

REF: SPAT Dissemination Partner Agreement.

Dear

We are delighted to offer you the opportunity to become involved in the SPAT project as one of our dissemination partners. Our dissemination partners are an essential part of making the SPAT project more interesting and applicable to a wide education audience; with your help we hope to raise the profile of the project and ensure that our materials are transferable.

We can offer you up to £xxx as a contribution towards the cost of your involvement with an extra £xx for contributions to our Annual conference. The role of a dissemination partner is to evaluate SPAT materials within the partner's institution. We would normally expect partners to nominate a representative from their institution to work with us for 5 or 6 separate days over a period of three to four months. Your nominated representative might be a research student, a member of the teaching staff, or a member of the administrative staff. They should have an awareness of, and interest in teaching and learning development.

Their involvement would be as follows:

Day 1: Preparation of Materials.

Dissemination partner representative meets with a member of the SPAT team to:

- discuss and agree a dissemination strategy;
- discuss and agree an evaluation strategy; and
- work together to amend SPAT materials to make them more appropriate to your institution.

This meeting will normally take place either at your own office or at Plymouth.

Days 2-3: Dissemination. Dissemination partner representative distributes materials and conducts other dissemination activities as agreed on Day 1. This time is likely to be spread over 2 – 3 months.

Day 4: Evaluation. Dissemination partner representative conducts evaluation as agreed on Day 1.

Day 5: Feedback. Dissemination partner representative produces a report of activities and meets with the SPAT team to discuss experiences.

Day 6: Conference (Optional) We will pay your representative standard University of Plymouth travel expenses and £xx to present their experience of using our materials at the SPAT National Conference at Plymouth in January 2003.

Payment

Payment will be made in advance of the work, once the agreement has been accepted.

Acceptance

To accept this agreement, please answer the questions below and then sign.

Your Name

Your Position

Who will be the representative?

What is the representative's main job or position?

What department, faculty, college or university will the materials be used in?

- 1) I understand that my representative will be required to complete three days of dissemination related activity, and two days work with the SPAT team. If this work does not take place then SPAT will be reimbursed at a rate of £xxx a day.
- 2) I understand that my representative will hold the IPR for any work published as part of this agreement but will allow SPAT to freely reproduce it as detailed in the HEFCE Rules and Regulations for the funding of FDTL3 projects.

Signature: -----