

RCO **Funding Guidelines**

as of July 2026

One of the many benefits of registering as a RCO is the opportunity to **apply for funding**. Interprofessional RCOs can apply for funding sources include the **Graduate & Professional Student Association** and **Campus Core Funding**.

Policies

1. All funding requests must be submitted at least **five business days** prior to the event date.
2. Any requests received less than five business days prior to the event will automatically be **denied**.
3. Submitting a budget request *does not guarantee* funding.
4. Funding will not be awarded for events that have already occurred. Requests submitted after the event will automatically be **denied**.
5. Only RCO-initiated events, activities, and programs are funded.
6. Funds may only be used for the event, activity, or program to which they were allocated. Funds may not be transferred from one event to another.
7. Funds may not be carried forward beyond the date of the event, activity, or program to which they were allocated. Unspent allocated funds will be returned to the funding source.
8. If the event has been awarded funding in the past, historical attendance may be factor in the funding decision.
9. RCOs will be required to submit an explanation for events with a significant negative variance in attendance (i.e. actual attendance =<50% of estimated attendance).
10. Funding allocated based on anticipated participation numbers of **UCSF students**.

Eligible Activities

●	Administrative Expenses
●	Artistic Participatory & Performing Events
● ♦	Community Service – Health Education & Awareness Programs
● ♦	Community Service – Health Fairs & Health Screenings
●	Conference, Seminar, Forum, Symposium
●	Cultural/Ethnic Celebrations & Presentations
● ♦	High School Outreach & Recruitment
●	Lecture/Speaker/Panel/Film Presentations & Electives
●	Organizational/Member Recruitment Meetings
●	Recreational/Sport Activity
●	Social Events
● ♦	Undergraduate Outreach & Recruitment

All **school-specific** activities, please contact your school-specific student government to request funding.

To be considered an **interprofessional** activity, the coordinators and attendees of the event must be from three or more schools/graduate division. Attendee affiliation will be verified through the event attendance sheet.

● Interprofessional activity ♦ School-specific student government must make a recommendation for GPSA funding support.

If you have any questions or need any additional support, please contact **gpsa@ucsf.edu**.



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*Please note, the budget request will not be reviewed or processed if an **event request** does not exist for the event in which funding is being requested. Only interprofessional RCOs have access to the Budget page in the Group Portal.*

Applying for Funding

Budget requests must be submitted by a **currently registered student** AND **officer** of the group in the ***Group Portal*** at least **five business days prior** to the event date.

- Navigate to your organization
- Click on “Money”
- Click on “Budgeting”
- Click on “Create Budget Request”
- Fill each field and add line items [RCO Funding Grid]

Requesting Payment

After your funding request is approved, return to “Money” section to submit a payment request **within 30 days** of the event.

- Navigate to your organization
- Click on “Money”
- Click on “Budgeting”
- Select the approved budget
- Click on “Request Payment”
- Complete information and upload documentation

*Please note: Catering and supply orders may be made within the University’s purchasing system **with advance planning** so no member of the organization would need to make the purchase and request a reimbursement. Please contact Student Life.*

Payment Requirements

After a budget request is approved, the following documents will be required in order to request payment or reimbursement:

1. Attendance list which includes participant name, email, school, status.
2. A copy of the event publicity, such as a flyer or email
3. Receipts which include the vendor name, an itemized list of purchased items, and clearly indicates payment method and payment date
4. Invoices which include the vendor’s name and business address, itemized list of items to be purchased, cost of each item, and terms of payment
5. All receipts, invoices and payment requests must be submitted **within 30 days** of your event.

Additional Funding Resources

For any **school-specific** activities please contact your school-specific student government to request funding.

- Associated Students of the Graduate Division [request form]
- Associated Students of the School of Dentistry [request information]
- Associated Students of the School of Medicine [request form]
- Associated Students of the School of Nursing [request form]
- Associated Students of the School of Pharmacy [request form]
- Associated Students of Physical Therapy [not applicable]

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