



## Open Mathematics in Action: Grant Procedures



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- **Lauren Fancher:** Director, GALILEO Support Services, USG Board of Regents
  - **Jeff Gallant:** Program Manager, Affordable Learning Georgia, USG Board of Regents
    - Ongoing point of contact for SLA and reporting questions
    - Feel free to ask me about open licenses, copyright, OER, etc.
  - **German Vargas and Victor Vega: Project Leads, Open Mathematics in Action**
    - Ongoing points of contact for coordination, implementation assistance, subject matter-related topics, monthly meetings
- Please call on us for help even if you are not sure which person is the correct person. We will find the best possible person to help you if we cannot.



## Communications

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- **Funding is not a direct stipend to the participants – it is an allocation to the institution.**
- Allocated to the institution to cover the participant'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).
- **Your institution will be responsible for fund disbursement,** including travel and expense reimbursement. Funds are provided through State Appropriations and therefore institutions spending project money must ensure compliance with State, BOR and institutional policies and procedures.



## Funding

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- Gives maximum flexibility to the institution and the participants in terms of 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 project description serving as the statement of work, and 50% on submission of the final report.

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**Funding**



- The participant 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).
- These awards are essentially special allocations of state funds for the adoption, adaptation, and creation of affordable learning resources. These grants are not the same as federal grants where indirect costs are considered a part of the grant costs. Direct costs, such as salaries, fringes, supplies are fine.

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**Funding**



- Service Level Agreements**
1. Pending signatures at USG
  2. Will be sent to participant as indicated in confirmation form with instructions:
    - 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

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**Grant Procedures**



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 20th day of September, 2014 and between the Board of Regents of the University System of Georgia (the "BOR") and "INSTITUTION NAME."

**WHEREAS**, each of INSTITUTION NAME shall possess 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 considerations, 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 by Affordable Learning Georgia (hereinafter "Agreement").  
**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 ability required to guarantee both the schedule and timing of task performance agreed to by the Board and **INSTITUTION NAME**.

Grant Procedures

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Service Level Agreements

**Contract 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 marital status.

II.

The terms of this Agreement shall commence on September 30, 2014 and terminate June 30, 2015, provided however, the Board may extend for 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 10% percent of the funds that will be provided upon full execution of this agreement. The extended 90% percent of the services for which it has not been paid INSTITUTION NAME must request payment for such services provided.  
 B. INSTITUTION NAME has no authority to execute any agreement or incur any expense on behalf of the Board.

IV.

Grant Procedures

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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 all fee rates upon written notice to INSTITUTION NAME and to recover damages caused by notice of the breach by INSTITUTION NAME of its obligations to the extent authorized by Georgia law.

B. In the event that the 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 must 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 60 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, manuscripts, 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 judging the needs of the State. In the event that the amount of payment for this Agreement is larger than that of its 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 instant. 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, ordinances 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 regulation shall be deemed to be incorporated herein and shall govern in case of any conflict with the terms of this Agreement.

Grant Procedures

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Service Level Agreements  
Attachment A is Your Proposal and Timeline

VIII.		
This agreement may be modified in writing, or 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.		
IX.		
<p>a. Term is of the nature in this Agreement</p> <p>b. This Agreement contains the entire understanding between the parties concerning its subject matter.</p> <p>c. This Agreement has been executed in duplicate, original counterparts, one for each party, and each of which is deemed of equal dignity.</p>		
IN WITNESS WHEREOF, This Agreement is executed as the date first above written.		
<table border="0"> <tr> <td style="text-align: left; vertical-align: top;"> <p><b>BOARD OF DECEMBER OF THE UNIVERSITY SYSTEM OF GEORGIA</b></p> <p>Name: _____</p> <p>Executive Vice-Chancellor for Administration</p> </td> <td style="text-align: right; vertical-align: top;"> <p>DATE/TIME SIGN _____ Signer</p> <p>DATE/TIME SIGN _____ Signer</p> </td> </tr> </table>	<p><b>BOARD OF DECEMBER OF THE UNIVERSITY SYSTEM OF GEORGIA</b></p> <p>Name: _____</p> <p>Executive Vice-Chancellor for Administration</p>	<p>DATE/TIME SIGN _____ Signer</p> <p>DATE/TIME SIGN _____ Signer</p>
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**Grant Procedures**



**Deadlines for Semester/Final Status Reports:**  
 Summer 2016: August 12, 2016 (Semester)  
 Fall 2016: December 23, 2016 (Semester)  
 Spring 2017: May 26, 2017 (Final)

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**Grant Procedures**



- 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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**Grant Procedures**

Vector art designed by Freepik: [http://www.freepik.com/free-vector/simple-small-icon-vector-material\\_575034.htm](http://www.freepik.com/free-vector/simple-small-icon-vector-material_575034.htm)



**Final Report**

- **Word Document with narrative section**
  - Includes a syllabus with links with created materials / adopted materials links within the timeline presented for the course in the syllabus (week one, week two, etc)
  - 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 your class for the project gallery**
  - **At least 800x600 pixels (width x height)**
    - Most smartphones take photos at a larger size than this
  - Will be shared with public




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**Grant Procedures**

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**Planning Your Measures**

- Drs. Vargas and Vega will coordinate and be points of contact for qual/quant measures
- Need to plan and consider:
- How to capture/collect data that shows impact on student performance
  - How to capture/collect anecdotal evidence from students about their experience and satisfaction with the materials
  - Summative/Formative measures for assessment and improvement

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**Grant Procedures**

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**Implementation Processes are:**

- Course and syllabus instructional design/redesign necessary for the transformation.
- All activities prior to final semester of instruction expected from participants, including submitting newly-created materials to be shared in the GALILEO Open Learning Materials repository.

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**Implementation Processes**



Questions?

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