) or filing an extension request (which will be reviewed and approved by committee).

- Monitor the grant process and completing required action items (e.g., signaling receipt of payment) using the applicant tracking system provided by CTE/Extended Campus.

- Payments will be provided under the following conditions and timelines: 1. First payment upon completion of course homepage, course outline, and one module in template provided by CTE; Final payment upon course completion and quality review by CTE.

Submission Checklist

I have read and acknowledge acceptance of the above conditions of the grant;

I have completed a proposal narrative and other documentation detailed in Guidelines;

I have self-registered for the Dev Grant Submission Portal in D2L (**upload all docs in D2L**).

Project Manager Signature: _____

Chair/Director Signature: _____

Dean Signature: _____

FINAL APPROVAL AFTER REVIEW AND RECOMMENDATION BY THE DE COUNCIL

_____ Approved | _____ Not Approved

_____
Susan Wegmann / Executive Director, Extended Campus

Additional Space to List Courses in the Program

Course Subject Area Code & Course Number (e.g., ENGL101)	Credit hours (e.g., 3, 4)	Is there a lab with this course?		Is this an existing course?		Is this an approved core curriculum course?	
		YES	NO	YES	NO	YES	NO