Distance Learning Award Guidelines

- Limited awards, 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 awards is limited, we may limit how many awards one faculty or area can receive depending on demand.)

- Limited awards, 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 award, it will be eligible for a revision award after 3 years have passed. (Note: Because the number of awards is limited, we may limit how many awards one faculty or area can receive depending on demand.)

- Contact us to initiate the Course Development/Revision Process and to discuss award eligibility.
  - Sarah Asher | sarah.asher@uky.edu | (859) 257-8239
  - Miranda Hines | miranda.hines@uky.edu | (859) 257-8218
  - Tia Williams | tia.williams@uky.edu | (859) 257-8642

- Submit award 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 summer/fall semester before.
  - To develop or revise a DL course that will be taught in the winter/spring semester, apply the winter/spring semester before.

- Award contracts will be reviewed for approval upon receipt and appropriate confirmation sent to applicant. Award 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.
Distance Learning Award Guidelines

- 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 award payment. Payment windows will open at the end of November and April as relevant for the award contract.

- If the course is not taught in the targeted semester as planned, the award 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.