

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.
- We will transfer the approved funds from the designated ALCASC account 2554777. Please provide us with a college designated account that is allowable for transfer. You may create a new account or use an existing account.
- The units are required to track the expenses (personnel and operations) using the project code **COVIDINTRS**. You are welcome to track this using a sub-account but the project code is required.
- Please use the project code **COVIDINTRS** in the funding distribution when using funds for personnel.
- Please follow the instructions on how to assign a project code for personnel expenses <https://www.fso.arizona.edu/payroll/departments/project-codes>
- The expenditures must align with the approved proposal.
- All expenditures must occur during the Spring 2021 semester and be completed by the end of the fiscal year 2021. The colleges are required to return any unused funds.
- 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)