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 of the members are Towson University students, the majority who are graduate students. Graduate students groups approved by Towson University may apply for start-up funds through the Graduate Student Association. The Funding Policy for Graduate Student Groups outlines the processes for accessing this start-up funds and for managing the group’s fiscal resources.

The purpose of this 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.

Start-up Funds

Start-up funds allocated by GSA are one time funds that are meant to supplement the other funding initiatives of the approved graduate student group. Currently, the maximum allocated per group is $200. 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 Graduate Student Awards process.
To request the monies the executive board of the approved graduate student group or its designee is to:

- Complete the *Graduate Student Association Supplemental 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) and the Dean of Graduate Studies (jdelany@towson.edu).
- Meet with the GSA executive board to discuss the budget and how the funds will be used by the group for the upcoming year

**Fund Management**

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

- Meet with Jacqueline Stratmeyer, Student Government Association Accounting Associate, to set up an account for the group.
- Submit a written report to the Graduate Student Association Executive Board summarizing the groups’ activities, achievements, and budgetary allocations at the end of each academic year.
- Notify the Graduate Student Association Executive Board and the Student Government Association Accounts in writing of any changes in the membership of the graduate student group executive board.
- Meet at least once annually at the beginning of each academic year with the Graduate Student Association Executive Board to review and approve the group’s initiatives and budget allocations.
- 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. Do not have a faculty advisor.
2. Do not meet with the Graduate Student Association at the beginning of the academic year.
3. Do not update contact information with the Graduate Student Association at the beginning of the academic year.