The Funding Process

*timeline approximate and subject to change*

**STEP 1**
Get in touch with your program manager to discuss your idea that requires funding.

**STEP 2**
Meet or discuss via email the various components that will cost money.

**STEP 3**
Gather quotes for the various budget items.

**STEP 4**
Compile the GSG funding application on OrgSync, including the quotes, and submit for review.

**STEP 5**
Your program manager will review your application. If all looks good, they will pass along the content to your advisor via email to obtain their approval.

**STEP 6**
Once your advisor issues their approval, the GSG will be responsible for reviewing.

**STEP 7**
The GSG reviews your application and determines how much funding can/should be awarded.
Depending on the time of year, this may take 1-3 weeks (especially if review occurs during a busy academic period or near a major holiday).

**STEP 8**
The GSG writes a funding decision letter and sends to their advisor for approval and signature.

**STEP 9**
The GSG advisor signs the letter and sends it back to the GSG.

**STEP 10**
The GSG issues a determination regarding the funding application via email.

**STEP 11**
The GSG sends the budget information to the Student Activities Business Office (SABO) and the funds are transferred from their account into your organization's account.

**STEP 12**
The funds then become available for your organization's use.

It can take 4 weeks to obtain the funds and have access to them. If your organization is planning an event that requires earlier access to funding (for example, events that require contracts or ticketing), your organization should submit your funding application earlier to allow ample time for review and appropriate planning. For some events, this may be 2-3+ months in advance of the event date.