UQx COURSE EXPENDITURE
AND RESOURCES GUIDELINES FOR MOOCs

DESCRIPTION AND PURPOSE OF FUNDING

- UQx Commissioned Projects are funded by the Office of the Deputy Vice Chancellor Academic.
- Project funding is made available to individual MOOC Course Teams as a contribution towards the development and maintenance of the UQx course.
- 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.
- 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.

VALUE AND DURATION OF UQX FUNDING

UQx approves the budget submitted by the Course Team at the time of the Design Defence. A pre-agreed and negotiated amount of funding is available per course, normally over a 6-12 month period dependent on the course length and successful completion of milestones as detailed in Clause 3 Key Dates in the UQx MOOC Course Agreement including:

- Project Orientation and Macro Design Workshop, Micro Design Workshop, Design Defence.
- Review of the complete course prior to release by a subject matter expert external to the Course Team.
- Submission of monthly income and expenditure financial reports and transaction reports detailing expenditure to date.

AVAILABILITY OF UQX SUPPORT

The following UQx resources are available to assist the Course Team with course development:

- Allocation of a UQx Learning Designer and Project Manager.
- UQx Studio for video capture and post-production processing (editing, colour correction, sound mixing, etc).
- Access to portable UQx Studio multimedia equipment for field video capture
- Software development - where there is value in enhancing the learning experience, software tools, interactives or widgets will be developed as required.
- Production of animations, simulations and artwork as required.
- Assistance with development of assessment types supported by edX and effective eAssessment; and evaluation.
- Assistance and training with course authoring and building in edX Studio.
- Multimedia training - creating multimedia assets, presentation and recording skills.
- Assistance with producing production schedules and monitoring the course development progress.
- Monitoring of materials produced to ensure they meet quality standards.
- Tutor and moderator training for forum moderators.
- Access to other edX consortium members for collaborative opportunities in preparing edX courses or other educational or research opportunities as appropriate.

**ELIGIBLE EXPENDITURE**
- Course support staff salaries such as a MOOC Project Officer/Manager (capped at HEW 7); and tutors for course discussion forums.
- Teaching relief at Academic Staff Level A if necessary (capped at 6 months).
- UQx course related consumables such as small tools and instruments and trade materials.
- 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.
- UQx course related marketing and advertising such as photography.
- Equipment purchase capped at $10K that is not already available or for hire in the School, Centre, Institute, Faculty, UQx or UQ.
- UQx course related travel capped at $20K – economy airfares, local travel, and accommodation. Includes travel expenses for off-site video capture by UQx Media Production if necessary at locations other than the University of Queensland, or from affiliates with whom the UQx Project has established working agreements.

Any other expenditure including access to external resources must be pre-negotiated with UQx if UQx is unable to provide resources.

**INELIGIBLE UQX BUDGET ITEMS**
There are some restrictions on particular funding items not supported for a UQx Commissioned Project as follows:
- basic facilities and infrastructure (refer further information below)
- equipment purchase that is normally available via UQx support or UQ hire
- all costs associated with hire of an external consultant including airfares, accommodation, and sustenance
- costs associated with seminars, workshops, conferences including airfares, accommodation, sustenance, and registration fees
- travel or other expenses while a team member is on a Special Studies Program
- fees for overseas students hired as casual staff

**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 and secretarial services; and, of course, time to carry out the project.

**EXPENDITURE OF FUNDS**
Course Teams normally liaise with the relevant School/Centre/Faculty Finance Officer to expend funds. Finance Officers will establish a non-research project account that will allow the UQx course to be managed via funding in arrears.

It is expected that UQx funds will normally be expended within 12 months of being made available to the applicant. Requests to carry funds forward, beyond the original term of award, will only be considered in exceptional circumstances by UQx.
Accounts will normally be closed 3 months after the course ends.

REPORTING
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
UQx Project Management
admin@uqx.uq.edu.au
336 60851