Distance and Distributed Learning (DDL)
Grant Proposal Form (View only)

Note: This PDF form is for viewing purposes only, and not to be printed, filled out and submitted. The purpose of this form is for you to get a sense of the questions you will need to answer before completing the Qualtrics online proposal form located at https://www.uregina.ca/cce/flexible-learning/faculty-services/develop-flexible/index.html.

Introductory Information

The University Distance and Distributed Learning Committee (DDLC) has the responsibility to determine which distance and distributed courses will be developed using centralized University funds and Centre for Continuing Education (CCE) instructional design supports. In order to be considered for funding, please complete the following questions outlining your intentions.

The proposal will need to be completed and signed by your faculty Associate Dean. Signatures can be entered directly on the proposal form via mouse, finger or electronic pen. This proposal is intended to be completed in one sitting. It cannot be saved and completed at a later date.

The DDLC will entertain proposals for the following modes of flexible delivery as well as research proposals related to flexible learning:

- Fully online courses
- Blended courses (Note: The Committee defines blended as having 30-70% of the face-to-face classroom time replaced by an online, LIVE streamed or any technology enabled synchronous component.)
- Research

Applications can be new proposals, or proposals for revisions of existing courses previously DDLC funded (5+ years old).

As part of the screening process for submitted proposals, the following information will be added to the submission by FLD staff members:

- how the course fits the course gap analysis
- the potential of the course to generate revenue through CCE
- the viability of the course re: the University’s technical and design capabilities
- initial time and cost estimates to develop the course
Deadline for Submission
Deadline for submitting proposals will be:

- the Friday closest to, but not exceeding, May 15th for the spring call, and
- the Friday closest to, but not exceeding, November 15th for the fall call.

For assistance in completing your proposal, please contact:

Willadell Garreck, Head
Flexible Learning Division
Phone: 306-585-5897
Email: willadell.garreck@uregina.ca
Basic Information

Applicant's name: ____________________

Phone number: ____________________

Email Address: ____________________

Preferred method of contact:

○ Email

○ Phone

Faculty: ____________________

Faculty Distance and Distributed Learning Coordinator (Associate Dean): ____________________

Department: ____________________

Department Head: ____________________

Contact designate (if different from applicant, please give name and phone number)

○ Name: ____________________

○ Phone Number: ____________________

This submission is for a:

○ Single course

○ Suite of courses

○ Research project
Course Proposal Questions

Course prefix, and number (i.e. ANTH 100): ________________

Course name: ________________

Course developer name (subject matter expert): ________________

List any prerequisites: ________________

Is the course new to online, or is it an existing course currently delivered online or blended that requires major revisions?

- [ ] New to online
- [ ] Existing course currently delivered online or blended that requires a major revision

Number of credit hours: ________________

Please list any cross listed courses:

<table>
<thead>
<tr>
<th>Course prefix &amp; number</th>
<th>Faculty/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross listed course #1</td>
<td></td>
</tr>
<tr>
<td>Cross listed course #2</td>
<td></td>
</tr>
</tbody>
</table>
Is there a required lab?

- Yes
- No

What is typically involved in the lab?

________________________________________________________________________

________________________________________________________________________

What is the planned delivery mode for course #1?

- Online
- LIVE-streamed
- Blended (where between 30-70% of the face-to-face classroom time has been replaced by an online or video-conference component, with a logical pedagogical structure to the blending). Please explain how you would like to deliver via blended.
  _______________________________________________________________________

- Video-conferenced. Please explain how you would like to deliver via video-conferenced
  _______________________________________________________________________

How is the course currently being offered? Check all that apply.

- Face-to-face
- LIVE-streamed
- Online
- Blended. Please explain. ________________________________________________
- Video-conferenced. Please explain. ________________________________________
Projected rotation of this course:

○ Every Semester
○ Every Winter
○ Every Spring/Summer
○ Every Fall
○ Other (please explain) ________________________________________________

Projected year and semester of **first** offering of this course. (e.g., Winter 2019)  *Note: First delivery should be no longer than one year from the proposal's funding date.* ________

Projected enrollment of this course: ________

**Justification/Curricular Fit**
This course will satisfy the requirements for (check all that apply):

□ Undergraduate degree(s). Please list the degree(s). ________________________
□ Graduate graduate(s). Please list the degree(s). __________________________
□ Minor. Please specify. _____________________________________________________________________
□ Major Please specify. _____________________________________________________________________
□ Certificate(s). Please list the certificate(s). _____________________________________________
□ Diploma(s). Please list the diploma(s). ________________________________________________
□ Other. Please explain. __________________________________________________________________
How does this course fit into a program? Below are some guiding questions:

1. Is this the first DDL course that leads to a major in the subject area?
2. Is it the last course that will build a certificate or degree online?
3. Is this the first of a series of courses that will complete a degree when combined with courses delivered in other modalities?

Describe the course. This could include a University calendar description, a link to a syllabus or list of the course assessment.

How does this course provide greater access to learners who are time and/or location bound?

Suite of Courses

If you plan to apply for a grant to develop more than one course, you will be asked to complete the same course questions as above for each course.
Research Questions

Research Proposal
The Distance and Distributed Learning Committee requests that you submit the following information:

A research proposal (no longer than 1500 characters [about 250 words, but limit is done by characters]), which explains how the research will promote distance and distributed learning.

______________________________________________________________________________

______________________________________________________________________________

A timeline
______________________________________________________________________________

______________________________________________________________________________

A proposed budget
______________________________________________________________________________
Agreement and Signature

Agreement
By signing and submitting this application, I am agreeing to the following.

Research
- undertake and complete the research within a mutually agreed upon timeline;
- provide a progress update(s); and
- expend DDL funds as outlined by the Committee.

Online/Blended Course Development
- oversee course development with the assistance of FL staff;
- participate in periodic progress meetings with the course developer(s) and/or FL instructional designer;
- expend DDL funds as outlined in the funding terms and conditions; and
- ensure that the developer is notified of Article 29 (intellectual property) and Article 30 (use of technology) in the URFA Collective Agreement.

Applicant signature: ________________

Department Head/Associate Dean signature: ________________

Application Awareness. Check all that apply:

☐ My Department Head is aware of this application

☐ My faculty Distance and Distributed Learning Coordinator (Associate Dean) is aware of this application.