

**ACUERDOS BILATERALES/BILATERAL AGREEMENT/ACORDOS
BILATERAIS/ACCORDS BILATERAUX**

Clasificación:
Classification: 29-2021.

Classification:
Classificação:

Fecha de Ingreso:
Entry Date: May 26, 2021.
Date D'entrée:
Data de Admissão:

Nombre del Acuerdo:
Name of the Agreement: Cooperation agreement between the General Secretariat of the Organization of American States and University of Technology, Jamaica.

Nom de L'accord:
Nome do Acordo:

Materia:
Subject: Establishment of a framework with respect to the execution of a project to develop a 3D-360 Virtual Reality content for carrying out a specific laboratory experiment so as to assist science teacher in-training at the Caribbean Secondary Education Certificate level to more effectively impact their student learning in a digital space on the part of the Utech, Jamaica and funded by ITEN's Seed Grant.

Sujet:
Materia:

Partes:
Parties Involved: GS/ University of Technology, Jamaica.
Parties:
Partes:

Referencia:
Reference: University of Technology, Jamaica.
Référence:
Referência:

Fecha de Firma:
Signature Date: May 8, 2021
Date de la Signature:
Data de Assinatura:

Fecha de Inicio:
Start Date:
Date du Commencement:
Data de Início:

Fecha de Terminación:
End Date:
Date de Résiliation :
Data de Rescisão:

Lugar de Firma: Kingston/ Washington, DC.
Place of Signature:
Lieu de la Signature:
Lugar de Assinatura:

Unidad Encargada:
Unit in Charge: Department of Human Development, Education
and Employment.
Unité Responsable:
Unidade Encarregada:

Persona Encargada:
Person in Charge:
Personne Responsable:
Pessoa Encarregada:

Cierre del Proceso:
Closure of Proceedings:
Clôture des Procédures:
Fechamento do Processo:

Notas Adicionales/ Additional Notes/ Notes Supplémentaires/ Notas Adicionais:

**COOPERATION AGREEMENT
BETWEEN
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
AND
THE UNIVERSITY OF TECHNOLOGY, JAMAICA
FOR THE EXECUTION OF A SEED GRANT SPONSORED BY THE INTER-AMERICAN
TEACHER EDUCATION NETWORK (ITEN)**

THE PARTIES TO THIS COOPERATION AGREEMENT, the General Secretariat of the Organization of American States (hereinafter “GS/OAS”) a public international organization, with headquarters at 1889 F Street NW, Washington, DC, 20006, through its Department of Human Development, Education and Employment (hereinafter “DHDEE”) of the Executive Secretariat for Integral Development, represented by Ms. Kim Osborne, Executive Secretary for Integral Development, and The University of Technology, Jamaica (hereinafter “UTech, Jamaica”), a University established pursuant to the University of Technology, Jamaica Act, and located at 237 Old Hope Road, Kingston 6, Jamaica, represented by Professor Colin Gyles, President (Acting).

CONSIDERING:

That the Inter-American Teacher Education Network (ITEN) is an initiative of DHDEE, whose mission is to contribute to the improvement of the quality of education in the Americas through the promotion of the exchange of knowledge, capacity-building, and technical assistance for teachers, ministries of education, and teacher formation centers within the Member States of the Organization of American States (OAS);

That ITEN supports all of the objectives of the Inter-American Education Agenda (IEA), available at https://www.oas.org/en/media_center/press_release.asp?sCodigo=E-007/17, adopted in 2017 by the Ministers of Education of the OAS Member States, that proposes to strengthen education in the region in the following three priority areas: (1) quality, inclusive, and equitable education; (2) strengthening of the teaching profession; and (3) comprehensive early childhood care, (see OEA/Ser.K/V.12.1, CIDI/RME/doc.6/17 rev. 1), and that ITEN received the mandate to specifically address the second pillar of the IEA;

That there is a need to improve teacher education in the teaching of science, technology, engineering, and mathematics (STEM) in the region, and that the quality of teacher education in those areas should be integrated into a complete system that fosters collaborative problem-solving, the reason for which ITEN has created virtual tools and organizes in-person seminars that facilitate the exchange of ideas and strategies among professional specialists in STEM teacher education;

That one of the mechanisms used by ITEN for system change within and among educational systems are Seed Grants, funds awarded to ministries of education or other teacher education institutions that are committed to implementing changes in programs or policies in STEM teacher education that are derived from possible solutions developed within the ITEN community;

That UTech, Jamaica has expressed its interest to execute a project funded by ITEN's Seed Grant within Jamaica and to share findings and achievements from said project with the ITEN community, and

That the GS/OAS is the central permanent organ of the OAS and is authorized to carry out relations of cooperation in accordance with Article 112(h) of the Charter and OAS General Assembly Resolution AG/RES. 57 (I-O/71),

HAVE AGREED to enter into this Cooperation Agreement (hereinafter "Agreement"),

ARTICLE I PURPOSE

- 1.1 The purpose of this Agreement is to establish a regulatory framework with respect to the execution of a project to develop a 3D-360 Virtual Reality content for carrying out a specific laboratory experiment so as to assist science teachers in-training at the Caribbean Secondary Education Certificate (CSEC) level to more effectively impact their student learning in a digital space (hereinafter the "Project") on the part of UTech, Jamaica, and funded by ITEN's Seed Grant, in accordance with the Project Proposal, which forms an integral part of this Agreement as Annex II.

ARTICLE II RESPONSIBILITIES OF THE GS/OAS

- 2.1 The GS/OAS shall provide to UTech, Jamaica the sum of Ten Thousand United States Dollars (USD\$10,000.00) (hereinafter the "Contribution") to be deposited to the account specified by the UTech, Jamaica Coordinator identified in article 4.2 of this Agreement in the manner provided in the Disbursement Terms and Conditions which forms an integral part of this Agreement as Annex I. The budget contained in the Project Proposal, which forms an integral part of this Agreement as Annex II, shall express the amounts of the Contribution in the same currency in which the Contribution is made.
- 2.2 The Seed Grant Coordinator appointed by the GS/OAS pursuant to article 4.1 is responsible to coordinate with UTech, Jamaica in all matters necessary for the optimal execution of the Project in order to achieve its vision and goals. For this purpose, the Seed Grant Coordinator shall communicate with the Project team at least on a monthly basis before the major events of the Project take place.

ARTICLE III
RESPONSIBILITIES OF UTECH, JAMAICA

- 3.1 UTech, Jamaica shall be responsible for executing the Project with the Contribution received from the GS/OAS pursuant to article 2.1 of this Agreement, and in accordance with the Project Proposal and the timelines set forth therein.
- 3.2 UTech, Jamaica shall administer this Agreement in accordance with its norms and procedures. UTech, Jamaica will maintain financial records of all expenditures of funds provided under this Agreement in accordance with its usual accounting practices. The GS/OAS reserves the right to audit all such financial records, which must be maintained for at least six (6) years after the final disbursement of funds.
- 3.3 UTech, Jamaica will provide a technical-financial report within thirty (30) days of the expiration or termination of this Agreement, in accordance with article 9.5, including a brief description of activities, primary outcomes (considering the results and products described in the Project Proposal), lessons learned, a follow-up action plan, and an evaluation and recommendations for improvement.
- 3.4 UTech, Jamaica will publicly share what was developed during the execution of the Project, in the manner determined by the GS/OAS, which could be through the presentation of the outcomes at an ITEN Annual Seminar (such as a plenary presentation, poster, or round-table discussion), contribution to an ITEN Seminar publication, or through leading a public webinar hosted by ITEN.
- 3.5 UTech, Jamaica will complete a follow up survey with the Seed Grant Coordinator approximately twelve (12) months after the expiration or termination of this Agreement.
- 3.6 UTech, Jamaica shall reimburse the GS/OAS the full amount of the Contribution received from the GS/OAS pursuant to article 2.1 of the present Agreement should it fail to execute the Project in accordance with the Project Proposal, this Agreement and its Annexes. The reimbursement shall be carried out by means of a bank transfer or a deposit to the bank account indicated by the GS/OAS's Coordinator identified in article 4.1 of this Agreement and in accordance with the provisions of Section C of Annex I.
- 3.7 Upon the expiration or termination of this Agreement, UTech, Jamaica shall reimburse to the GS/OAS that portion of the financial Contribution that has not been spent. The reimbursement shall be carried out by means of a bank transfer or a deposit to the bank account indicated by the GS/OAS's Coordinator identified in article 4.1 of this Agreement and shall be paid no later than the due date for the presentation of the technical-financial final report.
- 3.8 UTech, Jamaica accepts that any reduction in the financial resources of the Contribution with respect to the budget in Annex II of this Agreement, arising as a consequence from a devaluation of the currency in which the Contribution is made shall be assumed by the Project or shall be covered directly by UTech, Jamaica.

- 3.9 UTech, Jamaica warrants that neither it, its parent entities nor subsidiaries or affiliated entities (if any) is engaged in any practice inconsistent with international human rights laws and standards that prevent child labor, sexual exploitation and trafficking in human beings. UTech, Jamaica shall take all appropriate measures to prevent its personnel from engaging in sexual exploitation, child labor and trafficking in human beings.

ARTICLE IV COORDINATION AND NOTICE

- 4.1 Within the GS/OAS, the dependency responsible for coordinating GS/OAS activities under this Agreement is the DHDEE and the Seed Grant Coordinator is Ms. Rebecca Vieyra, ITEN Specialist. Notifications and communications should be directed to the Coordinator at the following street address and electronic mail:

The General Secretariat of the Organization of American States
Rebecca Vieyra
ITEN Specialist
Department of Human Development, Education and Employment
1889 F Street, N.W.
Washington, D.C. 20006
United States of America
Tel: +1 202 370 4708
Electronic Mail: RVieyra@oas.org

- 4.2 The dependency responsible within the UTech, Jamaica for coordinating the activities of this Agreement is the Faculty of Science & Sport and the Coordinator is Dr. Debbie Devonish, Associate Biology Professor and Acting Director of the Centre for Science-based Research, Entrepreneurship and Continuing Studies (CSRECS), School of Natural and Applied Sciences. Notifications and communications should be directed to the Coordinator at the following street address, and electronic mail:

The University of Technology, Jamaica
Dr. Debbie Devonish
Associate Biology Professor and Acting Director of the Centre for Science-based
Research, Entrepreneurship and Continuing Studies (CSRECS), School of Natural and
Applied Sciences
Faculty of Science & Sport
237 Old Hope Road, Kingston 6, Jamaica
Tel: +876 927-1680 ext. 3144
Electronic Mail: ddevonish@utech.edu.jm

- 4.3 All communications and notifications under this Agreement will be validly made only when they are sent by mail or electronic mail and addressed to the Coordinators whose names are set out by the Parties to the addresses indicated in articles 4.1 and 4.2 of this Agreement. When communications and notifications are transmitted by e-mail, they shall be valid as long as they are made directly from the e-mail address of the Coordinator of one Party to the e-mail address of the Coordinator of the other Party.
- 4.4 Either Party may change the responsible unit, the designated coordinator, the indicated address, telephone, or email, by notifying the other Party in writing.

ARTICLE V CIVIL RESPONSIBILITY

- 5.1 UTech, Jamaica assumes full legal responsibility for the Project, including all liability for any damages or claims arising from it, directly and proximately caused by actions or omissions of its corresponding representatives, officials, employees and contractors; and agrees to hold the GS/OAS and its staff members harmless from such damages and claims.

ARTICLE VI INTELLECTUAL PROPERTY

- 6.1. The use of the OAS logo by UTech, Jamaica, regardless its purpose, shall be previously authorized in written by the GS/OAS. The GS/OAS shall have the right to revoke the permission of such use at any time.
- 6.2. The GS/OAS shall have intellectual proprietary rights, including copyright or patent, over the project and all work produced by UTech, Jamaica under this Agreement. The Parties agree and understand that the GS/OAS shall have the right to use, copy, distribute, reproduce and publish the contents of the project and work produced under this Agreement, and to create any derivative work from it (including, but not limited to, translations of all materials).

ARTICLE VII PRIVILEGES AND IMMUNITIES

- 7.1 Nothing in this Agreement constitutes an express or implied waiver of the privileges and immunities of the OAS or the GS/OAS, its personnel and its assets, pursuant to the following provisions and instruments ratified by the Government of Jamaica: Articles 133, 134 and 136 of the OAS Charter, whose instrument of ratification was deposited by the Government of Jamaica on August 20th 1969, and the Agreement between the GS/OAS and the Government of Jamaica on the functioning in Kingston of the Office of the General Secretariat in Jamaica, signed on March 12th, 1971, and pursuant to general principles and practices of international law.

**ARTICLE VIII
DISPUTE RESOLUTION**

- 8.1 Any dispute or complaint that may arise in conjunction with the application or interpretation of this Agreement, or the execution of the Project, shall be settled by direct negotiations between the Parties. If the Parties are unable to reach a mutually satisfactory solution, they shall submit their differences to arbitration pursuant to the Arbitration Rules of the United Nations Commission on International Trade Law (“UNCITRAL”) currently in effect. The place of arbitration shall be Washington, D.C., U.S.A. Notwithstanding, the parties may hold arbitration proceedings or any other agreed proceedings by using technological medium that gives them a reasonable opportunity to participate in the said proceeding. The language in the proceedings shall be English, unless the Parties agree otherwise. The three arbitrators or, as the case may be, the one arbitrator shall decide the dispute as *amiable compositeur* or *ex aequo et bono*. The arbitrator’s decision shall be final, binding and not subject to appeal.
- 8.2 The law applicable to the arbitration proceedings and to this Agreement shall be the law of the District of Columbia, U.S.A.

**ARTICLE IX
GENERAL PROVISIONS**

- 9.1 The Parties agree to observe the highest ethical standards and administrative transparency in all actions and activities relate to this Agreement. In addition, the GS/OAS, to the extent applicable and without prejudice to its privileges and immunities referred to in Article VII, and UTech, Jamaica agree to comply with the provisions of the Inter-American Convention Against Corruption and with the applicable norms of the country in which the Project is executed. Failure to comply with this provision shall constitute grounds for anticipatory termination of this Agreement, pursuant to Article 9.5.
- 9.2 Nothing in this Agreement shall be construed as creating between the Parties employment or commercial relations of any kind, nor does the GS/OAS assume any civil, contractual or non-contractual liability in connection with this Agreement and the activities carried out hereunder. The GS/OAS is not responsible for providing social security, workmen's compensation, health, accident and life insurance, vacation leave, sick leave, or any other such emoluments for UTech, Jamaica and its employees under this Agreement. UTech, Jamaica is solely responsible for providing such benefits. UTech, Jamaica does not legally represent GS/OAS, shall not hold itself out as having such powers of representation, and shall not sign commitments purporting to bind the GS/OAS.
- 9.3 Modifications to this Agreement may only be made by mutual agreement in writing by the duly authorized representatives of the Parties. The instruments in which the modifications are set out shall be attached as annexes to this Agreement and shall form part hereof.

- 9.4 This Agreement shall enter into force upon signature by the duly authorized representatives of the Parties and shall remain in force until the 31st day of August of 2021 or throughout the execution of the Project, whichever is later. However, the Parties may extend the duration of this Agreement by mutual written consent expressed by their duly authorized representatives.
- 9.5 This Agreement may be terminated by mutual consent or by either of the Parties by written notice from one to the other with not less than thirty (30) days' notice. Notwithstanding the termination of this Agreement, the activities planned that have been duly financed shall be continued to completion, unless the Parties mutually decide otherwise. Termination shall not give any right to compensation, and UTech, Jamaica shall reimburse within thirty (30) days all unspent funds to the GS/OAS upon termination. Moreover, the GS/OAS may, at its sole discretion, immediately terminate this Agreement for cause, and UTech, Jamaica shall reimburse the GS/OAS the full amount of the Contribution pursuant to article 3.6 of this Agreement. Cause includes, but is not limited to, failure to complete the Project in accordance with the provisions of this Agreement and its Annexes.
- 9.6 Notwithstanding the previous paragraph, In the event of a 'Force Majeure,' each Party shall advise the other promptly, as soon as the event occurs, and shall provide the details of the problem in writing, if possible, should the Parties be unable to fulfil all or part of the obligations or responsibilities acquired under this Agreement and its annexes. The Parties shall consult on the appropriate action to be taken. For purposes of this article, Force Majeure shall include but is not limited to any cause beyond the Parties reasonable control, including acts of God, electrical or power outages, utilities or other telecommunications failures, destruction or extensive damage of buildings and facilities, earthquake, storms or other elements of nature, blockages, embargoes, riots, acts or orders of government, acts of terrorism or war.
- 9.7 Articles V, VI, VII and 9.2 shall survive the expiry or the termination of this Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed this Agreement in on the date and at the place indicated below:

**FOR THE UNIVERSITY OF TECHNOLOGY,
JAMAICA**

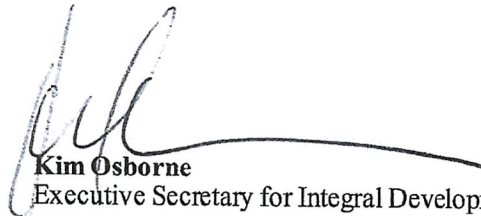


Professor Colin Gyles
President (Acting)

Place: Kingston, Jamaica

Date: May 5, 2021

**FOR THE GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES:**



Kim Osborne
Executive Secretary for Integral Development (SEDI)

Place: Washington, D.C. USA

Date: 5/3/21

**SEED GRANT COOPERATION AGREEMENT
ANNEX I: DISBURSEMENT TERMS AND CONDITIONS**

This Annex establishes the terms and conditions under which the ITEN Seed Grant will be disbursed by the **General Secretariat of the Organization of American States** (hereinafter “GS/OAS”), to **The University of Technology, Jamaica**, (hereinafter “UTech, Jamaica”).

Funds will be disbursed in two installments under the following conditions:

A) First installment

- i. The first installment shall be disbursed within thirty (30) days of receipt by the GS/OAS of an electronic copy of the Cooperation Agreement (hereinafter the Agreement) and Annex I, properly signed by the authorized representatives of both Parties and the proper receipt of an invoice in institutional letterhead addressed to the Department of Human Development, Education and Employment (DHDEE), and the Coordinator identified in article 4.1. of the Agreement;
- ii. The first installment will represent 50% of the total amount of USD \$10,000 to be contributed by the GS/OAS;
- iii. The first installment will be deposited by the GS/OAS in the bank account provided by UTech, Jamaica in its Vendor Form.

B) Second and final installment

- i. The second installment shall be deposited by the GS/OAS within thirty (30) days of final approval of proofs presented by UTech, Jamaica described in Item B (ii) of this Annex and an invoice in institutional letterhead addressed to the Department of Human Development, Education and Employment (DHDEE), and the Coordinator identified in article 4.1 of the Agreement.
- ii. The second installment shall be disbursed by the GS/OAS to UTech, Jamaica upon satisfactory presentation of the following documents, as stated in the Project Work Plan and Budget of the Project Proposal and contained within Annex II of this Agreement:
 - a. A quote or invoice for software to be purchased;
 - b. Signed Statement of Work (SOW) from **ALL** specialists named in Project Work Plan and Budget, including those who will **manage the project, develop and review the course and learning materials**, as well as those involved in **production and post-production**. Each SOW shall contain the following items:
 1. Detailed list of deliverables (including any activity, product, workshop, research, lesson plan, etc.);
 2. Timeline and delivery dates for each deliverable;

3. Number of hours corresponding to each deliverable;
 4. Hourly rate corresponding to each deliverable;
 5. Total honorarium expressed in United States Dollar amount;
 6. A written commitment from the teacher or specialist to execute on the listed deliverables
- iii. The second installment will represent the remaining 50% of the total amount to be funded by the GS/OAS;
 - iv. The second installment will be deposited by the GS/OAS in the bank account provided by UTech, Jamaica in their Vendor Form;

C) Execution and Final Product:

- i. In the event that the execution of the project and the delivery of its final products do not follow the plan and agreement stated in the Agreement and its Annexes, UTech, Jamaica shall return to the GS/OAS all amounts disbursed in the form of a Seed Grant.
- ii. The return of funds shall be executed by UTech, Jamaica within thirty (30) days of receiving notice from the GS/OAS, and according to instructions provided by the GS/OAS.
- iii. In the event the funds are not returned, UTech, Jamaica may be prevented from participating in future ITEN and/or OAS related activities.

ITEN Seed Grant Application Form

Dear Applicant,

Greetings from the ITEN team.

Please read the following instructions carefully before starting you application.

In order to be considered for an ITEN Seed Grant, we request that you complete this application form and submit it along with the required documents listed below. You should be able to upload the documents within this application. If, for some reason you are not able to upload the documents, please save the completed version of this application form as a PDF and submit it along with the other required documents to Patricia Moraes at pmoraes@oas.org with the subject line: [INSTITUTION NAME] - ITEN SEED GRANT APPLICATION & REQUIRED DOCUMENTS.

- a. APPLICATION FORM -- Fill out the entire form below.
- b. CURRICULUM VITAE -- (only for participants not currently in an ITEN Project Team)
- c. PROJECT TIMELINE & BUDGET PLAN -- Please use the template in the link below. Download file as an Excel spreadsheet, save to your computer, and upload the completed document under section titled "Project Timeline & Budget Plan" of this application. [shorturl.at/DFGKZ]
- d. LOGIC MODEL -- Please use the template in the following link: [shorturl.at/uvM26]

This application and all documents related documents must be submitted no later than JUNE 30, 2020. If you experience any problems with the application, links or related files, OR, if you have any questions or concerns regarding the application process, contact ITEN Grants & Events Coordinator Patricia Moraes, at pmoraes@oas.org with the subject line: QUESTIONS – ITEN SEED GRANT APPLICATION.

Best of luck,
The ITEN Team

PROPOSAL SUMMARY: Provide a brief summary of your Seed Grant project proposal, including the problem it aims to address, activities to be executed, intended outcomes and potential partners (500 characters max). *

The aim of this seed grant project proposal is to relate plans to prepare a one-stop repository of interactive lab activities for the Caribbean Secondary Education Certificate (CSEC) Biology. With the arrival of COVID-19, the pandemic has highlighted that the modus operandi for science teaching, especially the way we conduct our lab activities within the closed laboratory space has to be revisited. The seed grant would be used to prepare practical online resources for a complete Secondary level topic. A resource which when accessed offers a full complete learning experience for the practical aspect of a topic for the students, but guided by the teacher.

INSTITUTION: Please provide the name of the applying institution, official address and a brief description of the institution: mission, main stakeholders (teachers, students, policy makers, etc.), and primary activities. *

The University of Technology, Jamaica

COUNTRY: Country where institution is located *

Jamaica

INSTITUTIONAL OFFICIAL: Name, Title, and E-mail Address of Institution Representative responsible for signing Seed Grant Cooperation Agreement

Kamilah Hylton, Professor, Faculty of Science & Sport, University of Technology,
Jamaica.kshylton@utech.edu.jm

CONTACT INFORMATION OF APPLICANT: Name, Title, and E-mail Address of Institution Representative responsible for this application *

Debbie Devonish, PhD. Associate Professor, Biology Division Acting Director, Centre for Science-based Research, Entrepreneurship and Continuing Studies (CSRECS). School of Natural and Applied Sciences Faculty of Science and Sport University of Technology, Jamaica 237 Old Hope Road, Kingston 6 Telephone: 927-1680 ext 3144 Email: ddevonish@utech.edu.jm

CV: Curriculum Vitae of Institution Representative responsible for this application

Resume Dr Devo...

ADDITIONAL PARTICIPANTS: Who else will be involved in this Seed Grant project from your institution or your country? Briefly identify them by name, title, and role on the project.

Naomi Thompson
Secondary Science Teacher
Role: Assist in reviewing and offering insight on the resource prepared or selected in her capacity as a Biology teacher who would use the resource to teach her own practical lessons.

PARTNERS (if applicable): Please identify any additional partners who will be involved in the proposed activities of this Seed Grant and their respective roles on the project.

The Ministry of Education, Youth and Information (MOEYI)–The National Science Coordinator will provide guidance and oversight, based on policies and guidelines etc.
The Association of Science Teachers of Jamaica (ASTJ)–A body of science teachers from which perspectives and advise on their science teaching preferences may be aired, to help in guiding the final product and feedback once its available for trial.

Seed Grant Project Proposal

All questions in this section refer to the project proposal to be financed by the ITEN Seed Grant. If this proposal seeks to finance a portion of a larger project that is receiving financing form other institutions, please indicate so on your application and identify which activities will be financed by the Seed Grant directly and why additional funding is required.

PROBLEM STATEMENT: What problem or issue in STEM teacher education does this project propose to solve for the participating institutions? (500 characters max) *

Teachers may not be equipped with the necessary resources to offer online practical experiences for students. How do I provide students with the practical understanding of the science concepts while not teaching face to face? How do I provide similar experiences online, that are equally meaningful? How can the best practices for teaching science be translated to an online modality for the practical aspect of science? These are the questions that the project would like to address.

GOALS: What is the concrete objective/s of the project to be financed by this Seed Grant? (500 characters max) *

The final product of an online platform on which everything required for the students' understanding of a practical content is present in an interactive format.

- the quizzes,
- upload capabilities for students to send work,
- progress checks as they work through the online site,
- lab instruction for students to watch,
- for students to perform portions of the lab activities while at home,
- for students to design, create and post (and possibly gain stars/point system for encouraging science appreciation- a repository for students to see what each other accomplish)
- animation and virtual dissecting capabilities

SBA skills addressed

MEASURING FOR SUCCESS: What measurement or metric will you use to determine if your Seed Grant has achieved its objective? (500 characters max) *

If the online development of the unit or topic --has the listed resources as stated above are present and functional.If teachers and students are able to access and utilise the resource meaningfully as designed by this project, then this will prove success.

TEACHER PERSPECTIVE: Please explain the proposed project plans to incorporate the perspectives of Teacher Educators and Classroom Teacher?

The development will be guided by science teachers as to the types of practical resources they would like to utilise for the particular topic and the different options they would like pursued (such as a worksheet, interactive puzzle, quizlet, virtual student aided self dissection etc)

ADDITIONAL FUNDING: Is this proposal a part of a larger project with financing from other institutions? If yes, please explain how this proposal fits within the larger project and identify which activities will be directly financed by this Seed Grant.

No

LONG TERM IMPACT: Explain how achieving the objectives of this Seed Grant will have a sustained impact over time for the participating institutions and their main stakeholders. (500 characters max) *

If this project is successful, it could be treated as a pilot for future development. If successful, there can be further collaboration with more institutions and science teachers even within the ITENS community, to develop other science subjects and topics on an enabling and proven platform hereafter.

SHARE OUT: Please explain how you plan to share-out outcome and learnings from this project with the network. Please refer to the call for proposals for examples. (500 characters max) *

Dissemination of the project, the teachers perceptions before, during and after, the success and challenges can all be shared in newsletters, journal articles and the Conexiones.

REQUIRED DOCUMENTS

You can find templates for the Logic Model and Project Timeline & Budget in the links above. Please complete documents and upload files below.

PROJECT TIMELINE & BUDGET PLAN: Below, please upload a completed Project Timeline & Budget Plan using the ITEN template in the link below [shorturl.at/DFGKZ]

PROJECT TIMELI...

LOGIC MODEL: Below, please upload a completed Logic Model using the ITEN template in the link below: [shorturl.at/uvM26]

LOGIC MODELFO...

ADDITIONAL INFORMATION: Please provide any additional information about this Seed Grant proposal that you would like the reviewers to know. *

The scope of the project can be far reaching, especially where we observe that face to face teaching is not always going to be possible for many varied reasons. However, where a science teaching and learning resource, that can provide meaningful practical experiences is provided with best supporting science pedagogical activities that can mirror team activities, team effort, individual work while still incorporating the teacher--This would be awesome.

This could be the pilot project, for the beginning of a journey for enhanced science learning online in Jamaica and the region. Many schools were challenged because students had not completed the School based assessments (SBA)--this project could be an avenue for addressing such challenges, wherein the lab skills can be adequately addressed online. This is a project that can easily incorporate the ideas of very creative and resourceful science teachers in an aim to solve a real problem that we face.

If the project is considered, the details can be worked out with more investigation so that complete clarity is obtained for the way forward.

ADDITIONAL DOCUMENTS

This content is neither created nor endorsed by Google.

Google Forms



University of Technology, Jamaica

237 Old Hope Road, Kingston 6,
Jamaica, West Indies.
Phone : (876) 927-1680-8.
Fax : (876) 977-4388.
Website : www.utechjamaica.edu.jm.
E-mail : regist@utech.edu.jm

President : Stephen Vasciannie, CD, LL.M (Cantab.)
D. Phil (Oxon.)

Patricia Moraes
Department of Human Development, Education and Employment
Executive Secretariat for Integral Development
Organization of American States
1889 F Street NW Washington D.C. 20006

August 7, 2020

Re: ITEN Seed Grants: Request for Additional Information

Interactive Science Practical labs Online for Secondary Schools

Project:

The aim of this seed grant project proposal is to relate plans to prepare interactive lab activities to assist teachers of a Science subject taught at the Caribbean Secondary Education Certificate (CSEC) level to more effectively impact student learning in a digital space.

With the arrival of COVID-19, the pandemic has highlighted that the modus operandi for science teaching, especially the way we conduct our lab activities within the closed laboratory space has to be revisited.

Virtual Reality is one such technology that allows for a simulated experience that can create a real-world environment for experiments. This project is a collaboration to develop a 3D-360 Virtual Reality content for the carrying out a specified laboratory experiment. A resource which when accessed offers a full complete learning experience for the practical aspect of a topic. This will assist teachers to offer authentic deep learning and acquisition of practical science skills as it would be the case in a real life practical experience. This experience of teaching and learning within a enabled learning management system would be a new tool for science professional development. (A programme which is compatible with online platforms for use)

Questions:

Regarding the budget, the amount requested was USD 1,000, which raised the question of whether your proposal was meant to be for a Seed Grant or Teacher Leadership Fund. If for a Seed Grant, please provide detailed budget line items of up to USD 10,000.

SCHOOL OF NATURAL AND APPLIED SCIENCES
University of Technology, Jamaica
237 Old Hope Road
Kingston 6

APPLYING INSTITUTION NAME: University of Technology, Jamaica

PROJECT TITLE: Interactive Science Practical labs Online for Secondary Schools

EXPECTED PROJECT START DATE: September 2020

EXPECTED PROJECT END DATE: March 2021

Project Work Plan and Budget							
Expense	Activity related to expense	Activity Timeline/ Due Date	Person Responsible	Total Estimated Cost	Amount Requested to ITEN/OAS (max. US\$ 10,000)	In-Cash or In-Kind Contribution by Participating Institutions	Additional Notes
Services for designing the assessment resources	Preparing content questions, answers, plan, identifying materials to match the pedagogical design of the project	September-January, 2021	Science Content and Curriculum specialist-Devonish	\$3000.00	\$0.00	Devonish Science Teachers	Debbie Devonish is a Biology major and is knowledgeable in the content required, the curriculum and standards to be met and can therefore produce, identify and organize the learning material and the suitable assessment activities required. However how to articulate this on the online platform is where the funds will be directed.
Electronic, internet, Printing material for development of content	Printing material for review and visualization	September-October	Devonish	\$500	\$0.00	University of Technology, Jamaica (UTECH) MOEYI	
Technical Solution Architect	Project management for technical aspect of project	September-January, 2021	Artificial Intelligence and Virtual Reality	\$ 3000.00	\$ 1600.00	Caribbean Maritime Institute (CMU)	

Expense	Activity related to expense	Activity Timeline/ Due Date	Person Responsible	Total Estimated Cost	Amount Requested to ITEN/OAS (max. US\$ 10,000)	In-Cash or In-Kind Contribution by Participating Institutions
			Specialist- Erica Simmonds			professional services
<p><u>PHASE 1: Pre Production</u> (planning, organization and execution around production tasks)</p>	<p>This will include script development & breakdown, storyboard development, location scouting, shoot scheduling, acquisition of production materials and operation testing & rehearsals.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> ▪ One (1) Topic for the Script <ul style="list-style-type: none"> ○ Up to three main points ▪ Script Storyboard ▪ Shoot Schedule 	<p>September –October, 2020</p>	<p>Erica Simmonds</p> <p>Technical lead 1</p> <p>Technical lead 2</p>	<p>\$2800.00</p>	<p>\$2800.00</p>	<p>The Centre for Digital Innovation & Advanced Manufacturing. Caribbean Maritime Institute (CMU) Lab resources and expertise</p>

Expense	Activity related to expense	Activity Timeline/ Due Date	Person Responsible	Total Estimated Cost	Amount Requested to ITEN/OAS (max. US\$ 10,000)	In-Cash or In-Kind Contribution by Participating Institutions
PHASE III: Post-Production This phase will seek to cover the editing and preparation for delivery of 360 Video Content and other	Post Processing and Editing of Raw Footage for Delivery	November-December, 2020	Erica Simmonds Technical lead 1 Technical lead 2	\$2800.00	\$2800.00	CMU's use of lab resources and expertise
Content, Standards & Curriculum Guidance	Validating science content material used for the project	September-November	Devonish	\$2000.00	\$0.00	MOEYI ASTJ
Review of digital product	Review and trial of the final product for feedback	December -February	Devonish	\$2000.00	\$0.00	Devonish MOEYI ASTJ
SUBTOTAL			\$ -	\$ 18400.00	\$ 10000.00	
GRAND TOTAL			\$ -	\$ 18400.0	\$ 10,000.00-	If cell E82 (amount requested to ITEN/OAS) becomes red, please revise budget proposal and grant requested. This amount should not be greater than USD 10,000.00.

While the rationale for a digital resources platform is clear, please describe how this platform is going to be utilized for teacher professional development.

Response:

The pool of teachers that will be involved in this project or can be influenced or impacted, is nationally inclusive. It spans pre-service science teachers within the teacher training programmes, especially those at the University of Technology, Jamaica; those science teachers teaching in the Secondary school system inclusive of members of the Association of Science Teachers of Jamaica (ASTJ).

The digital resource is expected to involve teachers before, during and after the development stage of the project. For predevelopment teacher engagement include the following activities:

- Selecting the topic for the content development for the project
- Acknowledging Curriculum standards for practical lessons
- Integrating technology into the learning process for science teaching and learning
- Ensuring practical lab skills are adequately addressed in the activities (Analysis & Interpretation, Measurement and manipulation, Planning & design, Observation, Recording & Reporting- These are the Caribbean Secondary Certificate Practical Proficiency benchmarks and applicable to the National Standards curriculum)
- Being the teacher facilitators to utilize the resource because it is expected that the teacher has to validate and assess the learning for the students on this platform.
- Reviewing the practical lessons when students complete and sharing the assessment with other teachers.
- Teachers would have an opportunity to be a part of action research as they help to assess the resource, its usefulness to their students, to their professional practice and to the future development of such a resource, when deemed useful for professional development and student academic performance.

Over the next year, at the tertiary level workshops would be offered to lecturers in at least 5 colleges who will teach the related topic in their course offering in their various institutions. The resources developed from the project will be made available to them for use with their students. At the secondary level teachers from over 170 schools would also be trained to use the product in teaching related content in areas of the various syllabi.

Data on the use and feedback from the college lecturers and students as well as from secondary school teachers and students, will be requested as a means of assessing the perceived usefulness of the product as well as to improve its impact and usefulness. This will also contribute to the body of literature in the field by sharing the findings at conferences and in publications. The project could create avenues for further pedagogical studies and could send spur of similar ventures in other STEM subject areas.

This development of the technical component of the project will be executed in three phases in a collaborative effort with the team from The Centre for Digital Innovation & Advanced Manufacturing of the Caribbean Maritime University, the Ministry of Education, Youth & Information (MOEYI) and the Association of Science Teachers of Jamaica (ASTJ). The experience in itself is paramount to our teacher leadership experience for all science educators who will be involved.

Thank you for considering this project.

Regards,

Debbie Devonish
Institutional Member participant
ITENS/OAS Community Project 2020

Associate Professor, Biology Division
Director, Centre for Science-based Research,
Entrepreneurship and Continuing Studies (CSRECS).
School of Natural and Applied Sciences
Faculty of Science and Sport
University of Technology, Jamaica
237 Old Hope Road, Kingston 6
Telephone: 927-1680 ext 3144
Email: ddevonish@utech.edu.jm

LOGIC MODEL: Below, please upload a completed Logic Model using the ITEN template in the link below: [shorturl.at/uvM26] *

Problem Statement: There is no one place to find, reliable, culturally relevant, content material so packaged for Science teachers to provide meaningful practical interaction for students doing Science at the Secondary level for a complete teaching online modality.

Goal: The Project Team shall produce a product where teachers should be able to utilise the online resource for a complete practical experience for a Biology topic/unit (within 6 months).

<u>Rationale:</u>	<u>Inputs:</u>	<u>Activities:</u>	<u>Outputs/Product</u>	<u>Outcomes:</u>
<p>Covid-19 is a reality and it requires physical distancing for safety of individuals . Where everyone is likely to stay home, teaching has to be from remote locations and all efforts must be made to maintain the students' science learning experience .</p>	<p>Preparing the resources to be put online</p> <p>Planning the outlay and feature required for the final students' and teachers' experience while being engaged online.</p> <p>Funds to pay the experts who can transform the directives of the expected outlay.</p> <p>An advisor or time to do the research on who is needed for what capacity:</p> <p>Cartoonist/Animation</p> <p>Artificial intelligence</p> <p>Computer specialist</p> <p>Any person who can make the 'design'/'</p>	<p>Describe the major activities you need to execute in order to accomplish your goal.</p> <p>At the end of the period, I need:</p> <ol style="list-style-type: none"> 1. a blue print of the online space and interaction. 2. All resources that must be placed online 3. The platform which can be used. 4. The 'effectors' to take the online blueprint and place the resources online accordingl 	<p><u>s</u> <u>Much more investigation and guidance as to what is possible and the costs involved is needed.</u></p> <p>1 month: 1,2,3 and engaging the specialists</p> <p>3 month: 2 and 4 guiding the specialist/s according to the blue print.</p> <p>6 month:2, 4 and trial of the online interaction by partners, to refine the product.</p>	<p>Short Term: The platform would have been made available and surveys or interviews conducted. Data would also be retrieved from the online platform and this would be used to write a paper on the project thus far.</p> <p>Medium Term: 2 years Depending on the feedback and the reports published or disseminated —Hopefully improvements will be made based on the</p>

	<p>outlay/ envisioned interaction for the students and teacher come alive.</p>	<p>y.</p>		<p>feedback and other topics/units added.</p> <p>Long Term: Project expanded to incorporate other science subjects based on interest and need.</p> <p>Therefore, at the end, there can be a complete blended approach for teaching science, even with the practical nature of it.</p>
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[EXT] RE: ITEN Seed Grants: Request for Additional Information

Debbie D. Devonish [DDevonish@utech.edu.jm]

Sent: Monday, August 31, 2020 10:05 AM

To: Moraes, Patricia

Cc: Vieyra, Rebecca; Owens, Alison; Suarez, Carmen

CAUTION: EXTERNAL SENDER

Dear Patricia Moraes,

Thank you so much for the seed grant consideration. In response to the two questions:

- **Is UTech willing to sign a Cooperation Agreement with the OAS for the execution of the project?**

Yes UTECH is willing to sign a Cooperation Agreement. It has been indicated to me that UTECH, Ja. has a ready document which is usually used, however, please feel free to engage UTECH,Ja. with whatever you have prepared if preferred.

- **Does UTech appropriate any portion of the grant towards operating overhead? If yes, please include the amount and explanation in the budget.**

No. Not usually is an operating overhead charged.

UTech, Jamaica has also indicated to me that grant payments are not an issue. Payments go into a separate arranged account for the seed grant, so that the project manager, may be able to execute the project accordingly.

I have a request: Please, if possible allow the payment and monetary matters to go through the OAS country office.
Thanks in advance for this consideration.

Regards,

Debbie Devonish

From: Moraes, Patricia [PMoraes@oas.org]

Sent: Friday, August 28, 2020 11:38 AM

To: Debbie D. Devonish

Cc: Vieyra, Rebecca; Owens, Alison; Suarez, Carmen

Subject: RE: ITEN Seed Grants: Request for Additional Information

Dear Dr. Devonish,

I trust this message finds you and your family safe and healthy.

First, allow me to apologize for the delay in replying to your email. Second, thank you for thoroughly addressing our questions.

The Selection Committee and the Donor have evaluated your application and clarifications for an ITEN Seed Grant on behalf of UTech and they are favorable towards funding the proposal. However, a few additional clarifications are needed regarding UTech's policies and protocols as it pertains to grants. Please see below:

- Is UTech willing to sign a Cooperation Agreement with the OAS for the execution of the project?
- Does UTech appropriate any portion of the grant towards operating overhead? If yes, please include the amount and explanation in the budget.

We look forward to your reply.

Thank you and kind regards,



Patricia Moraes

Department of Human Development, Education and Employment
Executive Secretariat for Integral Development

Organization of American States

1889 F Street NW Washington D.C. 20006

(202) 370 0685 - (202) 458 3167

www.oas.org



From: Debbie D. Devonish [mailto:DDevonish@utech.edu.jm]

Sent: Friday, August 7, 2020 12:21 PM

To: Moraes, Patricia <PMoraes@oas.org>

Cc: Vieyra, Rebecca <RVieyra@oas.org>; Owens, Alison <AOwens@oas.org>; Suarez, Carmen <CSuarez@oas.org>

Subject: [EXT] RE: ITEN Seed Grants: Request for Additional Information

CAUTION: EXTERNAL SENDER

Dear Patricia Moraes,

Please find a letter addressing questions attached.

Thank you for your consideration of the proposed project.

Regards,

Debbie Devonish, PhD.
Associate Professor, Biology Division
Director, Centre for Science-based Research,
Entrepreneurship and Continuing Studies (CSRECS).
School of Natural and Applied Sciences
Faculty of Science and Sport
University of Technology, Jamaica
237 Old Hope Road, Kingston 6
Telephone: 927-1680 ext 3144
Email: ddevonish@utech.edu.jm

From: Moraes, Patricia [PMoraes@oas.org]
Sent: Friday, July 31, 2020 5:05 PM
To: Debbie D. Devonish
Cc: Vieyra, Rebecca; Owens, Alison; Suarez, Carmen
Subject: ITEN Seed Grants: Request for Additional Information

Dear Dr. Devonish,

Thank you for submitting your application for an ITEN Seed Grant. We have reviewed your proposal and are impressed by your commitment to the strengthening of the teaching profession Jamaica.

Although your application was not selected for funding during the first round of reviews, the selection committee and the donor would like additional information about your proposal in order to make a final determination regarding an award. As such, we ask that you provide responses to the questions listed below by **Friday, August 7th**:

- Regarding the budget, the amount requested was USD 1,000, which raised the question of whether your proposal was meant to be for a Seed Grant or Teacher Leadership Fund. If for a Seed Grant, please provide detailed budget line items of up to USD 10,000.
- While the rationale for a digital resources platform is clear, please describe how this platform is going to be utilized for teacher professional development.

We hope to make determinations from the second round of reviews by August 14th.

We look forward to your responses and sincerely hope for a positive outcome.

Regards,



Patricia Moraes
Department of Human Development, Education and Employment
Executive Secretariat for Integral Development
Organization of American States
1889 F Street NW Washington D.C. 20006
☎ (202) 370 0685 - 📠 (202) 458 3167
www.oas.org

