2017-2018 Graduate Student Organization Funding

1. **Read all GPSA and GSO Funding Guidelines** – Student orgs should read all the GPSA and GSO funding policies before applying. Students are responsible for becoming familiar with the guidelines and complying with the policies. These guidelines discuss the funding process and what can/cannot be funded. They include deadlines and helpful tips.
   a) **Link to GPSA/GSO Guidelines** – [http://gpsa.asu.edu/funding/gso-funding/](http://gpsa.asu.edu/funding/gso-funding/)

2. **Five Day Deadline** – All student orgs must email their GPSA reps with event information at least 5 days before the 1st of each month and receive approval from the GPSA rep. To grant approval as a GPSA rep, you must ensure there are no problems with the request and all necessary information is provided. Thus, a student org must compile the following information before approval can be granted.

3. **Required Event Information** – Includes providing the GPSA representative with:
   a) **Information that Your Org is Registered**
      i. The student org must be currently registered with Orgsync to get GPSA funds.
   b) **The Date and Location of the Event**
      i. The date can be tentative.
      ii. Will the event take place on or off campus? (Is the venue confirmed?)
      iii. What is the specific venue address? (Applies to ASU on-campus venues).
      iv. One funding application can be used to request a series of events. (e.g., lecture series).
   c) **The Description, Purpose, and Benefit of the Event**
      i. Is it business, professional development, etc.?
      ii. Why this event is being held?
      iii. What will happen at the event?
      iv. How will this event benefit your org, those attending, and ASU as a whole?
   d) **Number of Guests and Who May Attend the Event**
      i. Is event attendance open to undergraduates, graduates, law school students, the community, or everyone?
      ii. The more graduate students that benefit from the event, the better chance of funding.
         Alternatively, having a low target graduate student population and greater outside population (undergrad; public; etc.) will reduce the chances of full funding.
   e) **Itemized Budget of All Event Expenses**
      i. Indicate:
         1. The total amount of funding needed for the event.
         2. The total amount requested from GPSA.
         3. Those expenses you want paid for with GPSA funds.
            a. Asking for more than $250 requires that the org try to obtain the funds elsewhere. Failure to try results in immediate denial of application. Trying but failing does not disqualify your org, but it may result in less GPSA funds.
            b. Items over $350 (or total items from one vendor) over $350 require competitive bid invoices to show cost saving diligence.
         4. Those expenses that will be paid for by other sources of funding.
            a. Will attendees have to pay to attend?
            b. Will attendee fees go towards event expenses?
            c. How much does org have to pay out of pocket? Whose pocket?
            d. Indicate if other sources of funds are coming from SBA, Firms, Grants, or the like with amount provided by each.
      5. Which vendors (e.g., Pizza Hut) will supply your event’s supplies, food, or services for each expense. Are the vendors approved by the university?
   f) **How Event Will Be Advertised**
      i. Facebook, other social media, flyers, word of mouth, etc.?
      ii. Is your org willing to acknowledge GPSA as a sponsor of your event during advertising? (See GSO procedures below).
4. **GPSA Rep Correspondence** – As a GPSA representative, you are here to make sure you have the tools and information necessary to craft the most successful application possible for each GSO you help. By requiring this information from each GSO, you save time and energy later. Ask them to be transparent! The more information, the better off. GPSA reps are supposed to be specialists tasked with ensuring each org complies with funding policies. GPSA reps are required to help find ways to increase a GSO's odds of funding success. If you do not have all the information, it is hard to properly advocate for your student organization.

**2017-2018 GSO Funding Guidelines**

**Introduction and Overview**

GSO events often consist of research symposia, conferences, speaker series and colloquia that depend on appropriate uses of GPSA funding for items such as space rental, honorariums, conference materials and other organizational expenses and equipment. Orgs can ask for funding for single events or events presented in a series with one funding request.

The GPSA funding process considers, among other things, the (1) number of ASU graduate students served, (2) level of service offered to the university, (3) enhancement of student professionalism, and (4) availability of alternative funding sources when making funding decisions.

Although requests for department level events and food for small gatherings will be considered, these are deemed a lower priority to events that appeal to wider audiences of graduate and professional students. GPSA may fund events up to $2000, provided evidence of attempts to secure matching funds has been made. **NOTE** that any expenses incurred prior to approval of the funding request **CANNOT** be subsequently reimbursed and no individual student may receive more than $1000 in reimbursement.

**Non-Fundables by GPSA:**

The following events cannot be funded by the Assembly, as per university policy:

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
4. Activities that support referenda or candidates for elected office
5. Activities that are limited to a single political partisanship
6. Requests for salaries, wages, compensation, registrations, conference fees or travel for persons who are members of the requesting group
7. Sports activities covered by a club sport account at the Student Recreation Center
8. Activities that pose a substantial risk or serious injury or death
9. Activities that are in violation of Arizona State University policy
10. Capital goods
11. Any Event or item used directly by the Graduate Student Organization (“GSO”) to make a profit
12. Travel (travel for students must be applied for through the GPSA Travel Grant Fund)
13. Reimbursement will not occur for the following items: Alcohol, Flowers, Gifts, Food purchased outside of University guidelines, Parking tickets or fines.
14. Travel expenses for invited guests or speakers (Note: Honorariums can be awarded to include these costs, however they are considered income to the guest and may result in issuance of a 1099 from tax services.)

**Application Process:**

Applications must be filed electronically using the form below—you must be signed into MyASU to access the form. Early applications are encouraged.

- In order to apply, your application **MUST** be sponsored by a current GPSA Assembly Member. You must have this person’s permission **BEFORE** applying for funds.
  - We strongly recommend working closely with your sponsor to ensure your application is filled out correctly.
  - If an organization fails to comply with this policy, their application will be automatically rejected; no exceptions can be made.
  - Email the assembly member at least 5 days prior to when you plan to submit your 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.

• The form to apply for Student Org funding is available online, Please click here.

**Attendance at Assembly Operations Committee Meetings:**

Applications are reviewed by the GPSA Assembly Operations Committee and final funding decisions are approved by the full GPSA Assembly.

• The applicant or another representative of the student organization must attend the GPSA Assembly Operations Committee meeting to introduce the request for funds, give a description of the event, and answer any questions from Assembly or Committee members.

• Make sure your group’s representative is ready to present the details of the event to the Assembly Operations Committee.

• Meetings will be held prior to full GPSA Assembly Meetings at 1:00 p.m. at the Tempe Graduate Student Center. Check the GPSA website for a list of dates for Assembly Meetings.

**Guidelines and Policies BEFORE Requesting GPSA Funding**

This is the GPSA 2016-17 funding process. Pay special attention to requirements and deadlines.

1. To apply for funding from GPSA, a Graduate Student Organization (GSO) must be registered with the SORC (through Orgsync). Registration information is available at [www.asu.edu/clubs](http://www.asu.edu/clubs). SORC registration is not ongoing, so check their website for deadlines.

2. The GSO representative must complete the online application. Applications are due on the 1st of the month *prior* to the month your event takes place. For example, if your event is in October, your application is due no later than September 1st. If desired, you may apply early by submitting before the cycle deadline. If the event is ongoing, the first event in the series determines the due date of the application. GPSA is unable to make exceptions to these deadlines.

3. The application in an online form that includes instructions. Please note some highlighted 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 at least 5 days prior to when you plan to submit your 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. NOTE: It takes time to ensure you find an assembly member willing to sponsor your bill and to give them time to review your request. **Five days is required** to ensure adequate time for review.

   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 for funding for that item.

   c) In the first box for each item, enter the description and vendor of your purchase. In the second box, enter the total cost of this purchase. In the third box, enter the portion of this total cost that GPSA will fund. You may split the total costs of line items between different funders.

   d) In “Alternate Funds,” detail other funding requests your organization has made to sponsors other than GPSA. Having attempted to secure funding from other organization is necessary for events over $250. GPSA is interested in both your successful and unsuccessful attempts to secure alternate funding.

   e) When you submit the application, you will be required to agree to the rules. After agreeing to the rules, you may be returned to the main page of the funding application. Ensure your application is submitted before closing the browser window.

4. All GSO funding requests will be reviewed in the Assembly Operations Committee. The Assembly President will email applicants on the 1st of each month confirming receipt of the application and to schedule the day and time of the next Assembly Operations Committee meeting. Each organization must
send a representative to this meeting to speak briefly about the request for funding. A representative from the applicant organization must be present at the Assembly Operations Committee meeting where the funding proposal is debated or no funding will be awarded and the process starts over. The Assembly Operations Committee meeting is generally held the Friday prior to the full Assembly Meeting in the Tempe GSC at 2:00 pm.

5. Debate for 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) the full amount recommended, (2) partial amount 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 GPSA full student assembly. Applicants are welcome to attend the full GPSA assembly meeting; dates and times of these meetings are listed on the GPSA website.

6. If the GSO proposal has been approved for funding, your organizational representative who is responsible for managing reimbursement should download an electronic funding packet from the GPSA GSO funding webpage. The funding packet has detailed instructions about steps to get reimbursed. Some important reminders:
   a) Save ALL original itemized receipts. Funding will not be disbursed without them.
   b) All paperwork will be due 5 days after the event, with some exceptions noted in the electronic funding packet.
   c) GPSA must be acknowledged in all advertising materials and the event must be publicized using the GradStu listserv. See the electronic funding packet for complete details.

Guidelines and Policies AFTER Receiving GPSA Funding

Your organization has been awarded funding from the GPSA Assembly! This page describes the steps to follow to receive that funding. Please review all information carefully. In most cases, there are guidelines for before and after your event; therefore, do not overlook any of the categories listed below. Please review these procedures stringently, regardless of past funding experience. Failure to follow the procedures listed below will result in the loss of awarded funding.

Please note: if the date of your event changes, you must submit this request for approval in date change to GPSA BEFORE the original date that your GSO was approved for event funding. Note: not all requests can be accommodated, but in order to be considered, they need to be in advance of the original date of your event.

GPSA funding is granted via direct payment to vendors AFTER all paperwork is completed and in some cases by reimbursement. Reimbursement to any student or organization over $1000 is prohibited by ASU accounting policy. There are specific policies that your group and GPSA must follow to receive funding from the University. Please work with the GPSA Specialist, Sr. to determine ways to pay for your expenses that follow University accounting guidelines. This packet is intended to help you receive your full award.

All funding paperwork must be given to the GPSA Specialist, Sr. If, at any point, you have questions about these procedures, please contact the GPSA Specialist, Sr., in the GPSA business office, located in the Graduate Student Center. You may also contact the GPSA Assembly President and President Pro Tempore, who administer GSO funding through the Assembly Operations Committee.

I. Requirements for Funding:

All GSOs that received funding from GPSA are REQUIRED to meet with the GPSA Office Specialist BEFORE their event.

- We encourage you to meet with Siera McLellan, GPSA Office Specialist, as soon as possible.
- Coordinate a meeting via email, phone, or stopping by the office in the Graduate Student Center
- Siera will review your funding approval, provide you with necessary forms, go over procedures and requirements, and provide information to ensure a quick reimbursement process.

a) Save All Original Itemized Receipts!!!

- We cannot reimburse ANY requests that do not include an original itemized receipt. Furthermore, the University requires that receipts list each item purchased so that they can ensure money is spent in compliance with its policies (e.g., no purchases of alcohol or postage stamps).
b) All Paperwork Is Due 5 Business Days After Your Event

- All paperwork must be turned in to the GPSA Specialist in person at the Graduate Student Center by 5:00 p.m., no later than 5 business days after the funded event. Failure to comply with this requirement will result in the forfeiture of your funding.
- In addition, no other organization (including your academic department) can override this policy. All paperwork for events during the spring semester must be turned in by the date of Spring Commencement Ceremonies. If your event is in April or May, this may mean you have less than 5 business days to complete your paperwork; plan accordingly. There are no exceptions to the 5-business day deadline, or to the final deadline in May.

c) Advertising Requirements

1. First, in recognition of GPSA’s support, please include a summary of advertising. This should include a word document detailing advertising materials and locations. One copy of a flyer or email needs to be included in this. To ensure compliance, this must be handed in with your paperwork when requesting reimbursement.
2. Second, your event must be posted on the “GradStu” listserv by emailing the announcement to gradstu@asu.edu. Prior to this, you may have to request that your announcement be posted by visiting https://gpsa.asu.edu/gradsturequest/. This announcement must go out at least 3 days prior to the event, meaning that you must submit the announcement at least 4 days prior to the event. You must turn in a print-out of the dated email with your paperwork when requesting reimbursement.
3. Third, your event must be advertised on the State Press Web Calendar. To submit your event, email the State Press at spcalendar@asu.edu. You must turn in a print-out of the dated announcement upload/email with your paperwork when requesting reimbursement.

d) Matching Funds

- Any GSO awarded funding for an event in an amount greater than $250.00 must demonstrate that they have actively sought matching funds. Submit written proof that your organization sought and/or received matching funds with your reimbursement paperwork. This may be evidence either that matching funds were received, or that they were actively sought and denied; in this case you must provide contact information for the source(s) from which you requested funding. GPSA will contact the source(s) from whom you requested matching funds to verify that you have complied with this policy.
- Matching funds includes any attempt to obtain additional funding sources (including, funds from your own organization, departmental funds, fundraising, ticket sales, etc.).

e) Limit On Clothing Item Funding Requests

- Requests for funds for clothing items, such as T-shirts, are limited to $250 per GSO, per semester.

f) Be Aware Of All University And GPSA Funding Policies

- It is your responsibility to familiarize yourself with the University and GPSA funding policies and procedures. Please pay particular attention to University prohibitions on purchases. We will not be able to reimburse you for prohibited items. These policies are available here.

II. Payment Procedures:

PLEASE NOTE:

- **We cannot reimburse cash purchases.** Alternate payment forms (e.g., credit/debit cards) must be utilized.

- **Reimbursements over $1,000 per person are NOT allowed.** If your GSO received approved funding for over $1,000, multiple people will need to be reimbursed to adhere to these guidelines.

**Catering** - GPSA will only pay catering expenses contracted with approved University vendors. Catering services and reimbursements for food will be paid AFTER all paperwork (below) is submitted to GPSA Specialist, Sr.

i. **Before Your Event:**
1. Contact the catering provider you intend to use for the event (Aramark Catering in the MU) and receive a written invoice that clearly details the items/services you are purchasing, and provides an itemized list of expenses.
2. For both catering and food reimbursement, obtain a Business Meals Form and a Request for Funds form (RFF) at the GPSA Business Office in the Graduate Student Center.
3. Note: GPSA will now pay approved reimbursement requests for Aramark directly.

ii. **After Your Event, Within 5 Business Days:**
1. Turn in all required paperwork, including an invoice, RFF form and completed business meals form, along with a list of all event attendees and documentation that you have met the advertising requirements listed above.
2. If you are requesting reimbursement for food, turn in the original itemized receipt, the RFF form and the completed business meals form, along with a list of all event attendees and documentation that you have met the advertising requirements listed above.
3. Once GPSA has confirmed that you have fulfilled all requirements, payment will be made directly to the vendor.

III. **Guest Speaker, Performer, Or Other Contractor Honoraria/Fees:**

**Special Guest Process** – Any guest speaker, performer or service provider receiving a payment for services must be paid directly through GPSA AFTER the proper forms are submitted and completion of services are verified. This payment comes as a flat fee. In other words, this is processed as a “payment” for services and not a “reimbursement” for fees or incurred expenses per University policy.

i. **Before Your Event:**
1. The local or national service provider (e.g., speaker, performer, etc.) must obtain a Request for Funds (RFF) form, Departmental Professional Services Order (DPSO) form, Independent Contractor Checklist, and Substitute W-9 form. International service providers (e.g., speaker, performer, etc.) require additional forms. All forms should be obtained from the GPSA Specialist, Sr.
2. Complete your portion of the Departmental Professional Services Order (DPSO) form.
3. Contact your speaker and have them complete their section of the DPSO form, Independent contractor checklist, and Substitute W-9 form.
4. You must also include in this paperwork, the letter of invitation to the speaker.
5. **We do not accept paperwork prior to an event.**

ii. **After Your Event, Within 5 Business Days:**
1. Visit the GPSA Specialist, Sr. at the GPSA Business Office to confirm that services have been completed; this requires an additional signature.
2. Turn in all required and completed paperwork (in hard copy with signatures), including documentation that you have met the advertising requirements listed above, to the GPSA Specialist, Sr.
3. Once GPSA has confirmed that you have fulfilled all requirements, payment will be made directly to the speaker. GPSA cannot process “day of” payments. Please let your guest know to expect payment a few weeks after the event (provided all documentation, policies and deadlines are met).

IV. **Travel Expenses (Hotel, Airfare) For Guest Speaker/Performer, Etc.:**

GPSA no longer directly funds airline travel or hotel costs for invited guest speakers, performers, or other service providers; however, the club/organization can choose to increase the amount of the honorarium for the invited guest so that the guest can pay their own travel expenses with the additional funding. (Note: Honorariums can be awarded to include these costs, however, they are considered income to the guest and may result in issuance of a 1099 from tax services.) See Section III for details.

V. **Other Expenses:**

If GPSA approves funds for the purchase of other goods and services, payment will usually be made as a reimbursement after your event, AFTER all paperwork has been submitted. However, you must contact the GPSA Specialist, Sr. in advance of making any purchase to verify that it will be reimbursed. It is your responsibility to verify the proper procedures for all expenses.

i. **Before Your Event:**
1. Contact the GPSA Specialist, Sr. to determine if your item(s) will be paid for by reimbursement.
2. Purchase your item(s). You MUST obtain and save an itemized receipt that clearly shows each item purchased, its cost, the total cost, and verifies that the expense has been paid.

ii. **After Your Event, Within 5 Business Days:**
1. Obtain a Request for Funds (RFF) form from the GPSA Specialist, Sr. and complete it.
2. Turn in all your original itemized receipts, along with all required paperwork, including documentation that you have met the advertising requirements described above, to the GPSA Specialist, Sr.
3. Once GPSA has confirmed you have fulfilled all requirements, reimbursement will be made to you via ASI’s reimbursement system.

VI. **Potentially Required Forms:**

This section describes various forms you will need to receive funds/reimbursement from GPSA, depending on what your event requires.

i. **Request For Funds (RFF)** - ALL expenditures to be paid by GPSA require a Request for Funds (RFF) form. YOU personally, not your organization, are the requester. You must obtain the RFF form from the GPSA Specialist, Sr. in order to submit your paperwork and original itemized receipts.

ii. **Business Meal Form** - ALL food and beverage purchases require a Business Meals form. You may obtain additional forms from the GPSA business office. You must list the name, title and affiliation of each person attending your event.

iii. **Substitute W-9** - Substitute W-9s allow for proper IRS reporting and for new vendors to be entered into the University Purchasing system.

iv. **Vendor Authorization Form** – This form is used to set up a vendor in the ASU financial system. It is utilized to process payments.

v. **Departmental Professional Service Order (Dpso) Form** - This form is used when paying service providers. The university requires that you describe the reason(s) you are purchasing the particular service (speaking, music, etc.); the service provider fills in their information and signs the form. After the service has been rendered, you will sign it to verify that the provider has completed the service.

vi. **Independent Contractor Checklist** - This form is used when paying service providers. This form is required by ASU Tax Services to verify Independent Contractor status.

**Still Have Questions?**

Please contact us *in advance* if you are unsure about funding policies. It is much easier to avoid mistakes than to correct them, and in some cases, we will not be able to reimburse your out-of-pocket expenses if an error is made, even if you have personally spent the money. Please contact the GPSA Assembly President, President Pro Tempore, or GPSA Specialist, Sr., at the Graduate Student Center, 480-727-9870, with any questions.