Distance Learning Grant Guidelines

- Limited grants, up to $3,000 per course, are available first come, first serve to assist with the development of new DL courses. Amounts are pro-rated by the number of credit-hours to be offered. (Note: Because the number of grants is limited, we may limit how many grants one faculty or area can receive depending on demand.)

- Limited grants, up to $1,500 per course, are available first come, first serve to assist with the revision of existing DL courses. Amounts are pro-rated by the number of credit-hours to be offered. If the DL course was previously awarded a development grant, it will be eligible for a revision grant after 3 years have passed. (Note: Because the number of grants is limited, we may limit how many grants one faculty or area can receive depending on demand.)

- Contact us to initiate the Course Development/Revision Process and to discuss grant eligibility.
  - Sarah Asher | sarah.asher@uky.edu | (859) 257-8239
  - Marshall Herbst | marshall.herbst@uky.edu | (859) 257-1633
  - Tia Williams | tia.williams@uky.edu | (859) 257-8642

- Submit grant requests approximately one calendar year before the course will be taught:
  - To develop or revise a DL course that will be taught in the summer/fall semester, apply the fall semester before.
  - To develop or revise a DL course that will be taught in the spring semester, apply the spring semester before.

- Grant contracts will be reviewed for approval upon receipt and appropriate confirmation sent to applicant. Grant recipients will continue to work with the Instructional Designer as needed to develop their course.

- At the beginning of the semester targeted for implementation, the Instructional Designer will confirm that the course has enrollments and is being taught. This will trigger the course review process.
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- The Instructional Designer will begin the course review and schedule a follow-up meeting with the faculty to discuss the course review and to initiate the grant payment. Payment windows will open at the end of November and April as relevant for the grant contract.

- If the course is not taught in the targeted semester as planned, the grant will be extended for one more year. If the course is not taught at the end of that extended time period, the funding will be released for other use.