

Graduate Organization Fund

The Graduate Organization Fund (GOF) represents a source of financial assistance for graduate organizations to plan events within the DePaul community or attend conferences. DePaul's Office of Student Involvement (OSI) reserves funding for active graduate organizations and manages the process for allocation. It is the goal of OSI to help support DePaul's graduate students in meeting their organizations' mission and purpose during their co-curricular time at DePaul University.

GOF Eligibility

- Complete registration/renewal process with Office of Student Involvement on OrgSync
- President and Treasurer must complete the GOF workshop training for the academic year
 - Please contact Natalie Stone at nstone4@depaul.edu for training details
- Event/expense must be at least 30 days from when the funding application is submitted

Funding Limits

The overall funding available for graduate organizations per year is limited, and therefore OSI places limits on certain expenses. Graduate organizations may receive:

- Up to \$400 cap on travel per year
- Up to \$400 cap on lodging and registration per year
- Up to \$400 cap on food per year
- Up to \$250 cap on organization dues

Funding Restrictions

Because the Graduate Organization Fund is intended to support programs which impact the student experience, further the University's mission, and adhere to its policies, graduate organizations may not request funding for the following:

- Items that have already been paid for;
- Political candidates or lobbying efforts;
- Contributions to any private business, association, group, or person;
- Contributions to charitable organizations;
- Employment of faculty, staff, advisors or students (other than instructors and coaches);
- Gifts/awards for members or advisors;
- Payments of debts and previous expenditures;
- Purchase of alcohol;
- International travel;
- Individual membership dues;
- Online advertising;
- Websites (organizations can create a free website through OrgSync)
- Food for general body or executive meetings;
- T-Shirts;
- Formals.

Application Process

All graduate organizations must follow the process below when applying for GOF funding. By submitting an application, graduate organizations agree to abide by the guidelines contained herein. Any additional questions and concerns should be directed to the SAF-B Advisor.

- **Applications are accepted on a rolling basis, but the event/expense must be at least 30 days from when the application is submitted.**
 - **The GOF funding cycle runs May 1 – April 30, for events/expenses July 1 – June 30.**
 - **The final date to apply for funding for the current funding cycle is April 30, for events prior to June 30. Applications submitted after May 1 are for events/expenses for the next funding cycle, beginning July 1.**
- The president or treasurer of the student organization must submit the application using OrgSync's budget module.
- Select "Graduate Organization Funding" as the Budget Period.
- Complete the form and upload the required documents:
 - Room reservation for on-campus events. The status must read "Confirmed" or "Pending", not "Web Request".
 - Two quotes for most line items.
 - Quotes must be in English or a translation must be included.
 - Exceptions to the two quote requirement include: Chartwells, registration fee, gas/mileage, coaches/speakers/performers, DePaul security. Only one quote is required for these items.
 - Biographies for anyone they are requesting to bring to campus, including coaches, DJs, speakers/performers, etc.
 - Guest Speaker Approval Letter if planning on bringing a guest speaker to campus. The Guest Speaker Approval Form can be found under Forms on OrgSync. *Please note that the approval board meets monthly, so it is best to submit this guest speaker request at least two months prior to your event.
 - An itinerary/agenda for any requests involving travel to a conference, tournament, competition, etc. as well as maps showing roundtrip miles if driving and requesting gas/mileage.

Using Funds

After a graduate organization's request for funds has been approved, an award letter will be uploaded to their funding application. This award letter includes details on payment processing, contracts, and reallocation requests. The student organization and advisor are responsible for maintaining an accurate record of all expenditures.

All expenses must be made after the award letter has been sent to the organization. The president or treasurer can schedule a meeting with the Business Coordinator to pay for expenses on the university pro-card. If a student organization makes a purchase on their own, they must submit an original copy of the receipt along with the Payment Processing Form on OrgSync, which must be completed within 30 days of the purchase.

Contracts must be completed **at least 21 days** prior to the event. Performance/vendor agreements will be uploaded to a student organization's funding application at the time of funding allocations along with the award letter. This agreement must be completed by the performer/vendor, and then uploaded by the student organization into the Contract Submission Form on OrgSync.