**GPSA Assembly Funding Policy and Procedure:** *Review PRIOR to Applying for Funding*

Please pay special attention to the requirements and deadlines for applying for Graduate Student Organization funding described here.

1. To apply for funding from GPSA, a Graduate Student Organization (GSO) must be registered with the Student Organization Research Center (SORC). Registration information is available at [https://eoss.asu.edu/clubs](https://eoss.asu.edu/clubs). SORC registration is not ongoing; check their website for details.

2. The GSO representative must complete the online application. Applications are due on the 7th of each month prior to the month in which your group’s event takes place. For example, if the event is in October, the application is due no later than September 7th. If desired, you may apply early by submitting before the monthly deadline. If the event is ongoing, the first event in the series determines the due date of the application.

   An exception to this deadline will be made for events that occur in September. The due date for events occurring prior to September 30 each school year will be 12:00 pm (noon) on the day of the first GPSA Assembly meeting in August. Events in October will follow the cycle described above (i.e., those applications will be due by September 7th). GPSA is unable to make exceptions to these deadlines.

3. The application is in an online form that includes instructions. Please note some particularly important requirements and directions:
   a. You will add an assembly member as a sponsor. You MUST have the assembly member’s permission BEFORE you add him/her as a sponsor. A list of assembly members can be found on the GPSA website. Email the assembly member who represents your program/area of study at least 5 days prior to submission of the application to ensure there is time for the assembly member to respond to your request. If you have trouble contacting an assembly member, contact the Assembly President.
   b. In the “Budget Justification” section, you must provide a line-by-line breakdown of the event budget, including all items, whether or not you are asking GPSA to fund that item.
   c. You will be asked to describe each item for which you are requesting funding, as well as the vendor for that item. The application also asks for a total cost for the event and the portion of that cost GPSA is being asked to fund.
   d. In “Alternate Funds,” detail the other funders from whom your GSO has requested money for this event. Having attempted to secure funding from other organization(s) is necessary for event requests over $250. GPSA is interested in both your successful and unsuccessful attempts to secure alternate funding.
   e. When you submit the application, you will receive a confirmation email. Ensure your application is submitted before closing the browser window.

4. All GSO funding requests are reviewed by the Assembly Operations Committee. The Assembly President Pro Tempore will email applicants after the monthly 7th deadline confirming receipt of their applications and to confirm applicants’ attendance at the next Assembly Operations Committee meeting. Each organization must send a representative to this meeting (preferably, the person who completed the application, or a knowledgeable substitute) to speak briefly about the request for funding. A representative from the applicant organization must be present at this meeting in which funding proposals are debated, or no funding will be awarded.

Debate over each proposal is conducted in the Assembly Operations Committee. The committee’s decision whether to recommend funding is forwarded to the full GPSA Assembly for approval and final decision. Proposals are either forwarded with (1) full funding recommended, (2)
partial funding recommended, (3) full/partial amount recommended with stipulations, or (4) a recommendation to deny the funding request. Final funding decisions are made by the approval of the full GPSA Assembly. Applicants are welcome to attend the full GPSA Assembly meeting; dates, times, and locations of these meetings are listed on the GPSA website.

5. If the GSO proposal has been approved for funding, the organizational representative responsible for managing reimbursement should download the GPSA Assembly Post-Event Funding Packet, which contains detailed instructions about how to receive funds from GPSA. He/she should also visit the GPSA’s Office Specialist, Sr. in the Tempe Graduate Student Center to receive a funding packet. Some important reminders:
   a. Save ALL original receipts. Funding will not be disbursed without them.
   b. All paperwork will be due 5 business days after the event.
   c. GPSA must be acknowledged in all advertising materials and the event must be publicized using the GRADSTU listserv (submissions to the listserv can be made via the GPSA website). See the Post-Event Funding Packet for more information.