COURSE SUPPORT FUNDING GUIDELINES

The Office of the Provost is committing $1M to address the considerable stresses and challenges that instructors who are also caring for others are facing through the pandemic. We are providing these guidelines to ensure that expenditures tied directly to COVID19-mitigation measures comply with the state/federal reimbursement funds. The state/federal funds that are available to the University for possible reimbursement of these COVID-19 costs include the Federal CARES Act Institutional funds, Federal CARES Act funds for Hispanic Serving Institutions (HSI) and Federal Emergency Management Agency (FEMA) funds. These expenses will be audited.

More information on the course support for the caregiving instructors program can be found here.

Guidelines:

- The Office of the Provost will transfer the approved amount to a designated account at the college level and the expenses must occur in that account.
- Once transferred, the funds may not be transferred to another account or another unit.
- The units are required to track the expenses (personnel and operations) using the project code COVIDINTRS.
- The expenditures must align with the approved proposal.
- All expenditures must be completed by the end of the fiscal year 2021.
- In cooperation with the Financial Services Office, the Office of the Provost will conduct audits on the accounts and any issues that occur should be resolved by the end of the fiscal year 2021.
- The funds cannot be used for the following:
  - Endowments
  - Athletic or religious facilities
  - Enrollment recruitment activities, such as marketing and advertising or to compensate recruitment contractors
  - Expenditures for senior administrators or executive salaries, related benefits, incentives, or other items specified in contracts
  - Reimbursement for refunds made to students for housing, food, or other services that the institution could no longer provide
  - Refunds to students for unused residential services (campus housing and dining charges) can be "reimbursed" to the institution and are allowable
  - Child care and adult care expenses
  - Meeting expenses (food, room charges, etc)