



Graduate Student Association

Funding Policy for Graduate Student Organizations (FPGSO)

Effective: 11/10/2022

Funding Policy for Graduate Student Groups

Thank you for making the commitment to develop your Towson University graduate student group. The Graduate Student Association (GSA) defines a graduate student group as one in which all the members are Towson University students, the majority who are graduate students. Graduate student groups approved by Towson University may apply for funding through the GSA. The *Funding Policy for Graduate Student Groups* outlines the processes for requesting funding to manage the group's fiscal resources.

The purpose of the policy and restrictions within are two-fold:

- Provide a process for allocating GSA funds derived from student fees and collected by the university, to graduate student groups that qualify for budgeting
- Provide a mechanism for graduate student groups to manage their budgets and fiscal resources.

Group Funds

These funds are meant to supplement other funding initiatives of the approved graduate student group. Currently, the maximum allocated per group is \$400 per fiscal year (July 1st- June 30th). Applications are reviewed on a rolling basis for each fiscal year. The funds can be used to cover such expenses as fees and registration costs the group incurs to affiliate with regional, national, or international professional associations. The funds also can be used by the group for professional activities and events. Groups interested in travel monies to attend conferences should apply through the individual graduate student funding process.

To request the monies the executive board of the approved graduate student group or its designee is to:

- Complete the GSA Group Funding Request Form, including a purpose of the funding request, an estimated budget and other sources of funding available
- Submit the application to the GSA (gsa@towson.edu)

Funding Management

Once the funds are approved, the executive board of the approved graduate student group or its designee is to:

- Contact Vicki Young, vyoung@towson.edu Student Government Association Accounting Associate, to set up an account for the group.
- Submit a summary to the GSA executive board including the groups' activities, achievements, and budgetary allocations at the end of each academic year. **Please note, the summary must be submitted before the group's application will be reviewed for the next fiscal year.**
- Notify the GSA executive board and the Student Government Association Accounts, in writing, of any changes in the membership of the graduate student group executive board.
- If your group should become inactive then any remaining funds will return to Towson University.
 - A graduate student group labeled as "inactive" has not done the following for the academic year:
 1. Secured a faculty advisor
 2. Updated contact information with the GSA at the **beginning** of the academic year