

## **University of Hawai‘i at Mānoa Graduate Student Organization (GSO) Merit Based Awards Program Policies**

### **I. Application Policies**

1. Applicants must adhere to the [University of Hawai‘i at Mānoa Student Code of Conduct](#).
2. Any applicant who pays the Graduate Student Organization (GSO) Student Fee is eligible for funding. Including members of the General Assembly and Executive Council (elected or non-elected).
3. Applications must be submitted electronically here.
4. There are two awards in each of the following categories: a. Diversity, b. Research, c. Mentorship, d. Teaching, and e. Outreach.
5. Applicants may submit one application per year and cannot apply to more than one category.
6. Applicants must submit all required materials for the category in which they apply using the online application by the deadline for the application to be considered for funding.
7. Students may apply at any point during their graduate career, but these awards are primarily targeted at senior students, thus applicants are encouraged to wait to apply until their application is most competitive.

### **II. Application Review Policies**

1. Applications are reviewed by members of the General Assembly and GSO Merit Based Awards Committee, which is composed of elected or volunteer graduate program representatives.
2. Applications are reviewed annually, pending funding availability.
3. A Merit Based Awards Review Committee will be formed. A quorum of five (5) graduate student reviewers will be formed for each of the five (5) Merit Based Awards categories. The five reviewers will come from at least three (3) different departments and will be comprised of graduate students from the general assembly and/or Executive Council Members (elected or non-elected). A student can serve as a reviewer on more than one category.
4. An applicant can serve as a reviewer on the Merit Based Awards Review Committee, however they cannot review applications in the same category for which they are applying.
5. The Merit Based Awards Review Committee decisions for each application are final and there is no appeal process.
6. No partial funding will be awarded.
7. GSO reserves the right to forgo funding applications in any category if applications received do not reflect the purpose and standards of the Merit Based Awards.

### **III. Applicant Notification and Reimbursement Policies**

1. Applicants are notified by email about the status of their application within three (3) weeks of review. Awarded applicants will receive an email containing their award information.
2. Applicants are required to submit all reimbursement documents within two months of award notification.

3. Applicants are required to complete the post-award profile and report in order to receive funding.
4. Applicants agree to allow GSO to publish the applicants post-award profile to the GSO website, newsletter, social media, and other public outlets for the purpose of announcing awardees.
5. Federal and state taxes will apply to awarded students, and this tax can be as much as 14%.
6. Applicants' financial award packages may be affected by this award and applicants are encouraged to contact the GSO Merit Based Awards Committee Chair and/or the UHM Financial Aid Office to discuss possible effects. If applicable, the awardee must acknowledge the GSO in his/her presentation and/or in any resulting publications.