

Graduate Funding Board (GFB) Quick Guide

- I. Funding requests from graduate student organizations will be submitted in OrgSync. Here is a summary:
 - a. Prepare a 1 pg. word document highlighting all costs, details of the expense, and any other pertinent information related to the proposal. **Note: we can't fund expenses already paid for!**
 - b. Submit a formal Budget Request via OrgSync (www.orgsync.com) **at least 10 days before a GFB meeting** (must be an e-board member).
 - c. GFB Chair (i.e. the GSA Finance Officer) may review the funding and gives recommendations
 - d. Finance Officer will call a meeting to discuss approval of any proposed funding requests
 - e. The graduate organization asking for funds will informally present their proposal
 - f. Committee will ask questions and makes changes to the proposal(s), if needed
 - g. Majority vote of approval shall pass for each request
 - h. After approval, the funding request(s) will be approved in OrgSync
 - i. Financial advisors of the Graduate School will review the approved request(s) to check that it has been approved by the Graduate Funding Board (utilizing the meeting minutes and OrgSync) when awarding the funds
 - j. An organization representative should contact the Graduate School ASAP to discuss the details/logistics of receiving the funding. Please choose one person to communicate with Graduate School for each allocation!
 - k. Graduate Student Organizations need to fill out an online **event assessment form within 14 days after each specific program, event or conference**. Event and travel assessment forms can be found on the OrgSync profile of GSA under forms.
- II. When funding requests in OrgSync are submitted for approval, the Graduate Funding Board must hold a meeting and hear any discussion pertaining to the approval, partial approval or disapproval of the funding request. When all discussion is closed, the funding request on the table will be voted on. A simple majority vote will pass the funding request so long as quorum is met.
 - a. Any member is able to suggest corrections to the proposed request. If corrections are being made, the changes should be voted on by the group. A simple majority vote is needed to accept proposed changes to the ballot item so long as quorum is met.

- III. Positions within the Graduate Funding Board will be filled by representatives from current graduate student organizations, whereby each student group is allotted one voting seat on the GFB.
 - a. It is at the sole discretion of the graduate student organization who they delegate to represent their interests at each meeting.
 - b. To be considered a registered student organization, the group must have all prerequisites met according to The Office of Student Life.
 - c. GSA, represented by the Finance Officer, does not have any voting privileges since the GSA operating budget is allocated at the beginning of each academic year.
- IV. Discussion and voting can be done in person, over the phone, or via web conference, however; each voting member must be available at the time of the vote in order to cast their ballot.
- V. Meetings will be scheduled on a reoccurring basis at the beginning of each school year and will occur once a month during fall and winter semesters.
 - a. Meeting times will be announced on the GFB website (www.gvsu.edu/gsa)
 - b. Based on need, ad-hoc meetings can be called. Including during summer.
- VI. All graduate students, undergraduate students and faculty/staff are welcome to sit in or listen to graduate funding committee meetings.
- VII. If the committee is in need of additional information pertaining to the use of the funds, they may request the attendance of additional individuals from the submitting party in order to further clarify their need for the funds.
- VIII. Each graduate student organization will be asked to submit a tentative yearly budget to the Graduate Funding Board for budgeting purposes in late fall semester.
- IX. Please visit the GFB website for details: <http://www.gvsu.edu/gsa/graduate-funding-board-9.htm>