

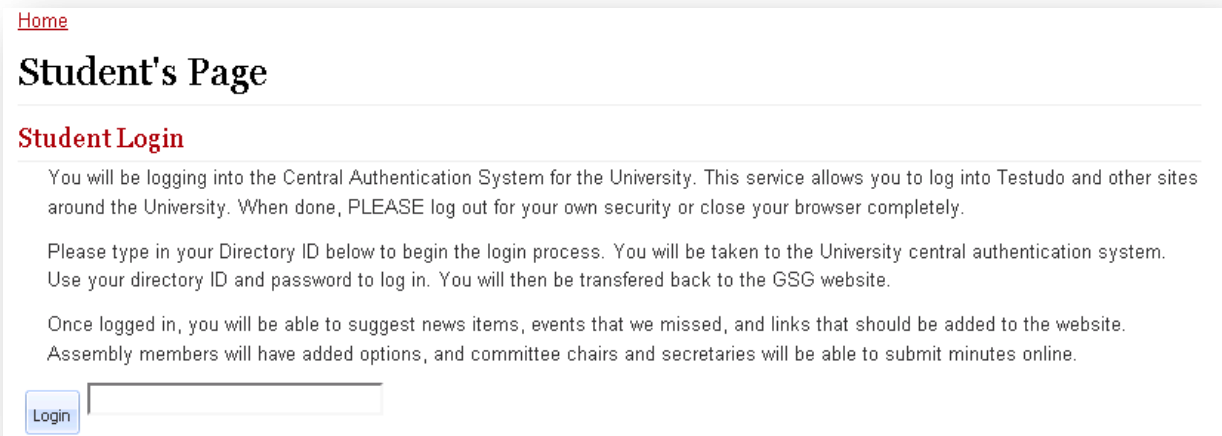
User's Guide to the Event Funding Request Online System

Introduction

In order to increase transparency, increase efficiency, and reduce paperwork, the Graduate Student Government (GSG) has developed an online form submission system for the Event Funding Request (EFR). A key objective is to ensure that the EFR and any associated communications and decisions may be easily accessed online at <http://www.gsg.umd.edu/funding/efr-archive>.

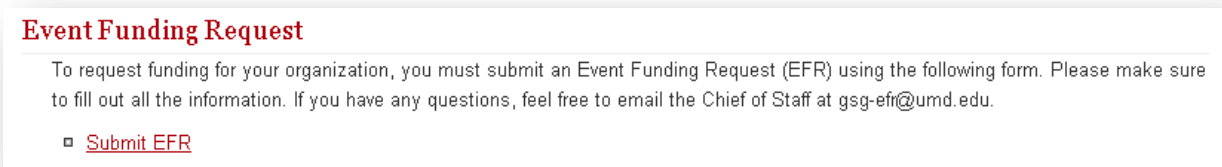
Logging In

To start the process, you need to log into the GSG website using the University-wide login system. To start the process, please head to <http://www.gsg.umd.edu/login>. You should see the following webpage:



The screenshot shows a webpage titled "Student's Page" with a "Home" link. Below the title is a "Student Login" section. The text explains that users will be logging into the Central Authentication System for the University, which allows access to Testudo and other sites. It instructs users to type in their Directory ID and password. Below the text is a "Login" button and an empty text input field.

After entering your university-id (for example, if your UMD email address is *xyz@umd.edu*, then your university-id is *xyz*), and going through the login process, you should come to a landing page for students. As part of the page, you should be able to see the following paragraph about EFRs.



The screenshot shows a section titled "Event Funding Request". The text explains that to request funding for your organization, you must submit an Event Funding Request (EFR) using the following form. It asks users to fill out all the information and provides an email address for questions: gsg-efr@umd.edu. Below the text is a link labeled "Submit EFR".

Filling out the EFR Form

To start filling out the form, click on the "Submit EFR" link, which will open a new window with the form itself. You should see something like the following:

EFR Submission Form

Before submitting the EFR, please make sure you have read the quick instructions (in 10 steps) [here](#). More information is also available in the Frequently Asked Questions page [here](#). Please be aware that any email communication between you and the Chief of Staff can be posted online to provide transparency in the EFR process. If you have any questions, please email gsg-efr@umd.edu.

Instructions

All fields with bold labels are required. At the end of the form, you will have the option of saving a draft; this allows you to come back to the form at a later time to finish filling it out. For technical problems with the form, please email the webmaster gsg.webmaster@gmail.com.

— Organization Details

When filling out the form, please do not copy any information from Microsoft Office Word, as this could cause problems with the form submission. Instead, please copy from a text-only editor such as “Notepad.”

After filling out the form, you have the opportunity to either save it (by clicking the "Save Draft" button) or to submit it, as shown below. Submitting the EFR will send an email to the GSG Chief of Staff, who will check some basic facts (such as Event date) before sending it either to the Budget & Finance Committee or the Assembly for approval.

Save Draft

Submit EFR

Cancel

After Submitting Your EFR

After submitting your EFR, you should see the following success message.

EFR Submitted!

Thank you for submitting an EFR. A copy of the EFR has been sent to the Chief of Staff, who will check to make sure all the requirements have been met. It has been assigned as EFR 29.01. A copy has also been sent to you and to the secondary contact listed on the form.

To reiterate, please be aware that any email communication between you and the Chief of Staff can be posted online to provide transparency in the EFR process. If you have any questions, please email gsg-efr@umd.edu.

After closing the form window, and refreshing the landing page, you should see your EFR listed directly below the introductory paragraph. See for example, the fake EFR shown below:

Event Funding Request

To request funding for your organization, you must submit a request form and fill out all the information. If you have any questions, please contact the BFC.

- [Submit EFR](#)

Submitted EFR s

- [My Awesome Event, Status: Pending](#)

Signing the Organization Funding Agreement

If the EFR is approved for funding by the BFC or the Assembly, then you will be asked to sign the "Organization Funding Agreement". To do so, you will need to log back into the student landing page. There, you should see a section that states "EFR Actions" such as the same fake EFR shown below:

Event Funding Request

To request funding for your organization, you must submit a request form and fill out all the information. If you have any questions, please contact the BFC.

- [Submit EFR](#)

EFR Actions

- Sign Agreement: [My Awesome Event](#)

To sign the agreement, click on the link provided, which will open a form in a new window. This window will include the agreement as well as a box for a digital signature:

Agreement

Digital Signature

After signing the agreement, and reloading the student landing page, you will see that your EFR status has changed, and you no longer see the "EFR Action" for that EFR.

Event Funding Request

To request funding for your organization, you must fill out all the information. If you have any questions, please contact the Student Activities Office.

- [Submit EFR](#)

Submitted EFR s

- [My Awesome Event, Status: Agreement](#)

Submitting an Event Item

As mentioned in the "Organization Funding Agreement", you must submit an Event item for inclusion in the GSG Calendar (www.gsg.umd.edu/events). To do so, the same student landing page has links, shown below, to submit this:

- [Suggest a News item.](#)
- [Suggest an Event.](#)
- [Suggest a Link.](#)

After clicking on the link, the following form will open in a new Window. As with the EFR form, all bold items are required. Please read the instructions, as shown below, and submit the form.

Instructions

Please suggest only events that are applicable to all graduate students.

To suggest an event, please put in at least a title, a start date, and an end date. If the event description is short, you can leave the "Body" blank and simply describe the event in the "teaser". If you are submitting an event because of an EFR requirement, please add the following sentence to the teaser: *This event is sponsored in part by your Student Fees and is open to all graduate students.*

Please keep the "teaser" to no more than two sentences.

You will find a style guide relating to the formatting options below the inputs.

— Suggest an Event

Title

Thanks for using the online system!