



How to Request Funding in Hopkins Groups

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Money

- Accounting Book
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Admin Settings View All Groups **Create Budget Request**

Filter By Test Organization - Fina... Download Report

1. Click Money

2. Click Budgeting

3. Click Create Budget Request

Funding Request

Budget - bARTimore at Hopkins

Admin Settings View All Groups **Create Budget Request**

Student Government Association Allocation FY21

Filter By bARTimore at Hopkins Download Report

1. Select the appropriate budget submission from the dropdown menu.

2. Select Create Budget Request

Create/Edit a Budget Request (Step 1 / 2)

The SAC Annual Allocation Process will run from March 1, 2020 through March 13, 2020. Please complete the excel document and upload it. Please refer to the 2020-2021 SAC Guidelines for details.

Budgets that request funding for items that can not be funded though SAC will be reject and asked to be resubmitted. Blank documents will not receive consideration.

If you have questions about this process please do not hesitate to contact sac@jhu.edu

* Budget Request Type SGA/SAC Funding Request

Title Event/Initiative Name

Comments

* Documents Upload

Close Next

3. Select the appropriate funding Requests

Event/Initiative Name

Field required.

4. Upload Budget Excel Form

5. Select Next

Funding Request Continued

- On this page you will need enter the total amount needed for each budget item type.
- If you have more than one item type please select “add item”.
- You will be able to add all items for each event on the same request.

Enter Budget Items (Step 2 / 2)

Independent Contractor and Non-JHU Professional Services Annual Cap: \$4500
JHU Professional Services Annual Cap: \$2000
Non-Reusable Items Annual Cap: \$500
Reusable Items / Supplies & Equipment Annual Cap: \$1500
Registration Fees (Professional Development) Annual Cap: \$1500
Registration Fees (Competitions) Annual Cap: \$1000
Food Annual Cap: \$1500
Travel Annual Cap: \$1500
Printing Annual Caps include: Bound Publications: \$2000
Advertising Annual Caps include: Social Media Promotion/Online Presence: \$100

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Independent Contra... ▾	\$ 0	\$ 0	\$ 0	Notes
Total	0.00	0.00	\$0	


+ Add item

Back

Next

← Click Next

Funding Request Continued

 Student Activities Commission
Annual Allocation **PENDING APPROVAL**

[Edit](#) [Copy Link](#) [Manage](#)

SAC Annual Allocation

Please upload your annual allocation detail sheet.

[Upload file](#)

If you do not wish to answer the mandatory survey above, [please click here to leave the group](#)









[Save As PDF](#) [Save](#)

- Click “Save”
- Once you click save, you will see “Pending Approval”

Funding Request Continued

Once submitted this is what you will see on the budget screen.

This is an indication that your funding request has been successfully submitted.

#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS - Approve Requests					
28022	Event/Initiative Name SGA/SAC Funding Request Submitted By  Calvin Smith Jr Sep 18, 2020 12:51 AM Blank_Document Form Student Activities Commission Annual Allocation	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
		Independent Contractor & Non JHU Professional Services	100.00	0.00	100.00				+ Request Payment					
		Event	250.00	0.00	250.00				+ Request Payment					
		Total	\$350.00	\$0.00	\$350.00	0.00	<input type="checkbox"/> Done 		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

How to check your submission status

1. Click Home

2. Click My Surveys

3. View where your submission is in the approval process.

Submission Title	Status	Updated on	Steps
Student Activities Commission Annual Allocation Hopkins Groups	PENDING APPROVAL	Sep 17, 2020 5:28 PM	<ul style="list-style-type: none">Budget ReceivedBudget Reviewed and Amounts AllocatedMoney Transferred
RSO Finance 101 Training 2020 - 2021 Attendance & Evaluation Student Leadership and Involvement	APPROVED	Sep 15, 2020 3:07 PM	
Event Registration Hopkins Groups First General Body Meeting (Sun, Sep 22, 2019 at 8:00pm - 9:00pm)	APPROVED	Aug 26, 2020 8:52 AM	<ul style="list-style-type: none">Submission ReceivedFinal Approval
Event Registration Hopkins Groups Baltimore Mural Tour (Sat, Nov 2, 2019 at 12:00pm - 2:00pm)	APPROVED	Aug 26, 2020 8:50 AM	<ul style="list-style-type: none">Submission ReceivedFinal Approval

Questions or Feedback?

Please contact Student Leadership and Involvement at
RSOFinance@jhu.edu.