

## 2021-2022 COGS Technology Award Guidelines and Conditions

Created and Revised January 20, 2022

### 1. Award amount

The amount awarded for a Technology Award will be an amount up to \$100.00.

### 2. Eligibility

All MSU graduate and professional students, but priority will be given to those who did not previously receive a Technology Award. Students must be enrolled the semester the award is to be used. Students must not have requested a COGS tax reimbursement for the semester requesting funding. We encourage you to check with your employer/advisor for equipment funding prior to submitting this application as COGS funds are limited, many departments are offering similar funds for their graduate and professional students.

### 3. Qualification for Technology award

This award is for currently enrolled MSU graduate and professional students who have additional expenses related from working remotely during the COVID-19 pandemic. **Eligible** expenses include purchases/upgrades of physical technology, equipment, or applications needed as a direct result of working remotely. **Ineligible** expenses include household utilities, rent, cable, internet, or other predictable monthly bills, virtual conferences or professional development events. Some examples of successfully funded applications: headphones, desks, chairs, software, printers and routers. **MUST PROVIDE:** Paid Receipt with date, showing the purchase made not before September 1<sup>st</sup>, 2021.

### 4. Application Deadlines

The application will remain open until March 31<sup>st</sup>, 2022, OR until the funds run out, whichever occurs first. Application deadlines are February 4<sup>th</sup>, March 3<sup>rd</sup>, and March 31<sup>st</sup>.

### 5. Selection criteria

Completed applications will be evaluated by the COGS Finance Committee. Applications that pass review by the COGS Finance Committee will be recommended to the Full Council for funded. Approved applications will be funded in the order in which the application was submitted.

### 6. Availability of Funds

Funds for the Technology award are made available from the COGS Special Projects budget. The application will remain open until the allocated amount is used, or March 31<sup>st</sup>, 2022

### 7. Decision Authority

The application should be submitted through the online application portal to the COGS office where it will be dated, assigned a numerical identifier, and forwarded to the COGS Finance Committee. The COGS Finance Committee will randomize and review the applications at the monthly Finance Committee meeting. The COGS Finance Committee will meet regularly throughout each semester (as per COGS By-Laws Section 8.2.1.1.1) to review requests and make award recommendations. All recommendations will be forwarded to the

COGS Full Council for approval. The COGS office will notify applicants of their award status via email after final approval has been obtained.

#### **8. Distribution of Funds**

This funding will be awarded as a fellowship. Once your fellowship has been processed, you should be able to see it in your student account. A fellowship is taxable. You will receive a tax form from the University at the end of the year. If you owe MSU any money, MSU will take what you owe directly from this award prior to deposition. If you have federal financial aid, you will want to check to see how this award affects any funding that you receive.

#### **9. Conditions for Acceptance of Funding**

It is understood that the Applicant will, at his/her own expense, protect and hold harmless COGS, its officers, representatives, members, boards, employees, and agents from all claims, damages, costs, lawsuits and expenses, including but not limited to, all costs arising from administrative proceedings, court costs and attorney fees, that COGS may incur as a result of any act, omission, or negligence of the Applicant or any of its officers, members, employees, agents, subcontractors, or independent contractors which may arise out of this funding request.

The liability of COGS, its officers, representatives, members, boards, employees and agents with regards to the funding of the Applicant for any claims, costs, damages, losses, and expenses for which COGS is or may be legally liable, whether arising in negligence or tort, contract, or otherwise, shall not exceed the amount of funding provided by COGS to the Applicant. In no event shall COGS, its officers, representatives, members, boards, employees, and agents be liable for any indirect, special, or consequential damages.

The Applicant shall not transfer any right or interest in this Application without the prior written consent of COGS. The Applicant agrees to abide by all federal, state, and local laws and ordinances, as well as their student rights and regulations set forth by Michigan State University.