

Process Guidelines: ID Production Areas — Collaborate Coordination of Service

- I. Faculty member consults with Production Services staff and obtains an estimate for either a specific project or a scope of work to be conducted in a given quarter.
- II. Faculty member submits a request for support to Collaborate via the help@collaborate.ucsb.edu email address. The request shall contain:
 - A. Requestor and contact info
 - B. Instructor(s) and contact info (if different than A)
 - C. Course(s) / Quarter(s)
 - D. Number of students enrolled
 - E. A description of the target digital materials and plan for usage
 - F. Source of the desired materials
 - G. Additional info on copyright status of materials (e.g., is it instructor owned or public domain?)
 - H. Area in Instructional Development that will provide the service and contact information for area supervisor.
 - I. The estimate provided by the Instructional Development Production Services Area.
- III. Collaborate staff will evaluate the request based on total of estimated cost. Estimated cost will determine appropriate level of review for approval (internal, Deans, etc.).
- IV. Collaborate will contact service area's supervisor to indicate approval for the expenditure, and the approved limit.
- V. ID staff will open a standard work-order for the work. Billing will be to AFS-Area:

407615-20050-3-COLB-P
- VI. ID will submit all completed, itemized work-orders to Collaborate on a quarterly basis for payment.
- VII. Payment will be made via a transfer of funds for the quarterly total from Collaborate to ID.