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 activities 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 Pitch.

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, key dates, required modifications to existing course content, or the development of new course content. These funds will be available under similar terms to the initial development and course run funds including:

3.1.1 Review of updated/new course materials prior to release by a subject matter expert outside the Course Team.

3.1.2 Submission of monthly income and expenditure financial reports and transaction reports detailing expenditure to date.

4. Availability of UQx Support

UQx support is constrained by the agreed key dates for course development and delivery. The following UQx resources are available to assist 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 capture.

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 the development of assessment types supported by edX and effective eAssessment, and evaluation.
4.7 Training with course authoring and building in edX Studio.
4.8 Multimedia training including 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 Training for course discussion 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.

5. Eligible Expenditure

5.1 Payment for monitoring the course discussion forum capped at the equivalent of HEW Level 5 Step 4 for up to 14 hours per week for the duration of a paced course; or up to 2 hours per week for a self-paced course.
5.2 UQx course related consumables such as small tools and instruments and trade materials.
5.3 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. These services are not normally an eligible expense for a course re-run.
5.4 UQx course related marketing and advertising such as photography. Marketing plans and related expenses must be negotiated with UQx.
5.5 Equipment purchase capped at $10,000 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.
5.6 UQx course related travel capped at $20,000 – 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.
5.7 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 Teaching relief.
6.2 Basic facilities and infrastructure (refer clause 7 below).
6.3 Equipment purchase that is normally available via UQx support or UQ hire.
6.4 Costs associated with seminars, workshops and conferences including airfares, accommodation, sustenance, and registration fees.
6.5 Travel or other expenses while a team member is on Leave or a Special Studies Program.
6.6 Fees related to overseas students hired as casual staff.
6.7 Memberships and subscriptions.
6.8 Conference costs.

6.9 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. These include a 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 1 month after the course end date.

9. Reporting Funds

The Finance Officer will provide a monthly income and expenditure financial report and a transaction report detailing expenditure to date.

CONTACT FOR FURTHER ASSISTANCE

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