

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

The Office of Instructional Development (OID) is aware that many instructors have analog video footage they wish to use for delivering course information; however, the footage must be converted into a digital format suitable for use on a website or electronic presentation. In order to facilitate the conversion of video tapes 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 digitize up to two hours of videotape 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 videotapes 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 tape(s). **The tapes must be in good working condition.** Once the tapes are received, they will be digitized and the files transferred ("burned") to a DVD. The original tape and the DVD 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 material will be needed in class.

**FREQUENTLY ASKED QUESTIONS**

**WHAT TYPE OF VIDEOTAPE CAN BE ENCODED?**

We can currently encode from Mini-DV, VHS and S-VHS.

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

TEC staff will work with you to determine the best solution for your needs. Files will be provided in a compressed format suitable for your operating system, such as MPEG-4, or Windows Media. Please note that this grant provides for direct encoding. There is no provision for editing, assembly of footage, title or chaptering. However once your footage has been digitized it will be possible for you to undertake such activities.

**WHAT SIZE AND FRAME RATE WILL YOU ENCODE WITH?**

In general, 640x480 is a sufficient size for websites or presentations. The video will be encoded using the same frame rate as the source.

**WHAT IF I HAVE MORE THAN 2 HOURS OF FOOTAGE?**

You are eligible to submit another two hours of video to the grant program the following academic year. If you are interested in doing

the encoding 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 digitize video at home or in your department. Finally, there are businesses, including OID's Media Production, that will digitize your video for a fee.

**CAN YOU ENCODE A COPY OF "FRONTLINE" THAT I TAPED OFF-THE-AIR LAST MONTH?**

No. This grant program is aimed at digitizing faculty-produced footage and does not cover the transfer of materials copyrighted by others. However, OID's Media Collection and Services group can help you obtain such commercial footage from its owners for use in your classroom.

**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 videotapes.

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 tapes to be encoded: \_\_\_\_\_

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

Briefly describe how this footage is used in your class: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**For OID Use  
Only**

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