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.

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