GUIDELINES FOR UQx RESOURCES AND EXPENDITURE

1. Description and Purpose of Funding
   1.1 The Office of the Deputy Vice Chancellor Academic funds UQx Courses, in whole or in part, as Commissioned Projects.
   1.2 Project funding is made available to individual Course Teams as a contribution towards the development and maintenance of the UQx course.
   1.3 UQx funding is not administered as a grant – they are commissioned projects with work done driven by the project plan developed by the Course Lead in partnership with UQx.
   1.4 UQx has significant resources to assist the Course Team, particularly in terms of people and equipment, and Course Teams will normally use UQx resources to build their courses. Where UQx specialist resources do not exist within UQx, they will be sourced and managed by UQx and funded from the course budget.

2. Value and Duration of UQx Funding
   2.1 UQx approves the budget negotiated with the Course Team at the time of the Design Defence.
   2.2 This pre-agreed and negotiated amount of funding is available for the development and initial run of the course, normally over a 6-12 month period dependent on the course length and successful completion of key dates as detailed in the Course Agreement.

3. Course Re-Rerun and UQx Funding
   3.1 Course teams proposing to re-run a UQx course will negotiate a separate budget covering the costs of the re-run and in some cases modifications to existing content or the development of new content. These funds will be available under similar terms to the initial development and course run funds:
      3.1.1 Review of the updated/new course materials prior to release by a subject matter expert outside the Course Team; and
      3.1.2 Submission of monthly income and expenditure financial reports and transaction reports detailing expenditure to date.

4. Availability of UQx Support
   The following UQx resources are available to assist the Course Team with course development:
      4.1 Allocation of a UQx Learning Designer and Course Project Manager;
      4.2 UQx Studio and Innovation Lab for video capture and post-production processing (editing, colour correction, sound mixing, etc);
      4.3 Access to portable UQx Studio multimedia equipment for field video captures;
      4.4 Software development - where there is value in enhancing the learning experience, software tools, interactive learning components or widgets will be developed as required;
4.5 Production of animations, simulations and artwork as required;
4.6 Assistance with development of assessment types supported by edX and effective eAssessment; and evaluation;
4.7 Assistance and training with course authoring and building in edX Studio;
4.8 Multimedia training - creating multimedia assets, screen coaching, and recording skills;
4.9 Assistance with producing production schedules and monitoring the course development progress;
4.10 Monitoring of materials produced to ensure they meet quality standards;
4.11 Tutor and moderator training for forum moderators;
4.12 Access to other edX consortium members for collaborative opportunities in preparing edX courses or other educational or research opportunities as appropriate; and
4.13 All UQx support is constrained by the agreed timeline for course development and delivery. Failure of a course team to meet key dates and scheduled milestones is not only a breach of the UQx Course Agreement, but puts UQx support delivery at risk due to scheduling conflicts with other UQx Course teams.

5. Eligible Expenditure
5.1 Course support staff salaries such as tutors for monitoring course discussion forums. Teaching assistance capped at HEW Level 5 Step 4 for up to 2 hours per day for the duration of a course run plus attendance at forum moderator training;
5.2 Teaching relief at Academic Staff Level A if necessary: capped at 6 months for initial course preparation and first run; and calculated at 0.2 FTE for the redevelopment period and the duration of a course re-run with a maximum of 6 months;
5.3 UQx course related consumables such as small tools and instruments and trade materials;
5.4 UQx course related services such as consultants for specific technical expertise not available directly from UQx staff, or from affiliates with whom the UQx Project has established working agreements. Services are not usually an eligible expense for a course re-run;
5.5 UQx course related marketing and advertising such as photography. Marketing plans and related expenses must be agreed and coordinated with UQx;
5.6 Equipment purchase capped at $10K that is not already available or for hire in the School, Centre, Institute, Faculty, UQx or UQ. At Course End this equipment becomes the property of the School or Faculty. Equipment is not normally an eligible expense for a course re-run;
5.7 UQx course related travel capped at $20K – includes economy airfares, local travel, accommodation and sustenance. This also includes travel expenses for off-site video capture if necessary at locations other than the University of Queensland, or from affiliates with whom the UQx Project has established working agreements. Travel is not normally an eligible expense for a course re-run; and
5.8 Any other expenditure including access to external resources must be negotiated with UQx if the UQx team is unable to provide resources.

6. Ineligible Expenditure
There are restrictions on particular funding items not supported for a UQx Commissioned Project as follows:
6.1 Basic facilities and infrastructure (refer clause 7 below);
6.2 Equipment purchase that is normally available via UQx support or UQ hire;
6.3 Costs associated with seminars, workshops and conferences including airfares, accommodation, sustenance, and registration fees;
6.4 Travel or other expenses while a team member is on Leave or a Special Studies Program;
6.5 Fees related to overseas students hired as casual staff;
6.6 Memberships; and conference fees; and
6.7 Equipment that will be retained for personal use by Course Team members.

7. Basic Facilities and Infrastructure
Funds are provided on the assumption that the basic facilities required for the proposed work towards the UQx course will be available in the relevant Faculty/School/Centre. Basic facilities include suitably equipped and furnished office space; office stationery, library facilities, computer facilities, secretarial services; and, of course, time to carry out the project.

8. Management of Funds
8.1 Course Teams normally liaise with the Course Project Manager and the relevant School/Centre/Faculty Finance Officer to expend funds.
8.2 Finance Officers will establish a non-research project account that will allow the UQx course to be managed via funding in arrears.
8.3 It is expected that UQx funds will normally be expended within 12 months, or 6 months in the case of a re-run, of being made available to the applicant.
8.4 Requests to carry funds forward, beyond the original term of award, will only be considered in exceptional circumstances by UQx.
8.5 Project accounts will normally be closed 3 months after the Course End.

9. Reporting Funds
The Finance Officer will provide a monthly income and expenditure financial report and a transaction reports detailing expenditure to date and acquittal of funds to date.

CONTACT FOR FURTHER ASSISTANCE
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