FLTC Mini-Grant Recipient Agreement
2012

Name of Recipient: __________________________________________________________

This agreement is to be signed by Mini-Grant recipients when accepting funding.

By accepting this award I am agreeing to:

1. Participate in an initial planning meeting (see 1 below) with Sangeetha Gopalakrishnan,
   Director, FLTC;
2. Start and complete work on my project during the Spring/Summer 2012 semesters;
3. Implement my project in the Fall or Winter Semester of the 2012-2013 academic year;
4. Make arrangements to obtain the necessary permission for any copyrighted material that I
   may be using in my project;
5. Share information about the development, implementation and impact of my project at a FLTC
   Brown Bag event;
6. Make arrangements with appropriate administrative personnel, Pam Saenz, to process
   paperwork related to hiring student assistants or technical help (Note! Paperwork needs to be
   processed before hired assistants begin to work.);
7. Make use of grant funding by Sept. 1, 2012;
8. Provide an expense report on the use of funds by September 1, 2012;
9. Provide a final report (see 2 below) on your project by the end of the Fall 2012 semester, or the end of the Winter 2013 semester
   if implementing in the Winter 2013 semester;
10. Consult with Sangeetha Gopalakrishnan for support and advice about any concerns or major
    roadblocks I may encounter as I work on this project;
11. Return project funds if I do not complete the project as planned by Sept. 1, 2012.

I understand that unused grant funds and/or FLTC labor will not be available to me after Sept. 1, 2012.

1. The planning meeting is intended to establish a clear understanding of your instructional
   need(s), project goals, scope, timeline and instructional design; identify types of assistance you will need to complete your project (e.g. technical student assistant, content research assistant); and address any recommendations made by the Committee that evaluated your application.

2. The final report should contain information about how your project was developed and
   implemented, feedback and reactions from your students, and your evaluation of the project. Please also include an estimate of the time you and others spent on the various tasks involved as this will be helpful to those planning similar projects in the future.

Signature: __________________________________________________________

Date: __________________________________________________________