

17 10 2011

Richard Pountney
Teaching Fellow Curriculum Development
Faculty of Development and Society
Sheffield Hallam University
Howard Street
Sheffield
S1 5WB

JISC
Northavon House
Coldharbour Lane
Bristol BS16 1QD
phone +44 (0) 117 931 7403
website www.jisc.ac.uk

Chairman
Professor Sir Timothy O'Shea

Deputy Chairman
Professor David Baker

Executive Secretary
Dr Malcolm Read OBE

Our Ref:
Short Name: OER Phase 3

Direct line +44 (0) 117 931
email l.holloway@jisc.ac.uk

Dear Richard

HEA/JISC OER Phase Three Programme: Embedding and Sustaining Change Digital Futures in Teacher Education Funding Award

1. I am writing to offer you funding for the above project. This funding is administered by JISC via the Higher Education Funding Council for England (HEFCE).
2. The JISC has agreed to support the 12 month project from October 11 – October 12 at a total cost of £196,672. During the current Financial Year (2011 – 2012) funding of £174,000 will be paid to Sheffield Hallam University, as the lead institution in 3 equal monthly instalments of £58,000. During the Financial Year 2012/13 funding of £22,672 will be paid in June 2012. Funding will be paid via HEFCE on, or about the 20th of the month. Please see the attached payment schedule for further information and details of payments in subsequent years. *(NB: any hardware or software requirements required by a project over 50k p.a. should be claim based rather than paid as part of the monthly recurrent funding).*
3. Institutions should be aware that no additional funding will be available during the period of this grant, therefore all milestones and deliverables must be met through the agreed recurrent element of the grant.

Grant Conditions

4. The JISC makes this grant available for the project on the condition that it is used only for the purpose of implementing the agreed proposal, a copy of which is enclosed and,
5. Please see the Terms and Conditions of Grant attached as an annex to this letter. This also draws attention to the Project Management Guidelines available electronically at

http://www.jisc.ac.uk/fundingopportunities/proj_manguide.aspx. Please read both of these documents carefully. The lead institution and its partners must adhere to the Terms and Conditions of Grant and the Project Management Guidelines. The Guidelines will be updated from time to time, and the lead institution will be notified of any major changes. It is the responsibility of the lead institution to inform its project partners about the above documents and any notified updates.

6. A website template should be completed and returned to your JISC Programme Manager no later than 2 weeks following receipt of this letter; the information provided will be used to create a JISC Project Webpage for your project. The website template can be found at <http://www.jisc.ac.uk/fundingopportunities/projectmanagement.aspx>.
7. Institutions should be aware that the recent government announcement of £6.2bn savings included a freeze on all government marketing and advertising for the rest of this financial year 2011-12. JISC funded projects should exercise care that their activities do not infringe the 'spirit' of the guidelines: for instance 'above the line' work such as sponsorship, paid for advertising/advertorials should be curtailed.

Intellectual Property Rights

8. The IPR conditions for the activity are outlined in the Terms and Conditions of grant. As a general rule, JISC and the Academy do not seek to retain IPR in the project deliverables created as part of its programmes. For all project and/or service outputs, acceptance of the terms and conditions of the grant will provide JISC, the Academy and its representatives with an irrevocable, non-exclusive royalty-free licence in perpetuity to exploit the outputs in any way it sees fit, including enabling the JISC and the Academy to use, archive, preserve and disseminate the outputs. This is particularly applicable to this call, as it is a condition of funding that learning resources released are done so under a licence that allows widespread use and reuse. Learning resources released under this programme must be provided under a licence compatible with JorumOpen (for example Creative Commons Attribution – only). It is highly desirable that any software components of the deliverables are released under appropriate open source licences to ensure that they can also be freely shared with organisations and communities with which the JISC and Academy has close working arrangements, see JISC's open source Policy <http://www.jisc.ac.uk/fundingopportunities/opensourcepolicy.aspx>

Consortium Agreement

9. If more than one party is involved in a project, it is essential there be a consortium agreement. This can vary with the size and the nature of the consortium, from informal to legal contracts and should be tailored to reflect the project's needs. This should be submitted to the Programme Manager within three months of the start of the project. Further information is available in the Project Management Guidelines (http://www.jisc.ac.uk/fundingopportunities/proj_manguide.aspx) regarding the minimum requirements for a consortium agreement.

Reporting and Audit

10. The project will be overseen by the JISC Group based in the Beacon House office. David Kernohan is the Programme Manager for the project and will be your first point of contact should you have any queries (email: d.kernohan@jisc.ac.uk Tel: 0117 331 0776)

11. The JISC website will include information about your funded project and a copy of the original bid accepted for funding. The Programme Manager will review the FOI form completed by you prior to putting a copy of the original bid on the JISC website programme page. Projects are also required to write a project web page for the JISC website within one month of the project start date.

12. Every project must have a formal, written Project Plan which must follow the outline provided in the Project Management Guidelines. In addition the project plan will need to include:
 - A clear commitment to work with JorumOpen and related agencies to ensure that all material released by the projects is deposited or indexed centrally.
 - A detailed dissemination strategy
 - Assurance that the project will involve existing networks, such as the Academy Subject Centres and the JISC RSC's
 - Assurance that all material released under this programme will be tagged as UKOER (or ukoer), and that metadata includes this tag and details of the release data, authorship and title of the resource. Further guidance will be given concerning the use of the UKOER minimal metadata specification.
 - Assurances that the accessibility of all released material will be considered and all reasonable accommodations made.
 - Commitment to work with the Programme Managers in JISC and the Academy, the OER programme support function and the OER programme synthesis and evaluation function.
 - Commitment to attend programme workshops (***Start up meeting 14th November 2011, Interim workshop 12 April 2012 and final meeting date in October 2012***).
 - A draft project plan should be submitted to the Programme Manager within one month -of the start of the project with a final project plan and budget. You should notify the Programme Manager as each milestone is achieved, and provide associated deliverables. Any substantial revisions to the project plan or any changes to these arrangements generally will need to be agreed formally with the programme manager

13. A framework for reporting has been put in place and is included in the Project Management Guidelines. You will be required to provide the following reports:
 - Interim Report on 20 April 2012
 - Draft final report 21 September 2012
 - Final and completion report 19 October 2012

The final report should be submitted in both PDF and DOC format. Further information and templates for reporting are available in the Project Management Guidelines (http://www.jisc.ac.uk/fundingopportunities/proj_manguide.aspx).

14. Institutions are expected to provide contact and access to the JISC Executive at any reasonable time, and to make a serious commitment to disseminating and sharing learning from the project throughout the community. This may involve attending programme meetings, participating in events which JISC intends to promote in support of the initiative and contributing to programme evaluation activities.

15. Please let me know if your institution is able to accept funding on the above basis by arranging for a competent representative of the institution to return one completed and signed copy of this letter by **3rd November 2011** at the very latest. You should be aware that JISC is not in a position to commence monthly project grant payments until one signed copy of this letter is received from your institution.

Yours sincerely



Laura Holloway
JISC Executive

Cc David Kernohan
Ken Manning, Finance Officer, Sheffield Hallam University, k.manning@shu.ac.uk

I agree to the terms and conditions of the grant as detailed in the grant letter dated 17/10/11

Signed for and on behalf of Sheffield Hallam University:

Name:

Job Title:

Date:

Schedule

OER 3/Strand 4

The Digital Futures in Teacher Education Project

Funding Arrangements

JISC funds which will be paid in the 2011/12 Financial Year in the following instalments:

| | |
|-----------------|-----------------|
| October | £58,000 |
| December | £58,000 |
| March | £58,000 |
| Total | £174,000 |

ISC funds which will be paid in the 2012/13 Financial Year in the following instalments:

| | |
|----------------------|-----------------|
| June | £22,672 |
| Overall Total | £196,672 |