

**OFFICE OF INSTRUCTIONAL DEVELOPMENT**  
**2009 - 2010 MEDIA CONVERSION GRANT APPLICATION FORM - SLIDES**

In October 2004, Kodak, Inc. stopped manufacturing 35mm slide projectors. While slide projectors are currently supported in UCLA's General Assignment classrooms, eventually such hardware will no longer be available. The Office of Instructional Development (OID) is well aware that many instructors have a major investment in slide images and regularly use slides for the delivery of course information. In the future, slide images will need to be digital. In that format, they can be used on web pages, projected via data projectors, embedded into on-line documents, etc. In order to facilitate the conversion of slides to digital files for such purposes, OID is offering media conversion grants to *faculty who teach regularly-scheduled university courses*. These grants will provide the equipment and technician time to scan up to one hundred 35mm slides to be used to improve and enrich **undergraduate** courses. **Faculty may receive no more than one media conversion grant per academic year.**

**INSTRUCTIONS**

Indicate your desire to have OID digitize your 35mm slides for use in instruction by reading and completing this form and returning it to the **Office of Instructional Development, Media Conversion Grant Program, 160 Powell Library, Campus Mail Code 151504**. Or, you may fax the form to (310) 206-1455.

**WHAT HAPPENS NEXT?** The media conversion review process is usually conducted within 7 working days. Once approved, you will be contacted by OID's Teaching Enhancement Center to arrange an initial meeting and the drop-off of your slides. The slides must be clean and uniformly mounted. Once the slides are received, they will be digitized and the images transferred ("burned") to a CD-ROM. The original slides and the CD-ROM will typically be available for pickup in 7 working days after the initial meeting. This cannot be guaranteed, however, and we recommend that you submit grant requests at least three to four weeks in advance of the date the images will be needed in class.

**FREQUENTLY ASKED QUESTIONS**

**IN WHAT FILE FORMAT WILL THE IMAGES BE?**

Files will be provided in both JPEG and TIFF formats.

**WHAT RESOLUTION WILL THE SCANNER PROVIDE?**

TEC staff will work with you to determine the best resolution for your needs. In general, 600 dpi is a sufficient scanning resolution for websites or presentations.

**WHAT IF I NEED A HIGHER RESOLUTION?**

This grant program is unfortunately unable to provide archive quality scans. We can

recommend several facilities, both on and off campus that can do such scans on a fee basis. You may also receive training in the TEC facility and schedule time to digitize your own slides at an archive level resolution.

**WHAT IF I HAVE MORE THAN 100 SLIDES?**

You are eligible to submit another 100 slides to the grant program the following academic year. If you are interested in doing the scanning yourself, you are welcome to come to the TEC office in Powell where we will train you to use our facilities at no charge. We can also advise on what equipment you would need to purchase in order to scan slides at home or in your department. Finally, there are businesses who will digitize your slides for a fee.

**IS THIS SEPARATE FROM A MINIGRANT?**

Yes. This grant program is separate from other OID grant programs and an award does not prohibit you from applying for other grants.

**ARE TEACHING ASSISTANTS ELIGIBLE?**

Not at this time. They may, however, also receive training in the TEC facility, and schedule time to digitize their own slides.

For more information about OID's Media Conversion Grant program, please call x64599, e-mail us at [tec@oid.ucla.edu](mailto:tec@oid.ucla.edu), or consult our web site at [www.oid.ucla.edu](http://www.oid.ucla.edu)

PLEASE TYPE OR PRINT. ATTACH A SEPARATE SHEET IF NECESSARY.

ACADEMIC TITLE:  Professor<sup>1</sup>       Assoc. Professor<sup>1</sup>     Asst. Professor<sup>2</sup>  
 Lecturer<sup>3</sup>                       Other (Please identify)<sup>4/6</sup>: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Course Title & Number: \_\_\_\_\_ Number of slides to be digitized: \_\_\_\_\_

Number of Students in Course: \_\_\_\_\_ Term Offered & Academic Year: \_\_\_\_\_

Briefly describe how these images are used in your class: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am submitting this request and state that I am the copyright owner of these images or have obtained all necessary rights and permission to digitize and present these slides in my course.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For OID Use  
Only**