INFORMATION FOR NEW REPRESENTATIVES

General Assembly Meetings

Grants & Awards Policy
Representative Roles and Responsibilities

- Represent the general will/opinion of department graduate students when voting
- Relay general assembly decisions to department graduate students
- Act as a resource within department with respect to system decisions affecting graduate students
Representative Roles and Responsibilities cont’d

- Be the knowledgeable source within the department for Grants & Awards (G&A) applications
- Act as a liaison for bringing departmental concerns before the General Assembly (GA)
- Foster interdepartmental relations between graduate students
GSO ASSEMBLY MEETINGS

- **Show up!** for both the GA meeting and the G&A evaluation

  - **Check in** after you arrive at the meeting using **code** or **url** -
    - After GA is adjourned find **your color group** -

- 1 vote and 1 G&A reviewer per Degree Program

- Meeting Notes and Presentations are posted on [GSO website](#)

- Make sure that you are on the GSO listserve

  email: [gsosec@hawaii.edu](mailto:gsosec@hawaii.edu) to be added
• State your name and department before speaking during discussions

• New to Hawaii? Or have new grad students in your department?

  gso.hawaii.edu/resources

Follow GSO on social media!

  @GSOManoa
Applications are reviewed every month during the Fall and Spring semesters, with five sessions each. All deadlines can be found on the GSO website.

Students can request funding for professional development (i.e. research expenses), conference travel & fees. They cannot ask for per diem, food, ground transportation, personal expenditures.

Applicants may ask for funding up to 6 months prior or 6 months after their planned activity.

For an application to be reviewed, the representative of the program to which the applicant belongs must be present.

Each graduate student may apply for and receive only one grant per academic semester.
G&A PROGRAM
GENERAL POLICIES

• **Minimum** funding: $250 for domestic projects, $500 for international projects, unless the total requested is under the minimum. **Maximum** of $1000 for domestic projects and $2000 for international projects. Students cannot request more.

• Applications that are **tabled 3x for any reason** will be **automatically rejected**.

• Only complete and correct applications will be reviewed.

• Incomplete applications will be automatically declined if they remain incomplete until the end of the semester.
Our policies and instructions can be found on the GSO website -> Grants & Awards

Please take the time and read through the documents

For questions, please email the G&A Team at gsogrant@hawaii.edu or gsogachr@hawaii.edu.
Thank you for representing your department with UH Graduate Student Organization!

We are excited to work with you.