Funding Frequently Asked Questions
2025-26

Conference Funding

1. **What is covered by the AGSUSF Conference funding?**
   The AGSUSF Conference funding covers registration fees, lodging, and air travel. It does not cover certification or seminar fees, learning materials (books, e-publications, etc.), food expenses, membership fees (if not tied to conference registration), gas expenses, or ground transportation-related expenses (including to/from the airport to conference location).

2. **What is an acceptable example of a "conference budget?"**
   An acceptable conference budget could look like a screenshot or pdf of the bill of the conference registration cost, expected airline fee, or lodging estimate. Please note: all items expected to be covered in AGSUSF Conference award must be submitted at the time of application. Additionally, all receipts must be submitted in the name of the student who has been awarded the funding.

3. **What do I do after I am awarded AGSUSF Conference funding?**
   You should register for your conference, book your travel, etc. Then, attend your conference! Collect all receipts for your conference as PDFs. Take three (3) photos documenting your conference experience, and send them (along with your receipts) to gss@usfca.edu upon your return.

4. **How will I receive my AGSUSF Conference funding, if I am awarded it?**
   All AGSUSF Conference Funding will be disbursed in the form of a reimbursement. It is your responsibility to forward your receipts in one email to gss@usfca.edu. Please note: all receipt items must be submitted in the name of the student who has been awarded the funding. You cannot get reimbursed for an item with another student's name on it, even if sharing the cost of a hotel. You may also not be reimbursed for the same receipt twice.

5. **What is the eligibility criteria for the AGSUSF Conference funding?**
   You must be a full-time graduate student in the College of Arts and Sciences, School of Education, School of Management, School of Law, or School of Nursing and Health Professions.

6. **What is the award limit for the AGSUSF Conference funding?**
   $300.

7. **My conference already took place. Can I still apply for the AGSUSF Conference funding?**
    Unfortunately, no.

8. **What happens if I received a funding award but I couldn't attend the conference?**
    Please let us know if this happens. Ultimately, your funding award will be withdrawn and your reimbursement will not be processed. You are then eligible to re-apply for Conference funding.

9. **How many times does the finance committee meet to approve funding?**
    The finance committee meets on a bi-weekly basis throughout the academic year. The finance committee does not meet during holidays or school breaks.

10. **How many times can I apply for AGSUSF Conference Funding?**
    You may apply multiple times as long as the total is not exceeding $300 per academic year.

11. **As a graduate student at the University of San Francisco, am I guaranteed $300 in conference funding?**
    No, awards are given on a first-come, first-serve basis. Once the money runs out we do not give out awards.

12. **Can I use my Conference Funding towards an international conference?**
    No, graduate students may not utilize their awarded GSS Conference funding towards an international conference. The University does not permit any student or student organization to participate in international travel because the level of resources needed to manage them is beyond the scope of any recognized student organization.

Certification Funding

1. **What is covered by the AGSUSF Certification funding?**
   The AGSUSF Certification funding covers a certification fee up to $150. It does not cover food expenses, membership fees, or transportation-related expenses.

2. **What is an acceptable example of a "certification budget?"**
   An acceptable conference budget could look like a screenshot of the bill of the estimated certification cost. Please note: all items expected to be covered in AGSUSF Certification award must be submitted at the time of application. Additionally, all receipts must be submitted in the name of the student who has been awarded the funding.

3. **What do I do after I am awarded AGSUSF Certification funding?**
   You should register for your certification. Then, complete your certification! Collect all receipts for your certification as PDFs. Take three (3) photos documenting your certification experience, and send them (along with your receipts) to gss@usfca.edu upon your return.

4. **How will I receive my AGSUSF Certification funding, if I am awarded it?**
   All AGSUSF Certification Funding will be disbursed in the form of a reimbursement. It is your responsibility to forward your receipts in one email to gss@usfca.edu. Please note: all receipt items must be submitted in the name of the student who has been awarded the funding. You cannot get reimbursed for an item with another student's name on it. You may also not be reimbursed for the same receipt twice.

5. **What is the eligibility criteria for the AGSUSF Certification funding?**
   You must be a full-time graduate student in the College of Arts and Sciences, School of Education, School of Management, School of Law, or School of Nursing and Health Professions.

6. **What is the award limit for the AGSUSF Certification funding?**
   $150.

7. **My certification already took place. Can I still apply for the AGSUSF Certification funding?**
   Unfortunately, no.

8. **What happens if I receive a funding award but I can't fulfill the certification?**
   Please let us know if this happens. Ultimately, your funding award will be withdrawn and your reimbursement will not be processed. You are then eligible to re-apply for Certification funding.

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9. **How many times does the finance committee meet to approve funding?**
    The finance committee meets on a bi-weekly basis throughout the academic year. The finance committee does not meet during holidays or school breaks.

10. **How many times can I apply for AGSUSF Certification Funding?**
    You may apply multiple times as long as the total is not exceeding $150 per academic year.

11. **As a graduate student at the University of San Francisco, am I guaranteed $150 in certification funding?**
    No, awards are given on a first-come, first-serve basis. Once the money runs out we do not give out awards.

12. **Can I use my Certification Funding towards an international certification?**
    No, graduate students may not utilize their awarded GSS Certification funding towards international travel for certifications. The University does not permit any student or student organization to participate in international travel because the level of resources needed to manage them is beyond the scope of any recognized student organization.

Event Funding

1. **What type of events have been previously funded by the AGSUSF Finance Committee for Event funding?**
   In the past, the finance committee has awarded registered student organizations Event funding for panel and speaker events, graduate student bonding, meet & greet events, and networking events. The finance committee does not award Event funding for end-of-year events or events held off-campus.

2. **What kind of event costs are covered by AGSUSF Event funding?**
   AGSUSF Event funding is meant to cover costs associated with signature graduate student organization events such as speaker and entertainment fees, raffle prizes, decorations and supplies, food and catering costs. Alcohol is funded on a case-by-case basis.

3. **What is an acceptable example of an "event budget?"**
   An acceptable event budget should look like an Excel table with estimated costs per item in the [correct template](). Please note: all items expected to be covered in AGSUSF Event award must be submitted at the time of application. If you are confused about how to complete your budget, [please watch this helpful video](), made by the 2025-26 finance committee.

4. **What event costs are NOT covered by AGSUSF Event funding?**
   Gift cards, except for those purchased at the USF bookstore, will not be funded. Additionally, all items for the Event should be purchased by a professional staff member from SLE. Reimbursements are rarely accepted.

5. **How do I know how much food costs at USF?**
   Great question! We routinely check with Bon Appetit and the other campuses' catering. [You can find a 2025-26 Bon Appetit menu here]().

6. **What is the eligibility criteria for the AGSUSF Event funding?**
   Your organization must be a registered student organization through SLE or the School of Law. Additionally, the event must be an on-campus event, and a representative from your organization must present to the finance committee at their biweekly meeting when requested. **All applications must be submitted to the Finance Committee at least eight (8) academic weeks prior to the date of the proposed event.**

7. **What is the award limit for the AGSUSF Event funding?**
   $2000.

8. **What do I do after I am awarded AGSUSF Event funding?**

Please reach out to the SLE staff member mentioned on your award letter. Please do not purchase anything before meeting with them.

9. **How many times is the finance committee meeting to approve funding?**
   The finance committee meets on a bi-weekly basis throughout the academic year. The finance committee does not meet during holidays or school breaks.

10. **How many times can an organization apply for AGSUSF Event funding?**
    An organization may apply multiple times as long as the total is not exceeding $2000 per academic year.

11. **Can I use my Event Funding towards international events?**
    The University does not permit any student or student organization to participate in international travel because the level of resources needed to manage them is beyond the scope of a recognized student organization.

Development Funding

1. **What costs are covered by the AGSUSF Development funding?**
   The AGSUSF Development Funding allows registered Graduate Student Organizations (GSOs) the resources to advance the internal development of their organization through organization branding (i.e. table linens, banners, promotion items, etc.), organization uniform attire (i.e. shirts), and supplies (i.e. an organization related purpose). There shall be a contribution of at least 30% from the organization for all AGSUSF Development Funding awards.

2. **What is the eligibility criteria for AGSUSF Event funding?**
   Your organization must be a registered student organization through SLE or the School of Law. **Additionally, all applications must be submitted to the Finance Committee at least four (4) academic weeks prior to the date of the funds being needed.**

3. **What is the award limit for the AGSUSF Development funding?**
   $500.

4. **What is an acceptable example of a "development budget?"**
   An acceptable development budget should look like an Excel table with estimated costs per item in the correct template. Please note: all items expected to be covered in AGSUSF Development award must be submitted at the time of application. If you are confused about how to complete your budget, please watch this helpful video, made by the 2025-26 finance committee.

5. **What do I do after I am awarded AGSUSF Development funding?**
   Please reach out to the SLE staff member mentioned on your award letter. Please do not purchase anything before meeting with them.

6. **How many times is the finance committee meeting to approve funding?**
   The finance committee meets on a bi-weekly basis throughout the academic year. The finance committee does not meet during holidays or school breaks.

7. **How many times can an organization apply for AGSUSF Development Funding?**
   An organization can apply multiple times as long as the total is not exceeding $500 per academic year.