

URI Online Seed Funding Grant Information and FAQs

URI is excited to support the development of Programs for URI Online. That support includes:

- Seed money to support training, course development and additional resources
- Online course development support in the form of an Online Design Workshop and an instructional designer assigned to each new program by the Office for the [Advancement of Teaching and Learning \(ATL\)](#)
- Marketing of all URI Online programs
- A student support call center designed to work with students from inquiry through graduation

This document is designed to help you understand the above processes:

- If a department is interested in offering an online program, the first step is to schedule an initial meeting with Jill Firtell, Assistant Director of Online Programs, to discuss the proposed program (jfirtell@uri.edu 4-4379).
- If the program seems a good candidate for URI online with a demonstrated market for students, the department chair/program director should complete the seed money proposal (see details below) for the Provost's approval to become accepted into URI Online.
- Program and Course Approval - programs must follow all the [curriculum procedures](#) for new online courses and new programs as outlined on the Faculty Senate web page.
- Once a program is approved for seed money and has the appropriate faculty senate approvals, the program and URI Online agree on a launch date.
- Once the launch date is confirmed, the program is scheduled for the Online Pedagogy workshop, a marketing plan is developed, and the student support call center develops materials.

SEED FUNDING APPLICATION

New programs will also complete the *URI Online Seed Funding Application* (includes the *URI Online Seed Grant Funding Budget and Expense Projection* spreadsheet and the Seed Funding Grant Proposal form) with the assistance of URI Assistant Director of Online Programs. Once completed, these forms will be submitted to the Provost's office by Jill Firtell. Instructions for completing the documents are below.

ONLINE DESIGN PROFESSIONAL DEVELOPMENT COURSE

The goal of Online Design (OD) is to support faculty in designing a coherent online program with state-of-the-art online courses by working as a team. Through this 8-Week intensive professional development course, faculty will collaborate to define their program vision and employ backward design principles as they develop their master courses. This [video](#) and [infographic](#) provide a deeper look into what happens once programs have received faculty senate approval to join URI Online.

[Click here to view the Online Design Course syllabus.](#)

Online Design Requirements

- Programs may only begin Online Design once they have received faculty senate approval.
- Online Design runs three times a year and enrollment is based on the program's launch term.
- A course carousel must be finalized and provided to the Instructional Designer prior to beginning OD.

- Online Design is an 8-Week intensive course with weekly deliverable deadlines that all program faculty must commit to. Weeks 1,3,4,5,7, and 8 are delivered asynchronously.
- Faculty must attend two synchronous (2) half-day workshops during weeks 2 and 6 of Online Design. The stipend for attending each synchronous workshop is \$200 per participant, which will be paid as part of the course development stipend.
- Upon completion of OD, faculty must deliver a fully developed 7-week Master course in Brightspace.
- All Master courses must pass a Quality Matters review at 85% or higher.

Online Pedagogy

Faculty who are teaching URI Online courses, but not designing courses, are expected to complete ATL's [Online Pedagogy Course \(OP\)](#) or the equivalent. All online courses must be developed as a 'Master Course' and complete a [Quality Matters](#) review with a minimum final score (after revisions) of 85%.

FAQ's

What will the seed grant funding support?

URI Online will support 80% of the approved seed grant budget with the remaining 20% being supported by the home department/college. Once approved, your business manager will set up a new 106 cfs in order for the Provost's office to transfer the initial program development funds.

The seed grant will be distributed in 2 stages: 1) Program development funds will be distributed in one payment as a block grant, to be used for the set up and development of your URI Online program, including preparation of the program and course proposals for Faculty Senate approval. 2) The Course development funds will be paid out in increments related to the completion of the established milestones.

What is Seed Funding for Course Development: Seed funding is provided to expedite the launch of new online programs. Payments to academic year faculty will be paid as summer salary or made available for travel/professional development.

Course development support - how/when is this paid? Payments for course development and design will be disbursed as courses complete specific milestones.

- New Course development - paid on full approval of course by faculty senate as Professional Development monies or summer recontracting.
- New course design in Brightspace - paid on 85% or higher score on Quality Matters Review, Course designers must attend the Online Design Professional Development Workshop and work with an Instructional Designer from ATL. Paid as Professional Development monies or summer recontracting.
- Transitioning existing online course to 7-week accelerated format - paid on 85% or higher score on QM review. Course designers must attend the Online Design Professional Development Workshop and work with an Instructional Designer from ATL. Paid as Professional Development monies or summer recontracting.

What are the roles of Faculty and Staff in program and course development : Programs should clearly articulate how course development and instruction will be accomplished (summer faculty, part-time faculty, staff), and how the program will be administered, including the role of the Online Program Coordinator.

HOW TO COMPLETE THE URI ONLINE SEED FUNDING BUDGET AND EXPENSE PROJECTION:

FY 21 Seed Funding Request: Programs should complete information relevant to their program for program development and course development/design. Program specific needs should also be identified. URI Online seed funds will support 80% of each approved proposal and Colleges are required to provide the remaining 20%. Totals for the seed funding request should be transferred from the spreadsheet to the Seed Funding Grant Proposal Form.

Operating Expenses and Revenue Projections: Programs should provide details of their estimated operating expenses and revenue projections program proposal budget (please consult with your College Business manager to develop this budget). Personnel and instructional resource expenses should be itemized. Instructional design, QM review, marketing, call center, admissions, enrollment services, web page development, and program completion mentor expenses will be covered by centralized URI Online services, and do not need to be requested in the program level budget.

Anticipated Revenue Share Projection: Summary view of program finances across the first 4 years. Gross Revenue from Tuition - line 1 Auto populated from Revenue Projection sheet.

Centralized URI Online Services Overhead 25% - line 2 25% of gross tuition revenue will be used to provide centralized services to all URI Online programs. Instructional design, QM review, marketing, call center, admissions, enrollment services, IT, web page design and program completion mentors will be covered by the centralized URI Online services, and do not need to be requested in the program-level budget. The initial overhead rate for centralized services is set at 25% and will be evaluated as additional programs come online.

Seed Funding Overhead Subsidy % and Reinvestment - lines 3 and 8 An allocation from the State Seed Funds will be used to subsidize a portion of the Centralized Services overhead charge during the duration of State support (expected to expire at the end of FY22), with a maximum subsidy of 100% in FY20, decreasing incrementally to 0% by year FY23. The subsidy will be reviewed annually and adjusted based on program revenues and support from the State. The resulting subsidy is re-invested into the program and reflected as part of the adjusted gross revenue to the COllege/Department in line 9 of the summary.

General Fund % and Revenue Share to General Fund - lines 5 and 6 Revenue share funds to be used for strategic reinvestment in the university, including strategic investment in faculty lines, and for the Office of the Advancement of Teaching & Learning to ensure quality support for the delivery of online programs and courses. Revenue share funds are calculated from the gross tuition revenue in line 1. The initial General Fund revenue share is set at 25%. The General Fund % will be reviewed annually during the three-year start-up phase and adjusted based on URI Online program revenues and support from the State.

College/Department % and Revenue Share to College/Department - lines 6 and 7 Revenue share funds available to the College/Department to support delivery of the online program and strategic reinvestments in the College/Department. Revenue share funds are calculated from the Gross Tuition revenue in line 1. The initial College/Department revenue share is set at 50% in year 1. The College/Department % will be reviewed annually during the three-year start-up phase and adjusted based on URI Online program revenues and support from the State.

Estimated Operating Expenses - line 10 Auto populated from Operating Expenses sheet.

Strategic Reinvestment Funds to College/Department - line 11 Funds available to the College/Department to be used for strategic reinvestment in the College, support of online program development, faculty professional development, strategic reinvestment in the sponsoring department (e.g. funds for student workers; events). College/Department Strategic Reinvestment Revenue share funds are calculated from the Revenue Share to College/Department in line 9, after Operating Expenses in line 10, expenses have been covered.

The URI Online program revenue share agreement will be revisited every three years. The revenue share disbursement may be adjusted as real costs and expenses are understood as programs go live and develop.

Exactly what information / documents do I need to complete to be considered for Seed Funding?

The following are needed in order to be considered for Seed Grant Funding:

- Consult with URI Online (Jill Firtell, Assistant Director Online Program Development) regarding the program concept, focus and structure.
- Confirm support of 20% from the home college (e.g., letter of support from Dean).
- Provide evidence of either a formal or Ad Hoc market analysis illustrating a need/demand for the program (i.e., job market and student demand).
- Complete and submit the Seed Grant Application package (includes both the Seed Grant Budget and the Seed Funding Grant Proposal form).

What do I do once I have all of the required documents needed to submit?

Once you have completed the Seed Grant Budget and the Seed Funding Grant Proposal form, you should submit the paperwork to Jill Firtell, Assistant Director, Online Program Development jfirtell@uri.edu (4-4379).

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