

## **Coronavirus Emergency Relief Frequently Asked Questions**

**If I have multiple expenses, should I prioritize the ones I think will receive funding or put them all down?**

Apply for all incurred expenses. While funding is limited and it is possible that you will not receive funding in the amount that you requested (or at all), it is very important that we understand the full amount of expenses that you incurred so we can make decisions about how much to allocate. We are prioritizing funding based on greatest need, while also trying to reach as many students as possible.

**What if an expense is related to both the pandemic in general and the disruption of campus operations due to Covid-19?**

So long as the expense was related to the disruption of campus operations, it is alright if the expense was also related to the pandemic in a broader sense. The only justification on the form should be the explanation for how the expense was related to the disruption of campus operations.

**What if my expense is only related to the pandemic in general, and not the disruption of campus operations?**

Unfortunately, this expense will not qualify. The expense incurred must be related to the disruption of campus operations.

**How do I estimate loss project time?**

We understand that in some cases this is more straightforward – such as if you lost specific project work where you had already been given a set number of days – than in others (e.g. where you are trying to estimate how many days you would have been able to work if you were able to network in the office). We understand that this estimation can be difficult, and we simply ask that you do your best.

**Does office or study equipment (e.g. a desk, internet router, textbook) qualify?**

Yes. If you purchased items because you are now working or taking classes from home and would not have needed the item if you were able to come into the office, this qualifies.

**How do I link childcare-related expenses to the disruption of campus operations?**

If, for example, you would have been working in the office while someone took care of your child/children at home, but you are no longer able to work as many hours because you now need to work at home, this would qualify. This is only one example; you know your situation better than we do.

**If I was already reimbursed for lost project work through sick time, but have since incurred additional lost project time because of the disruption to campus operations, is the additional time eligible for funding?**

Yes. While the lost project work that was reimbursed through sick time is not eligible, the additional lost time is eligible for funding.

**I live with other Pardee RAND students and we purchased an item together. How should we request funding?**

Apply for expenses individually. The same receipt may be used for expense reporting purposes, but make sure to explain the shared expense and the way the expense was divided.

**I purchased computer equipment (e.g. monitor) before the announcement that we could take our computer equipment home from the office? Is this reimbursable? What if I bought computer equipment because I moved away from the area?**

These expenses are eligible, but may be given lower priority. Please apply, as even if you are not completely reimbursed, you may still receive partial funding.

**If you still have questions, please reach out via email or Teams so that we can assist you.**