**APPENDIX C**

**PRINCIPAL INVESTIGATOR AND COLLABORATORS**

**AGREEMENT AND UNDERSTANDINGS**

NOTE: The letter below must be signed by all participants named in the proposal and submitted as part of the proposal.

This letter confirms my/our current commitments and understandings as to what will be required in order to receive ILTI funding for the proposed work for (enter) name of course (“target course”) (enter) actual or proposed course number.

**Agreements and Affirmations about the Proposed Online Course or Online Components of a Hybrid Course**

1. I/We agree to use ILTI funds in ways consistent with the proposal I/we submitted for an online course, online components of a hybrid course, or to open online course enrollment during the academic year to UC students from multiple UC campuses.

2. I/We agree to support arrangements necessary on my/our campus(es) to ensure that the ILTI-funded course will be offered during the academic year at least three (3) times over a period of no more than three (3) years for a semester system or at least five (5) times over a period of no more than five (5) years for a quarter system.  The course may be offered during the summer, but that offering does not count as one of the minimum required offerings. During the academic year, UC students enrolling in the ILTI course will not be charged additional tuition or fees (other than for standard course materials) to take the online or hybrid course.

3. I/We understand that, prior to achieving the three or five course requirement, any revision of the online or hybrid course may use campus funds of my/our choosing or by using the ILTI funds provided as a block to each campus for course revisions.

4. If I/we proposed online elements for a hybrid course that will be offered only on my/our campus, I/we agree to make the online components of the course available to UC faculty on all campuses through a central repository maintained and managed by ILTI.

5. I/We affirm either that the target course currently meets campus or department GE, pre-major, major, or gateway requirements or that I/we believe the target course is likely to meet such requirements and that I/we will support efforts to obtain such approvals.

6. I/we agree to provide a course syllabus and a detailed course description and to help develop an introductory course video that provides a course overview to obtain/secure GE, pre-major, major and/or course equivalency at other UC campuses.

**Agreements about Evaluation and Accountability**

1. I/We agree to administer an online student course evaluation that addresses issues specific to the online or hybrid course, including questions about the level of interactivity provided, quality of the materials, extent to which the course instructor(s) communicated information and concepts clearly, etc. I/We understand the ILTI evaluation group will design this instrument.

2. I/We agree, if applicable, to administer an online evaluation to TAs, with questions that relate to their teaching of the online or hybrid course, time involved, and other related topics. I/We understand the ILTI evaluation group will design this instrument.

3. I/We agree that each of us will complete a pre/post online survey about my/our experiences with and perceptions of the work that ILTI supported, and to have any TAs also complete a survey. I/We understand the ILTI evaluation group will design this instrument.

4. I/We agree that it is my/our responsibility to administer to students regular course evaluations according to my/our departmental guidelines.

5. I/We agree that to the extent it is available to me/us I/we will provide information about course enrollment, drop outs, grades, expenses incurred, and the like.

6. I/We agree that I/we will cooperate in any efforts on my/our campus(es) to provide accountability information that ILTI requests.

**Understandings**

I/We understand that a formal agreement must be completed prior to receiving ILTI funding should the proposal receive a high priority for such funding. Required parties to the agreement include the PI/s and all named collaborators, the department, the dean, and the executive vice chancellor/provost. Any intellectual property agreements that may be useful in meeting the agreement are the prerogative and responsibility of the campus. If the signed formal agreement cannot be fulfilled by the campus, it is likely ILTI will request that a pro-rated portion of the ILTI investment in the online course will be returned to ILTI for re-investment elsewhere.

1. The agreement will specify the following additional elements:

A. I/We agree to support arrangements necessary on my/our campus(es) to ensure that the ILTI-funded course will be offered during the academic year at least three (3) times over a period of no more than three (3) years for a semester system or at least five (5) times over a period of no more than five (5) years for a quarter system*.* This offering requirement excludes summer sessions. I/we may choose to offer the course during summer session, but understand that those offerings do not count toward the offering requirement.

B. During the academic year, UC students enrolling in the ILTI course will not be charged additional tuition or fees (other than for standard course materials) to take the online or hybrid course.

**Principal Investigator (add as many PI blocks as needed)**

Signature: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Team Members (add as many team member blocks as needed)**

Signature: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_