



Textbook Transformation Grants: Grant Procedures

- 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).

- 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.

Service Level Agreements

**SERVICE LEVEL AGREEMENT
BETWEEN
BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
AND
INSTITUTION NAME**

This **Service Level Agreement** is made and entered into as of the _30th day of September, 2014 and between the Board of Regents of the University System of Georgia (BOR) and "INSTITUTION NAME."

WHEREAS, staff of INSTITUTION NAME possesses certain knowledge, skill ability, and expertise to perform certain functions and services; and

WHEREAS, INSTITUTION NAME has proposed to perform certain services for the Board; and

WHEREAS, the Board desires to have INSTITUTION NAME perform such services; and

NOW, THEREFORE, in consideration of the mutual agreements and covenants hereinafter set forth, and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the parties do hereby covenant and agree as follows:

I.

INSTITUTION NAME shall do or cause to be done the following:

INSTITUTION NAME shall perform services outlined in proposal submitted for Affordable Learning Georgia Grants (see Appendix A).

INSTITUTION NAME shall perform the services in a professional manner and to the reasonable satisfaction of the Board. Also, INSTITUTION NAME shall undertake and complete the services in an orderly sequence in accordance with the schedule and timing of task performance agreed to by the Board and INSTITUTION NAME.

Service Level Agreements

Common Agreements

All parties to this agreement shall not discriminate against any employee or applicant for employment on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.

II.

The term of this Agreement shall commence on September 30, 2014 and terminate June 30, 2015; provided however, the Board may amend the starting and ending dates according to the needs of the Board. All work under this Agreement must be completed by June 30, 2015.

III.

- A. The Board will pay \$ _____ to INSTITUTION NAME. Fifty percent of the funds will be provided upon full execution of this agreement. The remaining fifty percent upon submission of the final report (June 1 for Spring 2015) per grant instructions (Appendix B).
- B. INSTITUTION NAME has no authority to execute any agreement or incur any expenses on behalf of the Board.

V.

Service Level Agreements

- A. If INSTITUTION NAME fails to perform any of the services or any of its obligations hereunder during the term of this Agreement, then the Board shall have the right immediately to terminate this Agreement with and for cause upon written notice to INSTITUTION NAME and to recover damages caused by reason of the breach by INSTITUTION NAME of its obligations to the extent authorized by Georgia law.
- B. In the event that this Agreement is terminated under the provisions of Section V. A. above, and, at the time of termination, INSTITUTION NAME has rendered a portion of the services for which it has not been paid, INSTITUTION NAME may request payment for such services; provided, however, payment for such services shall be made solely at the discretion of the Board.
- C. The Board may terminate this Agreement without cause by giving written notice, in which event this Agreement shall be terminated at the end of 5 days after the day on which such notice is given.
- D. Upon receipt of notice terminating the Agreement, INSTITUTION NAME shall: 1) immediately discontinue all services affected (unless the notice directs otherwise) and 2) deliver to the Board all data, reports, summaries, and such other information and materials as well as equipment and software as may have been prepared for and/or accumulated by INSTITUTION NAME in performing this Agreement, whether completed or in progress.

VI.

Notwithstanding any other provision of this Agreement, the parties hereto acknowledge that institutions of the State of Georgia are prohibited from pledging the credit of the State. In the event that the source of payment for this Agreement no longer exists or is insufficient with respect to the services to be provided under this Agreement, in the sole discretion of the BOR, then this Agreement shall terminate without further obligation of the BOR as of that moment. The certification by the BOR of the events stated above shall be conclusive.

VII.

Both parties agree and certify that they will abide by and comply with all rules, regulations, requirements, policies, assurances and guidelines that relate to the application, acceptance and use of the Grant funds. Any provisions required to be included in an agreement of this type by any applicable and valid federal or state rule or regulations shall be deemed to be incorporated herein and shall govern in case of any conflict with the terms of this Agreement;

Service Level Agreements

Attachment A is Your Proposal and Timeline

VIII.

This agreement may be modified in writing at any time by mutual consent of the parties hereto. This agreement shall not be assigned or transferred by either party without the consent of the other party.

XI.

- a. Time is of the essence in this Agreement.
- b. This Agreement contains the entire understanding between the parties concerning its subject matter.
- c. This Agreement has been executed in duplicate, original counterparts, one for each party and each of which is deemed of equal dignity.

IN WITNESS WHEREOF, this Agreement is entered into on the date first above written.

**BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA**

USG Institution

Steve Wrigley
Executive Vice Chancellor for Administration

INSTITUTION NAME
Signee

Houston A. Davis
Executive Vice Chancellor and Chief Academic
Officer

INSTITUTION NAME
Signee

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**

Timeline:

- Each semester, submit a status report. Including this semester, Summer 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 3 Grantees page, which will be emailed to you via the listserv tomorrow.

Upcoming Deadlines for Reports:

Summer 2015: August 7, 2015

Fall 2015: December 18, 2015

Spring 2016: May 20, 2016

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.

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



Grant Procedures

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



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