APPLICATION:

COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

**Emergency Computer Repair/Replacement Fund for Full-time Faculty & Staff**

We are all now aware of the Provost’s recent decision to put a pause on the University’s annual Computer Replacement Initiative (CRI). Recognizing that critical emergency computer needs may occur for our full-time faculty and staff, the College is prepared to offer limited support to our colleagues faced with such emergency computer needs. *To this end, we have temporarily established a process for Emergency Repair/Replacement Computer Assistance that* *will only exist for the 2021-2022 academic year.* Please note this is not a replication of the University’s CRI, but rather is designed to help in the case that our full-time faculty and staff members’ computers become non-functional. The CAHSS Dean’s Office will match a department’s contribution, **up to $500 (five hundred dollars),** toward the cost of repair or replacement; departments will be responsible for any additional expenses. Requests will be accepted on a rolling basis during the academic year. **With finite funds available, please note that all requests cannot be guaranteed**.

**Process:**

1. Submit all requests for assistance with UMBC-owned technology to CAHSS IT [here](https://rtforms.umbc.edu/rt_authenticated/cahss/CAHSS-Support.php).
2. If the computer machine requires repair or replacement CAHSS IT will email a written report/evaluation of the problem to the individual requesting assistance.
3. The applicant should complete this form and submit to their department chair or division director along with a copy of the CAHSS IT evaluation.
4. The chair/director will complete the form and submit the paperwork via the CAHSS RT Ticket system.
5. Once received, the request will be reviewed by the Dean’s Office and a decision communicated to the applicant and their chair/director.

Name/Title:  Department/Division:

Computer Model and Year: SubmissionDate:

1. Please state the reason for the request of funds (Briefly describe the problem you are encountering with your computer, why you need a repair/replacement action and the expected cost).

1. Please attach a justification for the request – that is, the evaluation of your computer problem from the CAHSS IT team (Jason Duncan or Zach Pennington).
2. FOR THE CHAIR:

a. What funds are the Department providing toward this emergency repair or replacement?

 c. If the Department is unable to cover the remainder of the expenses (beyond the $500 that the dean’s office can provide), please justify why a full match is not possible:

Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Chair Faculty/ Staff member