How to Submit a USG Funding Request Using the New Funding System

Hello Student Org Leaders & Advisors! USG has recently transitioned into a NEW Funding Request system through UConntact! Outlined in this message, and on our website at http://usg.uconn.edu/funding are instructions to guide you to submit your upcoming Funding Requests.

1. Login to http://uconntact.uconn.edu with your NetID and navigate to your RSO page > Click Manage Organization
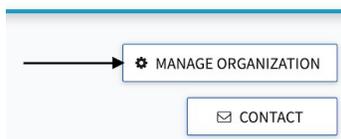
2. From the Left 3-line Menu, click FINANCE
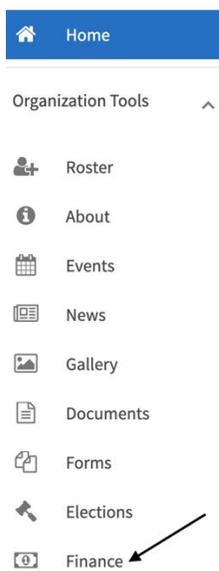
3. From Finance, click CREATE NEW REQUEST, then Create Budget Request

4. Choose the Current USG Funding Request available

5. Enter information regarding your request including your Officer Information and general questions regarding this request, then submit your request within each funding category

    a. Funding requests should be submitted for ENTIRE events. If your organization is going on a trip and needs lodging, car rental, and registration fees, submit ALL the information for these three categories in <u>one</u> request.

DON'T FORGET! You must upload your Roster, your Off-Campus Activity Notification form (if applicable) and your logo usage approval (if applicable) before submitting.

FREQUENTLY ASKED QUESTIONS

How do I get my Roster? USG uses your UConntact Roster as your official roster of record. To ensure we are funding undergraduates, we ask that you get this from SOLID@uconn.edu whose staff can add in that information for us.

What happens after I submit? With the new UConntact Budgeting Tool for Funding Requests, you can see exactly which step your request is on with USG at any time! Login to UConntact and click the Top Right 9-dot Menu > Manage. Any pending requests you've sent will be listed and you can review the steps as it moves through the USG process.

My Submission came back "Denied", what does this mean? Likely your submission does not meet the guidelines of the Tier-II Funding Policies found on our website. You should find comments in the denial message as to why. Please email fundingboard@usg.uconn.edu for more information.

My Submission came back "Returned for Revision", what does this mean? You are likely missing some information that USG needs to process your request. We will have added comments to the return for the items we still need. This could be quotes, a roster, or another upload.

My Submission came back "Approved", now what? Now USG will begin to process your request by Purchase Order. You will receive an email from bookkeeping@usg.uconn.edu with next steps, whether that be paying an invoice, providing more information, or coming in to sign off on a Purchase Order. **PLEASE NOTE that this is a tentative approval**. An email from bookkeeping@usg.uconn.edu will be sent to you once your request has been completely approved.

I disagree with this decision, what can I do? If you believe that your funding request qualifies for an Appeal, you can submit an Appeal through USG's Appeals from on UConntact. Information regarding accessing this form and our policies regarding Appeals can be found on our website, usg.uconn.edu/funding.