**UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.**

310 Student Union, Box 602100, Buffalo, NY 14260-2100

South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)

(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

*$$****Symposium Funding***

*$* (revised 7/23)

**I. Purpose**

The GSA Symposium Fund exists to provide graduate students with the opportunity to create and organize formal meetings that will allow graduate students to prepare and present research papers, posters, programs and projects to their peers. Any GSA club may request up to $1,400 of Symposium Funding.

**2023-2024 Funding Request Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept.** | **Oct.** | **Nov.** | **Dec.** | **Feb.** | **Mar.-Apr.** | **May-Jul.** |
| Proposal deadline | 8/30\* | 9/20 | 10/18 | 11/21\* | 1/24 | 2/21 | 3/20 |
| Finance Committee meeting† | 8/30 | 9/27 | 10/25 | 11/29 | 1/31 | 2/28 | 3/27 |
| Board meeting† | 9/6 | 10/4 | 11/1 | 12/6 | 2/7 | 3/6 | 4/3 |

†A representative must attend meetings of both the GSA Finance Committee and GSA Board of Directors to speak about the event.­  
\*The first deadline, August 30th, is only one week prior to the Board meeting due to the beginning date of the new school year. The November proposal deadline is on Tuesday instead of Wednesday due to Thanksgiving Break.

**II. Proposal Process**

All proposals must be submitted to the GSA office by the appropriate deadline (see the schedule above). Late submissions will not be reviewed.

* Outline of Proposal Process:
  + After the proposal deadline, the GSA Finance Committee (GSAFC) will review the proposal during its regularly scheduled meeting.
  + The GSAFC will then recommend to the GSA Board of Directors to approve, reject, or conditionally approve all or part of the requested funds.
  + The following week the GSA Board of Directors will hear the GSAFC’s recommendation and vote on the proposal. The Board's decision is final.
* A member of the organizing club should be designated as a contact person whom the GSAFC and GSA Board of Directors may approach for clarification on matters pertaining to the proposal.
* A representative of the organizing club must attend both the GSAFC meeting and GSA Board of Directors meeting where the proposal is to be reviewed. The representative will be asked to speak about the proposal at both of the meetings and should be someone who knows the proposal well.
* It is the responsibility of the applicant to consult with the GSA office to confirm the times, dates and places for the GSAFC and GSA Board of Directors meetings at which their proposal will be reviewed.
* The applicant is responsible for reviewing the complete guidelines provided below and accurately completing the proposal.
* Programs will not be funded retroactively. The proposal must be submitted in time to be presented to the Board of Directors before the proposed symposium takes place.

**III. Policies for Funding**

1. Any GSA club may apply for Symposium Funding.
2. GSAFC Recommendation:
   * The GSAFC can recommend a maximum amount of $1,400 per club, per yearfor Symposium Funding.
   * The GSAFC cannot recommend more than three (3) times the amount raised from other sources.
   * Failure to demonstrate sufficient and serious attempts at fundraising may result in the GSAFC recommending rejection or decreased funding for a proposed symposium.
   * The GSAFC can only recommend funding for a symposium showing sufficient graduate student involvement in both the planning and the attendance of the symposium.
   * The organizing GSA club must contribute monetarily to the proposed symposium.
   * The organizing club is encouraged to seek co-sponsorship from other clubs and organizations.
   * “In kind” support must be defined on the proposal and the support must be tangible.
3. Registration Fees/ Ticket Sales:
   * Any club or organization selling registration or tickets for an event must utilize a GSA-approved third party agency (such as the Ticket Office).
   * Failure to utilize a third party agency for ticket sales will result in suspension of the club or organization’s eligibility to receive GSA Symposium Funding.
   * If using the Ticket Office, events must be set up and a contract signed at least ten (10) business days prior to the event to avoid any late charges.
4. Advertising and Openness:
   * The symposium must be open and welcoming to the public.
   * All graduate students must be eligible to apply for presentation at the symposium.
   * The GSA website, calendar and Facebook page should be used to promote the symposium.
   * GSA sponsorship must be made clear on any advertising (e.g.,the call for papers, abstract collection, program, etc.).
5. Payments to Individuals:

* Under no circumstances will graduate students be entitled to stipends or other compensation.
* GSA Symposia funds cannot be used to pay for prizes. All proposed prize(s) and/or award(s) must come from outside funding sources (i.e. co-sponsorship funding received from sources other than GSA or its clubs, or money raised from ticket sale revenues in excess of the event’s expenses).
* Honoraria for keynote speakers will not exceed 30% of the total budget of the symposium.
* Travel and lodging expenses for keynote speakers may be covered by Symposium Funding and be considered separate from honoraria in certain circumstances, and with prior GSA approval.
* UB faculty members are not eligible to receive GSA honoraria.
* When an activity involves meals for graduate students or UB faculty, such meals are limited to $30 per capita. This limit does not apply to dining costs for participants from outside the UB community.

1. If at any point there are questions about how to follow and fulfill these guidelines, please contact the GSA office for assistance.

**IV. Guidelines for Using and Accessing Funds**

1. Accounting and Funding:
   * If the symposium attains revenues in excess of costs, the GSA will be entitled to a partial or total refund of the funded amount.
   * If more than one third (1/3) of the total funding as presented to the GSAFC is lost, the GSA will consider its allocation null and void.
   * If the budget must be revised significantly, then the GSA Treasurer should be alerted and a new budget filed with the GSA office.
   * All expenditures must receive prior approval. That is, funds must be encumbered before any purchases or payments are made by submitting a *Requisition Request Form* online for each vendor. Expenditures that are made before approval will jeopardize reimbursements.
   * The amount approved by the GSA Board of Directors will be paid directly by the GSA, not from club budgets or any other means.
   * All accounting will be handled by the GSA, or by a recognized university office or department. Applicants must designate the accounting agent on their proposal.
   * If GSA will be handling the accounting, organizers must deposit all co-sponsorship money with the GSA.
   * If GSA does not handle the accounting for the symposium, the organizing club must submit a final accounting. The final accounting must include a list of co-sponsors and the actual amounts contributed (including the amount of registration revenues/ tickets sold, if applicable) and a list of actual expenses along with copies of all itemized receipts.
2. The GSA Treasurer may limit the availability of approved funds if the organizers do not demonstrate timely progress in organizing the symposium.
3. Regulations:

The GSA expects good faith from all of its applicants and fund recipients. Applicants are responsible for:

* + Abiding by all the rules set forth in these guidelines
  + Abiding by the *GSA Budgetary Guidelines* available at <https://ubwp.buffalo.edu/gsa>, or in the GSA office.
  + Conforming to general accounting procedures as set forth by the fiscal agent accountants and SUNY Board of Trustees. (These are described in section **I** of the *GSA Budgetary Guidelines.*)
  + Any organization, club or group found to be in violation of any of these guidelines will be subject to appropriate corrective and punitive measures determined by the GSA Executive Committee. This power of enforcement shall include any and all measures necessary to ensure that these guidelines are followed and that GSA club officers are fiscally responsible to their constituents.

**IV. Proposal Form**

Applicants must apply in writing to GSA by completing the attached *Proposal Form for GSA Symposium Funding*. The following information should be provided:

* Description of the symposium – Be detailed. Describe the scholarly purpose of the symposium. How will presenters be chosen? Don't forget to include the time(s), date(s), and location(s).
* Funding sources – Names of co-sponsoring institutions and amounts/nature of co-sponsorship. Anticipated revenues from registrations. Pending funding sources should be marked with a “(P)”.
* Expenditures – Outline all expenses associated with the Symposium.
* Advertisement – Please make sure to attach an advertisement for your Symposium that lists the GSA, and all other co-sponsors, as contributors to the event.

**The attached proposal will only be considered if a club representative knowledgeable about the proposal is present and able to answer questions regarding the proposal at the GSAFC and GSA Board of Directors meetings (listed in section I) where the proposal is reviewed. Contact the GSA Office for information about the times and places when these meetings will be held.**

**GSA PROPOSAL FORM FOR GSA SYMPOSIUM FUNDING**

**I. Description of Symposium**

Date:       Time:       Location:

**II Symposium Year:**

**III. Estimates:** Total number of speakers:

Out of town speakers:

Attendees:

Keynote speakers/ Moderators:

**IV. Funding sources** (Insert a (P) after cosponsor if funding is pending)**:** Amounts

|  |  |
| --- | --- |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| Registration fee (if applicable) | $ |
| TOTAL | $ |

**V. Accounting agent:** (Designate GSA or other UB office/ department)**:**

**VI. Expenditures**

|  |  |
| --- | --- |
| TYPE OF EXPENDITURE | ESTIMATED EXPENSE |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL | $ |

**VII. Amount of Funding Requested** (Subtract the total of **III** from the total of **V**)**:** $

Organizing club:

Contact name:       Phone:

Email:       Address: