



The Graduate Student Government (GSG) Funding Policies and Procedures

The University of Alabama at Birmingham's Graduate Student Government (GSG) will allocate funding to registered graduate student organizations (GSOs) that contain graduate students supported by GSG per the Constitution and that meet all the eligibility requirements. The primary purpose of allocating funds to student organizations is to provide professional development opportunities, educational support, mental health initiatives, and social activities that benefit the UAB graduate student community. To qualify for the GSG funding allocation, graduate student organizations must be eligible according to “**Section 1: Eligibility**”. GSG funding allocation for eligible organizations will be conducted in two rounds as described in “**Section 2: GSG funding rounds**”. Funding will be allocated based on the priorities outlined in “**Section 3: GSG Funding Priorities**”. “**Section 4: Scoring System**” explains the procedure of scoring organizations which would be a deciding factor in their funding rounds of Section 2.

Section 1: Eligibility

Any student organization requesting funds from the Graduate Student Government must:

- a. Be an organization that provides professional development opportunities, educational support, mental health initiatives, and social activities for the Graduate Students supported by GSG per the Constitution
- b. Be registered with the University through the organization registration process on Engage. This should be true during the semester the organization requests the funds, and in the semester, the organization uses the approved funds.
- c. Be in good standing with the University both in the semester the funds are being requested, and during the semester the funds are being utilized.
- d. Have an active GSO bank account. GSG and Graduate School cannot reimburse purchases made by individual student bank accounts/debit cards/credit cards.

Section 2: GSG funding rounds

- a. **First round:** the following organizations would be considered for the primary round of funding:
 - Organizations that consist of and serve 75% - 100% of graduate students.
 - and
 - Organizations that have a score of 80 or more according to the GSG funding scoring system (provided in Section 4)
- b. **Second round:** Organizations that do not qualify for the primary round will be considered for the second round of funding. In this round, organizations will be considered, and the remaining GSG funds after the primary round of allocation will be allocated to these organizations based on criteria-determined needs. In this case, these organizations will be notified.

Section 3: GSG Funding Priorities

GSG Student Organization funding would be prioritized based on the following order:

1. Events that support
 - Professional Development
 - Educational Support
 - Mental Health Initiatives
 - Social Activities

A maximum of \$15.00 per person is allowed for the event expenditure plan on the funding application.

2. General Body Meetings

A maximum of \$ 10.00 per person is allowed for the general body meetings expenditure plan on the funding application. GSG will not provide funding for more than one General Body meeting in an academic semester.

3. Executive Meetings

A maximum of \$ 10.00 per person is allowed for the Executive meetings expenditure plan on the funding application. GSG will not provide funding for more than two Executive Body meetings in an academic semester.

4. Swag: Swag items can be requested once an academic year. Funding allocation for swag items must be approved by the budget committee and would be considered as follows:

Allocated Funding by GSG	Swag Expenditures
\$1000 or less	\$200, max (\$10 per active member, max)
More than \$1000	\$400, max (\$10 per active member, max)

5. Equipment – Purchase of equipment would be considered on a case-by-case basis

Section 4: Scoring System

- a) New Organization Scoring System:

- All organizations will start with a score of 100 when being introduced to GSG Student Organization Funding Process
- New organizations will be limited to a maximum of \$750 for their first application cycle.
- After the first successful funding cycle, these organizations will be considered under “Section 4(b): previously funded organization scoring system”.

- b) Previously Funded Organization Scoring System:

All organizations will start with a score of 100 points. Points will be deducted for the following criteria, which are based on the performance of the organization in the previous semester:

- GSG-funded graduate student organizations must plan and execute their event expenditures according to the “GS Funding & Expenditure Agreement” and “UAB Expenditure Guidelines,” signed by the organizations’ Faculty Advisor, President, and Treasure after the allocation of funding. **10 points** would be deducted per violation of the “UAB Expenditure Guidelines” or “GSG Funding & Expenditure Agreement.” (Example: if your GSO fails to complete the payment request form within five business days, we will deduct 10 points)
- GSG expects that organizations would adequately use the allocated fund to conduct the events according to the plan submitted to GSG at the beginning of the semester. Failing to organize events for which funds have been awarded would cost organizations **5 points** per event.
- GSG encourages GSOs to notify GSG about any change on their pre-approved plan and get approval for the change on the plan under the guidance of the GSG Treasurer. Failure to re-purpose allocated funds for events one week before the planned events would be considered a violation, and **5 points** would be deducted for this violation.

GSG Funding & Expenditure Agreement for Graduate Student Organizations (GSO)

GSG Budget

Graduate Student Organizations (GSO) can apply for funds by the first day of class of the Fall semester for events planned in the Fall and the first day of class of the Spring semester for the events scheduled in Spring/Summer.

The application named **“GSG Funding Application for Graduate Student Orgs Fall 2022”** must be submitted online on the Engage platform.

Reimbursement Guidelines

- If you have questions, ask the GSG Treasurer and/or the Graduate School Office before purchasing.
 - GSG Treasurer: Jillur Rahim (jillur@uab.edu)
 - Cynthia Ballinger (cknight@uab.edu)
- UAB Financial Affairs policies can and do change. For information about specific policies, visit the UAB Financial affairs webpage at: <http://financialaffairs.uab.edu/policies.asp>
- Under NO circumstances will an individual be reimbursed.
 - Graduate Student Organizations (GSO) purchases must be made via invoice, LPOs, or through payment from a GSO bank account.
- NO CONTRACTS – Students are not authorized to enter a contract on behalf of the University. “Word of Mouth” agreements are allowed.
- Payment will not occur until after the event/meeting has happened.

UAB Expenditure Guidelines

- Follow the UAB Expenditure Guidelines.
(https://www.uab.edu/gsg/images/acrobat/Keyur_PDFs/Budget_Committee/GSG_Related_Expenditure_Guidelines_updated_Jun_2018.pdf)

Co-sponsored events with GSG

For events in which your organization will be co-sponsoring with GSG using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which Registered Student Organization/GSG committee you will partner with and how much your organization will be contributing.

- If your organization will be contributing a lump sum amount (i.e., \$200) towards an event, no other actions (i.e., uploading receipts or invoices need to be done). The GSG committee co-sponsoring the event will be responsible for submitting invoices for payment. The GSG Treasurer and Graduate School will make the necessary adjustment to your GSG account.
- If your organization is responsible for a specific invoice, for example, catering, follow the reimbursement guidelines as usual. Invoices should only be uploaded for payment to the GSG website only once.

Co-sponsoring and other GSG Funded Graduate Student Organizations

- For events in which your organization will be co-sponsoring with another student organization using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which Student Organization/GSG Committee your GSO plan to partner with and the amount of money your organization plans to contribute. The GSG Treasurer and Graduate School will make the necessary adjustment to your GSG account.
- Invoices should only be uploaded for payment to the GSG website only once. As to who will be responsible for submitting documentation for expenses, arrangements between co-sponsoring organizations must be made.

Required Documentation

- Completed GSG Reimbursement Form
- Agenda for meeting OR flyer for the event with date, time, and place of meeting/event
- Posters/flyers must include GSG Logo no less than 5% of the poster space.
 - Emails communication must include “**Funded by GSG.**”
 - Posters/flyers/emails also must contain the following statement: “To request special disability-related accommodations, please contact [insert your organization’s email address].”
- Sign-in list with ALL attendees listed
- List does not need to be hand-written signatures
- Itemized original receipt listing the food, beverages, and supplies purchased
- Receipts should include the method of payment
- Include documentation to link the receipt to the method of payment (i.e., screenshot of credit card statement, image of credit card with name and last four digits visible)

Submission of Documentation for Payment

Complete the Even Payment Request form at <https://www.uab.edu/gsg/funding/events-payment-request> no later than 3 days after the payment.

Timing

Reimbursements requests should be prepared immediately following each meeting and event. Payments to vendors generally take about 2-3 weeks to process, and any delay on behalf of a student group looks poorly upon the University and the GSG. **The Treasurer will note significant delays in reimbursing and will be a factor in obtaining funding in subsequent years.** It is essential to the University and the GSG that we maintain a good working relationship with the gracious vendors to allow for invoicing.

GSG Funding & Expenditure Agreement

We, the undersigned, as representatives of

_____ have read, understand, and agree to abide by the laws of the GSG Funding Guidelines contained in the GSG Code of Laws and understand that any violation of these laws would jeopardize our qualification for funding. We understand that all eligibility requirements must be met before submitting this application. Furthermore, we recognize that any misrepresentation or falsification of any information contained in this application is considered a violation of the guidelines and can result in penalties including forfeiture or reimbursement to the GSG of funds and disqualification from future funding.

President/VP: _____ (Full Name)

_____ (Sign and Date)

Treasurer: _____ (Full Name)

_____ (Sign and Date)

Advisor: _____ (Full Name)

_____ (Sign and Date)