

DOCUMENT NUMBER:

PPD-001

REVISION:

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TITLE:

**GRADUATE STUDENT ORGANIZATION (GSO)
FUNDING AND REVIEW**

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1. SCOPE

This document describes the general policies, procedures, and requirements set forth by the Graduate Professional Student Organization (GPSA) Assembly Operations Committee (AOC) regarding review and approval of Graduate Student Organization (GSO) requests for funding events. This document further defines the requirements placed upon GSOs for providing information to the AOC, engaging with the AOC Funding Review Board (FRB) funding process, and receiving reimbursement. Requests for funding of travel and travel related expenses are outside the scope of this document.

1.1. Use of Shall, Will, and Should

For the purposes of this document use of 'shall' indicates a requirement. Failure to meet requirements will result in denial of the funding request or denial of reimbursement. Use of 'will' indicates a factual statement or a declaration of purpose and intent. Use of 'should' indicates a goal or desired criteria. Failure to meet goals or desired performance will result in a reduction or denial of awarded funds at the discretion of the AOC and the GPSA Assembly.

2. RELEVANT DOCUMENTS

The following documents form a part of this document to the extent specified herein.

Table 1. Relevant Documents

Number	Title	Available At
N/A	Student Organizagtion Handbook	https://eoss.asu.edu/sites/default/files/asu_studentorghandbook.fy15_final.pdf
FUB 401-003	Prohibited Transactions	http://www.asu.edu/aad/manuals/fin/fin401-03.html
	Online GSO Funding Form	https://gpsa.asu.edu/programs/2015-gso-funding-application/
	Memorial Union Catering & Food Policies	https://eoss.asu.edu/mu/plan_event/food
	Request for Funds Form	GPA Business Office
	Indemnification Form	GPA Business Office
	Independent Contractor Checklist	GPA Business Office
	Departmental Professional Service Order Form	GPA Business Office
	Substitute W-9	GPA Business Office

3. FRB REQUIREMENTS POLICIES AND PROCEDURES

3.1. SORC Registration

The GSO shall be registered with the ASU Student Organization Research Center (SORC). Only registered GSOs may apply for GPSA funds

3.2. Matching Funds Requirement

For all funding requests where the total requested GPSA funds exceed \$250, the GSO shall seek or provide funds from alternative sources in addition to the GPSA.

3.3. Goal of Inclusion

The GSO should strive to host events open to the larger GPSA community. The FRB will consider the extent to which the GPSA community is able to participate in the event and when developing its recommendation. GSO funding requests for department specific events shall not be denied funding on that basis alone.

3.4. Goal of Reputation and Goodwill

The GSO should strive to host events which enhance the reputation of ASU and generate goodwill overall in the eyes of alumni. The FRB will consider the extent to which the event enhances the presence, reputation, and goodwill of and toward ASU and the alumni community when developing its recommendation. GSO requests shall not be denied funding on this basis alone.

3.5. Assembly Sponsor

The GSO shall designate a sitting Assembly member of the GPSA as their Sponsor for the funding request. The Sponsor will provide the GSO with guidance through the funding process and serve as an advocate for the GSO funding request. The GSO should select a sponsor from their department or degree program who is familiar with the GSOs mission and needs.

3.5.1 Effectiveness of Designation

The designation of the Sponsor shall be effective upon written receipt of the Sponsors acceptance to represent the GSO. Requests with an ineffective designation will be denied.

3.6. The Application and Application Materials

Applications will be reviewed for completeness and conformance to the requirements. GSOs should strive to submit completed applications and application materials prior to the defined deadlines in order to provide the FRB with sufficient time to conduct a full and fair review of the funding request.

3.6.1 Application and Funding Cycle

The GSO shall submit a funding request only for those events to take place in the three (3) months subsequent to filing.

3.6.2 Application Cutoff Date

The application and application materials detailed herein shall be submitted to the FRB not later than the close of business (1700 hours MST) on the seventh (7th) day of the month of the current funding cycle.

3.6.2.1 Effect of Late Submission

Applications submitted after the cutoff shall be rejected for consideration in the funding cycle.

3.6.3 Online Form Submission

The GSO shall complete the online application form located at: <https://gpsa.asu.edu/programs/2015-gso-funding-application/>

3.6.4 Itemized Budget Projection (IBP)

The GSO shall provide to the FRB an Itemized Budget Projection (IBP) for the entire event including the total GPSA funds requested for the funding cycle. The IBP will be used by the FRB to determine the level of funding needed by the GSO and will form the basis of the FRB's allocation recommendation to the Assembly. The GSO should strive for clarity, completeness, reasonability, and accuracy of the IBP as these factors will be determinative of the FRBs recommendation. The Attachment of Relevant Actuals together with the Summary of Competitive Bids and Quotes, as described below, will form the basis of the IBP.

3.6.4.1 Maximum Funds Request

The GSO GPSA events fund request shall not exceed \$2,000 per event.

3.6.4.2 Proposed Allocation of GPSA Funds

The GSO shall note within the IBP the line items against which GPSA funds are proposed for allocation.

3.6.4.3 Budget Projection Format

The IBP shall be in any of the following: Microsoft Excel workbook format .xlsx, Adobe .pdf, or Microsoft Word .docx.

3.6.4.4 Line Items

The IBP shall include line items for all materials, services, cost recovery (i.e. matching funds, ticket sales, GSO internal funds and the like), applicable taxes and fees.

3.6.4.5 Minimum Data

The IBP shall include data columns of Item, Dollar Value, Quantity, Description, Vendor (where applicable), Tax, and Line Total for each line item.

3.6.5 Summary of Competitive Bids and Quotes (SCBQ)

The GSO will provide to the FRB a Summary of Competitive Bids and Quotes (SCBQ) as required below. The GSO should integrate the SCBQ as a single attachment. The GSO should strive for clarity, completeness, reasonability, and accuracy of the SCBQ as these factors will be determinative of the FRBs recommendation.

3.6.5.1 SCBQ Threshold

For each line item cost in the IBP exceeding \$350, the GSO shall obtain competitive bids or quotes and prepare a SCBQ including the received bid or quote. This threshold will apply where the GSO is making a purchase from a vendor or service provider.

3.6.5.2 Minimum Competitive Bids

At the minimum, three (3) competitive quotes or bids shall be obtained by the GSO for each such line item.

3.6.5.3 Selection of Winning Bid

The GSO shall select from among responding vendors or service providers the desired bid to accept as the basis for the line item in the IBP.

3.6.5.4 Justification of Selection

Where the GSO elects to accept a bid which is not the lowest bid, the GSO shall provide a written justification to the FRB for such selection as a component of the SCBQ.

3.6.6 Summary of Matching Funds (SMF)

In accordance with part 3.2, the GSO shall provide the FRB with a summary of all GSO attempts and progress at obtaining funding from sources outside GPSA. This attachment will not be included where total requested GPSA funds for the funding cycle do not exceed the threshold. The GSO should strive for clarity, completeness, reasonability, and accuracy of the SMF as these factors will be determinative of the FRBs recommendation.

3.6.6.1 SMF Materials

The SMF shall include all expended funds from the GSO's accounts and those funds received or requested from external parties.

3.6.6.2 SMF Documentation

The SMF shall include all letters or other statements requesting funds from external sources and all responses approving or rejecting the GSO's request for funds.

3.6.6.3 SMF Budgetary Supplement

The SMF shall include all Budget Projections submitted to the external funding source if such Budget Projections differ materially from that submitted to the FRB under section 3.6.2.

3.6.7 Attachment of Relevant Actuals (ARA)

The GSO shall provide the FRB with an ARA showing those relevant prior actual costs used in constructing the IBP. The ARA will form the basis of the majority of IBP line items. The GSO should strive to ensure that all IBP line items are reasonably supported by prior actuals as the nexus of prior actuals to IBP line item will be determinative of the FRBs recommendation.

3.6.7.1 Prior actuals unavailable

The GSO shall provide to the FRB reasonable justification for line item expenses unsupported by prior actuals. It is understood that inaugural or one off events may be unsupported by prior actuals. Prior similar or related expenditures will be accepted as sufficiently reasonable justification for IBP line items. In such a case the reasonability of the justification and the relatedness of prior expenditure to the IBP line item will be determinative to the FRB.

3.7. Prohibited Allocations

The following IBP allocations shall be prohibited as to GPSA GSO event funds:

1. Capital goods
2. Any and all GSO officer or member salaries, wages, conference fees, travel, or remuneration of any kind.
3. Travel costs including, food, fuel, lodging, airfare, per diem, or of any other kind for invited guests or speakers
4. Alcohol
5. Flowers
6. Gifts or any kind – excepting however any customary Honorarium
7. Parking tickets or fines
8. Clothing of any kind totaling in excess of \$250

3.8. Prohibited Events

GSO funding requests in support of the following activities shall be denied:

1. Activities that subsidize University administrative services
2. Activities that discriminate on the basis of race, religion, sex, or sexual orientation
3. Activities that have already occurred prior to Assembly approval – except in the case of the funding cycle beginning the GPSA legislative session
4. Activities that support referenda or candidates for elected office
5. Activities that are limited to a single political partisanship (TBR)
6. Activities are covered by a club sport account at the Student Recreation Center
7. Activities that pose a substantial risk of serious injury or death
8. Activities that are in violation of ASU policy

3.9. The Funding Review Board Meeting

The FRB meeting will be conducted in accordance with the requirements below.

3.9.1 Time and Date

The FRB shall meet the week prior to each meeting of the GPSA Assembly during the legislative session on such a day and at such time sufficient to ensure a quorum of the FRB. The FRB will in no event meet on a Sunday or on any national holiday or before the 7th day of the month of the current funding cycle.

3.9.2 Place

The FRB shall meet at its business offices in the Graduate Student Center or at any other place of convenience designated by the Chair.

3.9.3 Mandatory Attendance

The GSO shall provide a representative to the FRB in order to present and defend the funding request under consideration. Failure to provide a representative at the FRB will result in rejection of the request.

3.10. Determination of the FRB

The FRB will issue a timely determination to the GSO approving, amending, or rejecting the GSO request for event funds described in the IBP.

3.10.1 Effect of Approval

An approved request for funds shall have the full amount of requested GSO event funds written into the GSO Event Funding Bill tendered to the Assembly for the legislative cycle by the AOC.

3.10.2 Effect of Amended Approval

An amended approved request for funds shall have an amended amount of requested GSO event funds written into the GSO Event Funding Bill tendered to the Assembly for the legislative cycle by the AOC. Amendments will be made in accordance with the criteria established herein but at the discretion of the FRB. Amendments may be made to extend the annual budget through to the end of the year to provide for GSOs who schedule end of year events.

3.10.3 Effect of Rejection

A rejected request shall not be included in the GSO Event Funding Bill tendered to the Assembly by the AOC.

3.11. GPSA GSO Funding Cycle and Cost Pools

The GSO event funding cycle will be tied to the GPSA legislative calendar and budgeted according to the practices in this section.

3.11.1 Cost Pools

The GSO event funding budget shall be divided into cost pools tied to the year of the regular academic calendar. Cost pools may be formed or destroyed at the discretion of the AOC.

3.11.2 Effect of GSO Event Approved Funds

The GSO event funds approved by the Assembly shall be allocated against the current cycle cost pool.

3.11.3 Effect of Unallocated Funds

Funds unallocated in the current cycle pool shall be rolled into the subsequent cycle pool

3.11.4 Accounting of Actual Costs

The accounting of actual costs from the previous cycle shall be completed prior to the next academic year.

3.11.5 Effect of Accounting Surplus

When an accounting of actual costs finds a surplus over the prior cycle allocated costs, this surplus shall be rolled into the next cycle allocation pool.

3.11.6 Deficit Allocations Prohibited

Allocations of GSO event funds shall not exceed the funds available in the current cycle cost pool.

4. VOTE OF THE ASSEMBLY

The GPSA Assembly will vote on the GSO Event Funding Bill tendered by the AOC for the current funding cycle. The Assembly will pass, amend, or reject the Bill at its discretion. All GSO event funds allocated in the Bill as passed will be released to the requesting GSO for reimbursement. The GSO should pay careful attention to the amount of funds provided in the bill as passed.

5. REIMBURSEMENT

The GSO will engage with the GPSA Office Specialist and the GPSA Business Office to receive reimbursement from the allocated GPSA event funds. Failure to follow the process as detailed herein will result in denial of the reimbursement. The requirements listed in the section are not exhaustive and ASU may place additional requirements on top of GPSA processes therefore the Office Specialist will assist the GSO through the reimbursement process. The GSO should work closely with the Office Specialist to

ensure correct completion of all forms and adherence to all elements of the GPSA and ASU reimbursement process.

5.1. Location of the Business Office

The GPSA Business office and the office specialist shall be located at the Graduate Student Center.

5.2. Available Funds

Only those funds listed in the GSO event Funding Bill for the current cycle as passed by the Assembly shall be available for reimbursement.

5.3. General Requirement of Publicity

Any and all advertising produced and conducted by the GSO in connection with the funded event including, but not limited to, flyers, brochures, pamphlets, websites, circulars and the like shall acknowledge the support of GPSA GSO event funds. Advertised events which do not acknowledge the support of GPSA will not receive reimbursement.

5.3.1 GradStu Listserv Publication

The GSO shall post an announcement of the funded event detailing the time and place of the event to the GradStu listserv at: gradstu@asu.edu

5.3.2 Timing of Announcement

The GradStu announcement shall be submitted to the listserv not later than four (4) days prior to the event.

5.4. Traceable Costs, Itemized Receipts

Only those costs identifiable on and traceable to an itemized receipt shall be reimbursed.

5.5. Reimbursement Materials

The following materials will be provided by the GSO to the Office Specialist as required by the nature of the funded event. Failure to provide the required materials will result in denial of reimbursement. Generally any guest speaker, performer, or service provider receiving GPSA funds as payment for services will require the GSO to complete at the minimum those forms detailed in sections 5.5.4 – 5.5.7.

5.5.1 Copies of Receipts

The GSO shall submit copies of all receipts against which GPSA event funds are sought for reimbursement.

5.5.2 Copies of Advertising Materials

The GSO shall submit copies of all advertising material used in connection with the funded event and a copy of the dated receipt from the GradStu listserv submission.

5.5.3 Request for Funds (RFF) Form

The GSO shall submit a completed RFF naming an Officer or member of the GSO as the person who will receive the reimbursement. The named individual will personally request and receive the funds from

GPSA. Without a named individual the GSO will not receive reimbursement. The GSO should exercise due care in naming the individual.

5.5.4 Indemnification Form

The GSO shall submit a completed indemnification form for each service provider receiving GPSA funds employed in connection with the funded event and signed by the same.

5.5.5 Independent Contractor Checklist

The GSO shall submit an independent contractor checklist for each service provider receiving GPSA funds not affiliated with ASU contracted services.

5.5.6 Departmental Professional Service Order (DPSO) Form

The GSO shall submit a completed DPSO form for all service providers receiving GPSA funds hired in connection with the funded event.

5.5.7 Substitute W-9

The GSO shall submit a substitute W-9 form as required by the IRS and for all vendors not in the University Purchasing System.

5.5.8 Business Meal Form

The GSO shall submit a completed business meal form for all food and beverage purchases against which GPSA event funds are allocated. This form will include a list of all event attendees. The GSO should be prepared to record attendance if providing food at a funded event.

5.6. Reimbursement Materials Submission Deadline

Submission of completed reimbursement materials must be received by the GPSA Business Office not later than the close of business (1700 hours MST) on the fifth business day after the scheduled event.

5.6.1 Effect of Late Submission

Reimbursement of late submissions shall be denied.