Process to Request In Cooperation Status for Learning Analytics Educational Projects

This document outlines the process by which SoLAR will grant support to educational projects. We specifically differentiate these projects from education events, which have their own process. We envision projects including (but not being limited to): courses and educational programs, whether for credit or not or online or not, textbooks and major efforts benefiting the community. This explicitly does not cover cooperation status for research proposals.

What is Required from Projects

- General information about the project, its participants and its goals.
- Information about the project in the form of detailed description of activities and outcomes.
- Information about other associations, organizations, institutions or companies involved, through sponsorships, grants, or other.
- Signature by project lead on a *hold harmless* agreement with SoLAR.

What is Granted to Projects

- Use of the "in-cooperation" SoLAR logo in adequate places of promotional and dissemination materials. 'Adequate' is determined by the Communications chair of SoLAR.
- Use of the phrase "in cooperation with SoLAR" or "in cooperation with the Society for the Research on Learning Analytics (SoLAR)" in adequate places of promotional and dissemination materials. Adequate use is determined by the Communications chair of SoLAR.
- Access to reasonable dissemination through SoLAR channels (website, social networks and mailing list) as determined by the Communications Chair of SoLAR.
- The SoLAR Executive has the right to unilaterally withdraw support if it determines that the actual project deviates significantly from the approved proposal and/or SoLAR's name has been misused.

How SoLAR Processes Requests

- The Educational Committee Chair on the SoLAR Executive is responsible for receiving and routing educational project in-cooperation requests.
- The Educational Committee Chair will convene a meeting of the Educational Committee within one month of receiving the Request Form.
- The Educational Committee will review the request, correspond with the requestor for clarifications as appropriate, and prepare a recommendation for review by the SoLAR Executive within two months of receiving the Request Form.
- The Educational Committee Chair will provide a recommendation to the SoLAR Executive for final decisions.
- The SoLAR Executive Committee will make a decision based on the recommendation of the Educational Committee Chair (e.g. at the next executive meeting, via an email ballot).

How Applications are Submitted

- The requestor reads this document.
- The requestor submits the Request Form to the Educational Committee Chair.