June 11, 2020

Organizational Leaders

Dear Colleagues,

A new fee was proposed during the Spring Budget process that would have supported the IT infrastructure and new application licensing costs. Due to the COVID-19 pandemic and financial uncertainty for the campus, the fee was not approved, but rather will be considered again during next year's process. The annual cost of a popular campus application, Docusign, would have been covered by the new fee. ITS has been covering the piloting expenses from their own resources, but they no longer have the funds to cover this expense. Additionally, due to the high usage and reliance on the application, it is important to lock in a 3-year contract now to control the future costs.

Therefore at this time, I am approving the recharging of the license costs to UCR organizations based on the actual usage in FY19-20. Please see the attached assessment table for your organization's FY20-21 recharge amount. ITS will be coordinating the annual cost with a single recharge for each organization in in July/August. Note that this a one-year approval, and the funding mechanism going forward will be discussed during the fiscal year 2020-21 planning and budget process.

If you have any questions, please contact Stephanie Flores at x27715 or via email at stephanie.flores@ucr.edu.

Sincerely,

Thomas M. Smith, Ph.D.
Interim Provost and Executive Vice Chancellor

Attachment

xc: Vice Chancellor Bomotti
       Associate Vice Chancellor Hull
       Director Flores
       CFAOs