



Congress of Graduate Students Funding Policies & Guidelines for Graduate RSOs 2019 – 2020

To request funds from COGS, an organization must first:

- be recognized through Student Activities,
- have at least two eligible officers complete the financial certification exam through SGA Accounting, and
- have submitted the SGA Statement of Understanding Authorized Signer Form to SGA Accounting prior to submitting a request.

RSOs that received funds from Medical School Council (MSC), Law School Council (LSC), or any other A&S Funding board, committee, or line item in the annual budget are ineligible to receive funding from COGS the same fiscal year in which they receive other funding.

COGS Guidelines

- COGS can only allocate Graduate RSO's funding in the Expense, Food, Contractual Services and Other (Clothing & Awards) categories.
- All travel funding is limited to tabling as a promotional entity on behalf of the RSO and Florida State University, or a panel discussion in which at least three-fourths (3/4) of the members are participating. For individual travel assistance graduate students should use the [COGS Travel Grant System](#).
- All event requests must be submitted at least 21 business days prior to the event date. Any request outside of this timeline may not be considered for funding. A request submitted within that timeframe must be submitted with explanation for the lack of timeliness.
- All travel requests must be submitted at least 30 business days prior to the event date. Any request outside of this timeline may not be considered for funding. A request submitted within that timeframe must be submitted with explanation for the lack of timeliness.
- Requests must be line item in nature with a letter explaining need along with an explanation of the benefits to the student body in general. Requests must be in line with SGA Student Statutes, COGS Code, and the SGA Financial Manual guidelines.
- Only completed requests submitted by 4pm on the Thursday before the next COGS meeting will be forwarded and heard by the COGS Assembly the following week.

Submitting a COGS Organization Request/Allocation Form

- All requests must be submitted online through the [COGS](#) online application by 4:00pm on the Thursday before the COGS session, 30 business days prior to travel or 21 business days prior to the event.
- All submissions must have three (3) supporting/competitive quotes for each category which funds are being requested.
- RSOs must submit additional material including quotes (airline ticket quotes, rental quotes, hotel quotes, t-shirt costs, guest speaker costs, etc.) a letter of explanation regarding the travel, a list of students traveling with explanations on when the students were individually selected, a breakdown of all costs, and justification of the benefit to the



student body in general. Travel which will solely benefit the individual traveling will not be permitted.

- Students who spend their own money on a purchase **WILL NOT** be reimbursed. Allocation requests are the **FIRST STEP** in the process to purchase with Activity and Services Fees. After receiving an allocation groups must then submit a purchase request on Nole Central

Submitting a Purchase Request on Nole Central

- Groups must have been allocated funds from [MSC](#), [LSC](#), or [COGS](#) before submitting a purchase request on NoleCentral.
- All NoleCentral Requests must be submitted in accordance with the following times:

Type of Request	Establish Vendor	New Vendor
Contractual Service	30 business days prior to purchase /event date	30 business days prior to purchase /event date
Line Item Purchase	15 business days prior to purchase /event date	20 business days prior to purchase /event date
Blanket Request	15 business days prior to purchase /event date	
Interdepartmental Requisition (IDR)	15 business days prior to purchase /event date	

COGS Funding Processes

- COGS Allocation Requests that are complete from RSOs that are recognized, with proper financial certifications and the SGA Statement of Understanding on file with SGA Accounting will receive confirmation by being connected via email with a COGS representative. Should materials be missing, it is possible that a request cannot be heard by COGS until the following meeting.
- The COGS representative that will present the Bill on behalf of the RSO will reach out to connect and for additional information prior to the COGS meeting.
- At least one financially certified officer for each requesting RSO must be present at the COGS meeting. They should bring any pertinent additional information to the Meeting.
- The COGS Assembly will hear the request by way of the COGS representative, ask detailed questions, ensure compliance with SGA Student Body Statutes, COGS Code, and SGA financial policies, then vote regarding funding via a COGS bill. Note: Adjustments in request allocation can be made by any COGS representative when discussing the bill.
- If the bill passes, RSOs are responsible for completing all steps required to spend funds, including submitting all requests in Nole Central, and submitting receipts after spending the allocated funds. See the Financial manual for additional information.

LSC Funding Processes

- All requests will begin with the completion of the COGS Allocation Request Form and the reservation of time to present before LSC at the upcoming meeting. Groups



requesting funds for an event should block off a 5 minute slot and groups requesting funds for travel should block off a 10 minute slot.

- When presenting the allocation request in front of LSC the group should present explanation for the use of funds. In the case of travel this requires providing quotes for flights and hotels respectively to show the hotel and the flight selected is the least costly. If the group is traveling by car the mileage calculation listed in the Financial manual should be used.
- LSC will not approve funding requests for travel that is less than 35 business days after the scheduled LSC meeting.
- LSC will not approve funding requests for meetings that are less than 15 business days after the scheduled LSC meeting.
- If funds are allocated RSOs are responsible for completing all steps required to spend funds, including submitting all requests in Nole Central, and submitting receipts after spending the allocated funds. See the Financial manual for additional information.

MSC Funding Processes

- MSC Allocation Requests that are complete from Medical School RSOs that are recognized, with proper financial certifications and the SGA Statement of Understanding on file with SGA Accounting will receive confirmation by being connected via email with MSC. Should materials be missing, it is possible that a request cannot be heard by MSC until the following meeting.
- MSC will contact the RSO to present their request at the upcoming MSC meeting.
- At least one financially certified officer for each requesting RSO must be present at the MSC meeting. They should bring any pertinent additional information to the Meeting.
- The MSC Executive Board will hear the request, ask detailed questions, ensure compliance with SGA Student Body Statutes, COGS Code, MSC Code, and SGA financial policies, then vote regarding funding.
 - Note: Adjustments in request allocation can be made by any MSC Executive Board member when discussing the request.
- If the request passes, RSOs are responsible for completing all steps required to spend funds, including submitting all requests in Nole Central, and submitting receipts after spending the allocated funds. See the Financial manual for additional information.