

GPSS Allocations Frequently Asked Questions (FAQ) Updated March 2008

Please e-mail the GPSS Treasurer (gpsstreasurer@iastate.edu) with any additional questions.

Q: What groups can apply for funding?

- Groups that serve to enhance the education of graduate or professional students may apply. The group should have close ties to a particular program, major, or department. The entirety of a group's members should be graduate and/or professional students from a particular discipline or interdepartmental program. Generally, graduate and professional student groups that are eligible for GPSS funding are those that are not eligible for GSB funding. In addition, social, religious, and political groups are not funded by the GPSS.

Q: How often can organizations apply for GPSS allocations?

- Graduate and professional student organizations can apply once per academic year, either in Fall (deadline: fourth Friday in September) or Spring (deadline: fourth Friday in February).

Q: How much money can we apply for?

- Each organization can apply for a maximum of \$800. Please note that the Finance Committee will only read the first \$800 of requests! SCAVMA may apply for \$4000.

Q: What if our group wants to do something that costs more than \$800?

- The GPSS FC looks favorably on groups that collect dues, fundraise, and collaborate with other groups or funding sources. However, the GPSS cannot fund the same event twice through two or more student groups.

Q: We need our organization's account number for the application and we don't know what this is. How can we get it?

- Contact the Student Organization Accounting Office at 3578 Memorial Union (294-1633). They can provide you with your account number. They also provide monthly account statements for most campus organizations.

Q: Do we need to have a GPSS sponsor?

- While there is a space on the application to list a GPSS senator who sponsors your allocation request, this is not required. The Senate may ask a sponsoring senator about the allocation request, particularly if there are none of the organization's officers at the Senate meeting. However, if you have no sponsoring senator, this is not counted against your request.

Q: What sort of things can we apply for funding for?

- Historically, the GPSS has funded speakers, journals and other media not available on campus, and supplies for specific activities or displays. We encourage you to apply for funding for any activities that will supplement the education of graduate or professional students. Conference related travel is eligible for PAG (Professional Advancement Grant) funding, and therefore can not be funded through student organization allocations. A group can apply for funding for food. However, food generally has a lower funding priority than other educational items and may be cut from your request. The Finance Committee looks for any food applied for to be tied closely to an academic event.

Q: You ask for an itemized funding request on the form. What exactly do you want?

- Explain exactly what the money requested will be spent on. When in doubt, be more specific. Any details you can provide help to justify your request. For instance, if requesting money for a speaker, the name of the speaker (or proposed speakers), date and location of the event, and breakdown of cost (how much for travel, lodging, advertising, speaker fees, etc.) is a good way to start. If requesting money for journals, books, or software, specify titles, cost per item (quotes are good,) why they are not currently available on campus, and plans for use, location, and security of items.

Q: We finished filling out our application. What do we do with it?

- Deliver one signed copy, along with a copy of your organization's financial ledger for the past 12 months, to the GPSS office, West Student Office Space, Memorial Union. E-mail one copy to the GPSS Treasurer, gpsstreasurer@iastate.edu. This electronic copy does not have to be signed. The deadline is always the fourth Friday in September and February at 5:00 pm.

Q: What happens after we submit our application?

- The GPSS Finance Committee (FC) meets and reviews all requests. Then the Treasurer will e-mail the contact person listed for each organization and explain the FC's preliminary funding recommendation. If a group is happy with this, they do not need to take any further steps. The allocations bill will be presented at the October or March GPSS meeting, and funds to organizations will be transferred by mid December or May.

Q: What if we are not happy with the Finance Committee's recommendation?

- An organization may appeal the preliminary recommendation. They should respond to the Treasurer's email with a request for an appeal hearing. This hearing will be scheduled by the Finance Committee, and at least one member of the appealing group should be present. At this time, your group can explain your position and respond to questions the FC may have. Note that you may not alter your initial application (i.e. add new items in place of others or change dollar amounts requested.) Also, at the appeal hearing, the FC reserves the right to review the entire application and prior funding recommendation. After the hearing, the Treasurer will contact the group with the FC's final funding recommendation.

Q: We have completed the appeal process and we are still not happy with the funding recommended. What can we do?

- Organizations may appeal for a funding increase to the entire Senate at the October or March GPSS meeting. The GPSS will vote on the allocations bill at this meeting and their decision is final.

Q: When will we get our funding?

- Funds should be transferred into your group's ISU account by mid December or mid May. Please contact the Treasurer if your December or May account statements do not show this transaction.

Q: What if we have additional questions?

- Contact the GPSS Treasurer at gpsstreasurer@iastate.edu.