## Overview

In a continued response to COVID-19 conditions, additional funds have been made available to help faculty and academic units with remote instructional needs for spring 2021. The Office of the Provost and Executive Vice President will be administering this program. Examples of qualifying requests include purchasing technology specific for remote instruction, developing an online lab or studio assignment that replaces an equivalent face-to-face experience, or shipping course supplies to students.

## Request process

Departmental, college, and campus funds should be used where possible. Please note that for spring 2021, use of carry-forwards in course fee accounts is authorized to support remote instruction. If funds are unavailable, fill out the attached form and submit it to your department chair or school director. Once your chair or director approves this request, they will forward it to the dean (Pullman or Spokane) or vice chancellor for academic affairs (Everett, Tri-Cities, and Vancouver). If the dean or VCAA 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 panel of faculty and you will receive a response by January 10, 2021.

## Deadline for proposal submission

Proposal submission will open on December 16, 2020 and initial review will begin on January 5, 2021.

## Selection criteria

The following criteria will be used to assess proposals:

* Financial need (assuming no carry-forward funding).
* Number of students impacted.
* Feasibility of completing the project according to the proposed timeline.

## Awards and budget

Awards will be up to $3,500. 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).

## Instructions

Please provide detailed answers to the following 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:

## Enrollment on date of submission/enrollment cap:

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

## Department:

## Instructor of record:

## Course focus and objectives

Provide a brief explanation of how the requested materials support the course focus and objectives:

## Sustainability

If funding is requested to develop course materials, please describe how they may be used in future courses.

## Amount of this request:

## Provide budget breakdown of how this funding will be used:

## 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)**.**