**Request for Emergency Funding Due to Shift to Remote Delivery for Fall 2020**

***Washington State University (WSU), All Campuses***

COVID-19 conditions have necessitated the shift to remote delivery for Fall 2020. We realize this requires faculty to make a quick pivot in pedagogy and instructional methods. In response, the President has identified a limited, one-time pool of funding to assist. The Office of the Provost and Executive Vice President will be administering this program.

**Request process**

First, departmental, college, and campus funds should be used where possible. If funds are unavailable, WSU faculty may apply for small, one-time grants to offset unanticipated costs. Examples of qualifying requests include: setting up an online lab or studio assignment; having students record lab exercises; a better microphone for music recordings; or lab exercises, webinars, or other online resources for purchase. Proctoring software will be addressed separately, so such costs should not be submitted under this particular call for proposals.

To submit an application, please fill out the attached form and submit it to your department chair. Assuming the chair supports the request, he/she will forward to the dean (Pullman or Spokane) or vice chancellor for academic affairs (Everett, Tri-Cities, and Vancouver). If the dean determines the request is a priority and college funding is not available, it will be forwarded to [provost@wsu.edu](mailto:provost@wsu.edu). Requests will be reviewed by a small panel, and you will receive a prompt response.

**DEADLINE FOR PROPOSALS**

Proposals may be submitted on a rolling basis.

**SELECTION CRITERIA**

Criteria for assessing proposals will include:

* Financial need
* Number of students impacted
* Breadth of impact across the WSU system
* Sustainability of the course material, once developed (its potential use in future courses), and a plan for ensuring its future use
* Innovativeness of course materials and proposed pedagogical practice
* Feasibility of completing the project according to the proposed timeline.

**AWARDS AND BUDGET**

We anticipate making awards ranging from $500 - $5,000. Awards will be allocated to a state account in your department. Your support staff will handle the normal required expenditure or payroll functions. Please contact Don Holbrook ([holbrook@wsu.edu](mailto:holbrook@wsu.edu)) if you have further questions on budget.

**FOR MORE INFORMATION**

If you need further information, please send an email to [provost@wsu.edu](mailto:provost@wsu.edu).

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***Washington State University (WSU), Pullman Campus***

Below please provide detailed answers to the questions. **This request must be forwarded to the respective chair/director and the dean or vice chancellor for signatures. Electronic signatures are acceptable. The completed, signed form should be forwarded** [**provost@wsu.edu**](mailto:provost@wsu.edu)**.** The provost and executive vice president, in consultation with a review committee, will evaluate the request and inform the dean of the decision.

**Date of submission:**

**Prefix, course number, and name of class:**

**Type of class *(lecture, lab, studio, ensemble)*:**

**Department:**

**Instructor of record with title:**

**Enrollment on date of submission/enrollment cap:**

**Provide a brief explanation of the course focus and objectives and how it is taught. List all of the student learning outcomes associated with the course:**

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**Amount of this request:**

**Provide breakdown of how this funding will be utilized:**

**Signatures *(electronic signatures are permitted)***

**Instructor of Record:**

**Department Chair/School Director:**

**Dean:**

**After completion of the form and with the respective dean’s signature, the form should be submitted to** [**provost@wsu.edu**](mailto:provost@wsu.edu)**.**