

July 27, 2020

Dear Colleagues,

The Provost's Office is pleased to announce the establishment of an Emergency Technology Assistance Fund to support MSP bargaining unit members who have technology-related needs in order to perform their work remotely, or who have an outdated computer that is eligible for replacement. Faculty and librarians will have the option of choosing from a pre-approved catalogue of University-supported computers, laptops or tablets, or request a custom configuration of equipment. Additionally, bargaining unit members may also request funds for additional technology-related needs necessary to enable them to perform their work remotely such as peripherals or reimbursements for upgraded Internet packages.

In an effort to expedite requests, the Provost's Office partnered with Central IT to centralize the processing, procurement and configuration of approved funds for equipment on the pre-approved catalogue. Faculty who apply for funds for additional technology needs such as a peripheral or reimbursement for upgraded Internet packages should work with their departments to finalize the transaction once approved. Reimbursement requests will require the same supporting documents that are required for similar business expenses, such as a receipt or other proof of purchase. Faculty who applied for funds through the Chancellor's Computer Replacement Fund (CCRF) in the spring of 2020 will be prioritized.

The Emergency Technology Assistance Fund is accepting applications through the University's [Academic Personnel Workflow System \(APWS\)](#) from **July 27, 2020 to Aug. 5, 2020**. MSP bargaining unit members may apply for funds by navigating to the *Create a New Submission* tab, selecting the *Technology Assistance* application and following the instructions.

Faculty should reach out to apws-support@provost.umass.edu or academic.personnel@umass.edu with any questions.