

COGS Graduate Student Organization Support Funding Guidelines and Conditions
Revised September 2016

1) Award amounts

The maximum amount awarded for a Graduate Student Organization (GSO) Support Funding Award will be \$150.

2) Eligibility

Each Department may apply for GSO Support Funding once per fiscal year (July 1st – June 30th). Funding will only be granted for an eligible meeting and eligible expenses. Eligible expenses include: publicity materials, meeting room fees, refreshments during meeting, and materials needed during an eligible meeting. Eligible expenses do not include the purchase of alcoholic beverages, travel expenses, lodging costs, and non-meeting related goods and services. COGS, in its sole discretion, will make all decisions regarding eligibility of items. Applicants must submit an estimated budget for the eligible meeting (the budget can exceed \$150, however \$150 is the maximum awarded).

3) Meeting Qualifications

An eligible meeting is a meeting at which a Departmental GSO (or similar group, with a limit of one such group per Department) elects its representative to COGS for the next year. The meeting must be advertised to all graduate students in the Department. To prove eligibility, the Applicant must provide an agenda for the eligible meeting including the meeting date, time, and location, with “COGS Representative Election” on the agenda. In order to foster improved communication between administrators and students on a Departmental level and to ensure that the electing body is recognized by the Department, an applicant must also submit a signed letter from the Department Chairperson (or if your Department does not have a Chairperson, an administrator in a similar role) stating they have been asked about matching funds for the GSO. This is an important step in establishing a possible means of funding additional GSO events.

4) When to Apply

Elections of COGS representatives usually occur in the spring so that the newly elected representative may attend the April COGS Full Council Meeting where committee elections for the next academic year are held. However, there is no requirement for the timing of the election of the COGS representative, other than the restriction that each Department may apply for GSO Support Funding once per fiscal year (July 1st – June 30th). An applicant may submit their application for support funding any time up to a year before the date of the eligible meeting. Depending on the scheduling of the eligible meeting and the next Finance Committee meeting, applicants who submit an application close to the date of the eligible meeting may not find out whether they were awarded GSO Support Funding until after the meeting has occurred. Applicants should not base the decision to hold the meeting on the ability to receive COGS funding. Applicants must submit a completed application to the COGS Office prior to the date of the eligible meeting to be considered for funding.

5) Selection Criteria

GSO Support Funding awards are awarded continuously throughout the semester as applications are received, provided that the applicant has submitted a completed application with all required information. Failure to provide all information as specified will result in no funding.

6) Decision Authority

The application should be submitted online to the COGS Office where it will be dated, assigned a numerical identifier, and forwarded to the COGS Finance Committee. The COGS Finance Committee will randomize and review the applications at the first COGS Finance Committee meeting of each semester. The COGS Finance Committee will meet regularly throughout each semester (as per COGS By-Laws Section 8.2.1.1.1) to review requests and make award recommendations. All recommendations will be forwarded to the COGS Full Council for approval. The COGS Office will notify applicants of their award status via email after final approval has been obtained. The COGS Office will notify applicants of their award status via email after final approval has been obtained.

7) Reimbursement

GSO Support Funding is only available as a reimbursement. To receive the reimbursement after an applicant has been awarded GSO Support Funds, the applicant must submit receipts to the COGS office verifying payment of eligible expenses detailed in the estimated budget approved by the Finance Committee. The COGS representative elected at the eligible meeting must also contact the COGS office before a reimbursement can be issued. The newly elected COGS representative must contact the office, and all eligible receipts must be submitted to the COGS Office on or before the 30th day after the qualifying GSO meeting occurs, or the award will be forfeited.

8) Conditions for Acceptance of Funding

It is understood that the GSO will, at its own expense, protect and hold harmless COGS, its officers, representatives, members, boards, employees, and agents from all claims, damages, costs, lawsuits and expenses, including but not limited to, all costs arising from administrative proceedings, court costs and attorney fees, that COGS may incur as a result of any act, omission, or negligence of the GSO or any of its officers, members, employees, agents, subcontractors, or independent contractors which may arise out of this funding request.

The liability of COGS, its officers, representatives, members, boards, employees and agents with regards to the funding of the GSO for any claims, costs, damages, losses, and expenses for which COGS is or may be legally liable, whether arising in negligence or tort, contract, or otherwise, shall not exceed the amount of funding provided by COGS to the GSO. In no event shall COGS, its officers, representatives, members, boards, employees, and agents be liable for any indirect, special, or consequential damages.

The GSO shall not transfer any right or interest in this Application without the prior written consent of COGS. The GSO agrees to abide by all federal, state, and local laws and ordinances, as well as their student rights and regulations set forth by Michigan State University.