

UPLB ILC Interactive Multimedia Instructional Material
Development Grant

1. Purpose

The grant aims to encourage the UPLB faculty members to develop interactive multimedia instructional materials (learning objects or LOs) to support instruction in the University.

2. Eligibility

- 2.1 Full time faculty members from any unit of UPLB who have taught the course, for which the interactive multimedia instructional materials development is being proposed, for at least four semesters may apply for the grant.
- 2.2 Applicants must have fulfilled previous obligations in creative/research projects.
- 2.3 Applicants may apply individually or as a group. A group may propose two or three LOs, one LO for each member. The team leader designated from among the members may or may not handle an LO. The eligibility requirements will be imposed on the team leader alone.

3. Scope of Grant

- 3.1 The grant shall support the development of interactive multimedia instructional materials for officially approved undergraduate courses. Objective, concept, process, procedure, etc. shall refer to the main teaching/learning material which presents the subject matter defined by the syllabus.
- 3.2 The grant shall not cover proposals for non-interactive multimedia instructional materials, e.g., slides, transparencies, audio, video, etc.
- 3.3 Priority shall be given to courses with high enrollment, high attrition, high failure rate and core or appreciation courses best presented using interactive multimedia technology and for which no suitable multimedia instructional materials (foreign or local) are available.
- 3.4 The grant shall be for at most 6 months for one learning object, 12 months for two or more. In exceptional cases, it may be extended up to two to four months. The extension must be justified and proof of work completed must be presented. No additional funds shall be provided for the extension.
- 3.5 The amount of the grant is PHP 12,000 per learning object. In case of groups, the team leader will receive an additional PHP 2,000 per learning object except for his/her own learning object.

4. Schedule

	1 st Batch	2 nd Batch
Orientation for interested proponents	February 28, 2007 4 pm at ILC Conference Room	April 26, 2007 4 pm at ILC Conference Room
Deadline for the submission of proposals	March 28, 2007	May 24, 2007
Announcement of accepted proposals	April 25, 2007	June 21, 2007

Schedule for succeeding batches will be announced later.

5. Requirements

Accomplished application form (see form) containing among others the following:

- Description of proposed learning object
- Course where proposed learning object will be used.
- Number of years that proponent has taught the course
- Other courses which could use the learning object (if any)

6. Procedure

- 6.1 Applications shall be sent to the UPLB ILC Director. The Director shall forward the applications to the UPLB ILC Advisory Committee for evaluation.
- 6.2 The ILC Director shall notify successful applicants and advise them to make arrangements with the UPLB ILC for the contract and release of funds.
- 6.3 The ILC Director shall likewise inform proponents whose proposals were not accepted and may suggest improvements for future applications.

7. Release of Funds

- 7.1 The grant shall be awarded in the form of a research contract indicating the purpose, expected output, and intellectual property rights of the parties involved.
- 7.2 Fifty percent of the grant for a learning object shall be paid upon submission of the storyboard.
- 7.3 The final payment of the grant shall be released after the learning object has passed the pretest to target users and submission of the final version of the learning object.

8. Obligations of Grantees

- 8.1 Grantees shall continue to perform their regular functions as faculty during the grant period. In no case shall the faculty be given overload pay for the material development grant. Should the recipient resign before completing the project, he/she shall automatically lose the grant and return the unused amount based on the result of an audit official.
- 8.2 Grantees shall present orally to the UPLB ILC Advisory Committee their initial interactive instruction material three months after the award commences and final report within 15 days after the grant ends.
- 8.3 Grantees who fail to comply with the terms of the grant and those whose grants are terminated for cause during the project period shall return the full amount received. Grantees shall also be subject to other sanctions prescribed by pertinent University rules.
- 8.4 UPLB ILC reserves the right to rescind the contract if provision(s) in contract agreement is/are not followed.

9. Intellectual Property Rights

- 9.1 The University guidelines on intellectual property rights will be strictly followed.
- 9.2 Should the result of the project become commercially viable, royalties will be based on University approved guidelines.