



Graduate School of Arts and Sciences

G R A D U A T E S T U D E N T C O U N C I L

Graduate School of Arts and Sciences Student (GSAS) Council Funding Policy

Please review the entirety of this document before submitting a funding request.

Definitions

Definitions

1. An internal funding request is a request made by a standing committee or the Executive Committee of the Graduate School of Arts and Sciences Council
2. An external funding request is a request made by any other graduate student or graduate student organization (e.g., departments or intramural teams)
3. The Finance Committee refers to the standing GSAS Council committee whose responsibility is to review funding requests and manage the GSAS Council budget
4. The General Body refers to the full membership of the GSAS Council
5. A PO (purchase order) is used for expenditures from outside vendors. For example, if you wish to rent space from Firefly you should use a PO. Those not familiar with UVA procurement should work with a department administrator when generating a PO. Managers of external vendors will be able to assist when generating a PO
6. A worktag is a collection of funding and event codes to classify costs and identify an account for reimbursements

Applying for Funds

Timeline

1. All requests, whether internal or external, must be submitted with sufficient time for both the Funding Committee and General Body to review and approve the request.
2. Formally, the request must be submitted at least **seven (7)** days prior to the Finance Committee meeting, which meets in the last week of a month, for a timely review. Requests submitted after this deadline may be reviewed on a case-by-case basis, or be reviewed at future meetings
3. Additionally, the event for which funding is being requested must occur at least **seven (7)** days after approval by the General Body, whose meetings occur during the first week of the month.
4. Examples:
 - a. An event occurring in the second week of October must be submitted seven days prior to the September Finance Committee meeting
 - b. An event occurring in the first week of November must also be submitted seven days prior to the September Finance Committee meeting
5. Exceptions to the timeline:
 - a. No external events may be held prior to the second full week of September. Internal events may be held prior to the second full week of September on a case-by-case basis

- b. No events may be held after the first full week of June, and all requests for events in June must be submitted in time for the April Finance Committee meeting (and, by extension, the May General Body meeting)
- c. Any event in January or the first week of February must be approved at the November Finance Committee meeting and December General Body meeting
- d. Requests for additional funds for an event already approved by GSASC may be approved if the event occurs within 7 days of the general body meeting following approval of the request.

Rules for Funding Requests

Fundable and Non-Fundable Expenses

1. The GSASC can fund the following expenses:
 - a. Food
 - b. Disposable Goods (e.g., paper goods and utensils)
 - c. Printing and Copying Services
 - d. General Services (including security, music, tech support, web hosting, space rental, driving, etc.), which must go through UVA Procurement Services, and be paid using a PO or PTAO
 - e. Alcohol, with an alcohol approval form through the VPSA. This form is necessary for On-Grounds events where alcohol is served, or Off-Grounds events where the venue is not licensed to serve alcohol
2. The GSASC cannot fund the following expenses:
 - a. Speaking fees
 - b. Non-disposable goods
 - c. Lodging or transportation of non-UVA students
 - d. Paid media advertising
3. Generally, the GSASC can fund perishable goods in support of events

General Guidelines for Funding Requests

1. Preference is given to events which involve students from multiple departments and programs and to events sponsored by multiple student organizations
2. Funding of an event by GSASC shall not exceed \$12/GSAS student attending (based on expected attendance).
3. All funds must be used to the direct benefit of UVA Graduate Students. In particular, at least 50% of an event's funds must go to UVA Graduate School of Arts and Sciences students
4. Overspending on the part of an individual will be at the discretion of GSASC to fund
5. If a department or organization overspends the overage will be billed back to that department or organization
6. Budgets must include a breakdown of the cost of each event, source for those costs, proposed expenditure method (reimbursement, PO, etc.), any cosponsorships or other sources of funding, and how those funds will be used. Budgets may be submitted as spreadsheets.

Additional Guidance for External Requests

1. Department Events

- a. These events must be open to graduate students in multiple departments/programs
 - b. The maximum amount that will be approved for an event hosted by a single department at any meeting will be \$300
 - c. If multiple departments request an event, then the maximum amount will be \$600.
 - d. Requesters may submit an additional request for the same event at a later date (granted that the request still complies with the Funding Policy) for up to \$300 additional funding, regardless of whether the event is sponsored by one or more departments
 - e. If an expenditure totals more than \$300, the vendor must be registered with UVA procurement and a PO must be used for payment. Under no circumstances may multiple individuals split an expense over \$300 and both apply for reimbursement
2. Intramural teams:
- a. Teams of graduate students may request funds to join intramural sports leagues in the Charlottesville-Albemarle region; individuals (free agents) may not request funds
 - b. Teams requesting funds must meet the following requirements:
 - i. The majority of the team are GSAS students
 - ii. The team has sufficient players to participate in a league as a team at the time of their request
 - c. Requests for intramural teams must meet the following requirements:
 - i. Requests are exclusively for registration fees
 - ii. Requests must include a preliminary team roster
 - iii. Requests are capped at the minimum of \$100 or the league's registration fee
 - iv. All intramural requests must be submitted as reimbursements
 - d. Teams may only request funds once per academic year
 - e. At the end of a league season, teams must provide a record of play and final roster to the GSASC Vice President of Finance

Additional Guidance for Internal Requests

1. Committee and General Body Meetings
 - a. Food for Committee and General Body meetings is exempt from funding request submission and approval, but must still adhere to the expenditure type guidelines and timelines for reimbursement/PO form submission detailed above.
 - b. Committees are limited to funding food for one (1) meeting per month, and funding does not roll over for months with no meeting
 - c. Funding for committee meeting food is capped at \$8/head.
 - d. Alcohol may not be funded using the committee's food budget.
2. Internal requests for amounts greater than \$600 must submit at least **fourteen (14)** days prior to the Finance Committee meeting, to allow for additional time to clarify the request in advance of the Finance Committee meeting.

The Funding Process

The Application Process

1. All funding requests, whether internal or external, must be submitted through the Graduate Council Funding Request Form

2. In advance of the Finance Committee meeting at which their request will be reviewed, the Committee may submit questions to the requestor concerning the request.
3. Each requestor, or a representative thereof, must attend the Finance Committee meeting at which their request is being reviewed. The Committee may ask clarifying questions about the request.
4. After reviewing all requests, the Funding Committee will vote whether to advance each request to the forthcoming General Body meeting, taking into consideration the request's compliance with the funding policy, and the available budget
5. The General Body will discuss and vote on funding requests advanced by the Committee, taking into consideration the merits of the request
6. The Chair of the Finance Committee will inform requesters of the decision of the General Body. Approved requests that seek to use a PO will be connected with the GSAS finance specialist at this point. Approved requests that seek reimbursement will be provided the GSASC worktags for reimbursement at this point.
7. The requester must submit a one (1) page post-event report to the GSASC Vice President for Finance within 14 days of the completion of the event. This report must contain the following information:
 - a. Attendance counts
 - b. A brief statement on the worth and efficacy of the event.
 - c. Itemized receipts of the expenditures to which the GSASC provided funding

Disbursing and Reimbursing Funds

1. Funds will be disbursed only after approval by the General Body
2. All reimbursement forms may be found on the GSASC website
3. If a student is being reimbursed, the requester must submit a reimbursement request through Workday accompanied by an original and itemized receipt for APPROVED expenditures not to exceed \$300 per student per event. An electronic copy of the itemized receipt must also be given to the VP of Finance.
4. For events paid for by PO, GSASC will initiate a PO for the approved amount. The requester must then provide the PO to the vendor for the approved expenses.
 - a. Please note that PO must be initiated before an event takes place. When possible, please seek the aid of a department administrator or the management of any service provider to initiate the PO
 - b. We encourage the use of POs for more expensive events

Penalties for Misuse of Funds

1. Violations of the above policies, and/or the policies and procedures of any germane group, body, or corporation, and/or violations of the laws of the land, may result in sanctions against the requesting agent
2. It will be the duty of finance committee to identify when a violation has occurred. Then, a report will be made to the council body, who will vote on whether a violation has occurred. If the body agrees that a violation has occurred, it will then suggest a sanction. Sanctions will ultimately be determined by the VP-Finance and reviewed by the Executive Committee.
3. Three-Strike Violations
 - a. Certain violations are not themselves sufficient to merit a sanction. In these cases, it will take three violations to merit a sanction.

- b. Examples of these sorts of violations include the following:
 - i. minor delays in paperwork filing
 - ii. incomplete paperwork
 - iii. gross overestimation of attendance
 - iv. significant underprojection of expenses
 - v. Failure to appear at the relevant Finance Committee meeting
 - vi. Violations of similar severity
 - c. Strikes roll over for two principal semesters. For example, points earned in the Fall of 2015 will expire at the end of Fall 2016.
4. Immediate Violations
- a. Certain violations are themselves sufficient to merit a sanction. In these cases, it will only take one violation.
 - b. Examples of these violations include:
 - i. Misrepresenting the event/item/service requested for,
 - ii. Altering receipts
 - iii. Spending without approval
 - iv. Leaving a request process open through year's end (if a request is left to the end of the fiscal year, where money has been spent but the rest of the paperwork (including the report) is incomplete)
 - v. Violation of rules, policies, or laws of sufficient weight during the event (e.g., underage drinking, the presence of drugs, funds being spent on nonstudents, etc.)
 - vi. Violations of similar severity
5. Sanctions
- a. Request not eligible for further funding: This sanction locks the original funding, preventing any more funds from being allocated to the request AND overages being funded under the mercy of the body.
 - b. Request funding curtailed: If malfeasance is uncovered or occurs after funding is given but before the money is spent, then the funding will be lessened under this sanction.
 - c. Request funding approval withdrawn: If malfeasance is uncovered or occurs after funding is given but before the money is spent, then the funding will be removed entirely under this sanction.
 - d. Requester not permitted to submit requests; organization needs new rep: This sanction is designed for instances wherein the process is befuddled by the representative of the organization, but the organization and event have sufficient merit that conservation is desirable. This sanction does not penalize the event/organization, but it requires them to select a new representative so that the issues do not happen again.
 - e. Requester not permitted to submit requests; organization/person cannot get Funding
 - i. This sanction is essentially a ban on funding.
 - ii. This sanction requires a timeframe be set at the time of sanctioning (e.g., a semester, a year, until years end, etc.)
 - iii. It is possible, but not advisable, to make the duration set by a condition (e.g., a change in organizational leadership, in the law, in university policy, etc.)
 - f. Actions submitted for disciplinary review: the issue has been turned over to the relevant university authorities
 - g. Actions submitted for legal review: the issue has been turned over the university legal department and/or law enforcement