Getting Funded By The GSO:
Online Proposal Submission

Kauahi Perez
Graduate Student Organization Rep
Dept. of Tropical Plant and Soil Sciences
Who is the GSO?

• Graduate Student Organization
• Comprised of graduate students, each representing different graduate programs
  – GSO Executive Council & GSO Assembly
• Possible source of funding
  – For Travel to a conference
    ❖ Oral or Poster presentations
  – Research materials or publication
• Proposals (applications) are reviewed at General Assembly(GA) Meetings once a month
GSO’s Purpose in Funding Proposals

Fund research proposals that extend to a wider audience & scientific community:

- Network with future collaborators/employers
- Improve communication skills to a wider audience
- Earn honors/distinctions at conference presentations
- Conduct original research & publications
- Earn national/international recognition for UHM
Effective Spring 2013:

- **ONLY online** applications will be accepted
  - Similar to STAR Scholarship Database Applications
  - Same components as in the “old” GSO application form

- Provide cost comparisons for hotel, travel, materials, etc.

- You can only apply **1 time per semester**
  - You will not be able to submit more than one application
Go to the main GSO webpage:
http://gso.hawaii.edu/gso2/index.html
Click on “Grants and Awards”
Apply or See Instructions

Grants and Awards

Online Application is now live. Apply Here or See Instructions

Hints for a successful application:
- After filling out online copy of grant application print two extra copies, this will help out if you are denied and want to reapply.
- Have one expert in your field and one non-expert to review your application before submission.
- Tell your department representative you are submitting an application well before the G&A Committee review date. Provide them with a copy of your application before the meeting.
- Fall 2012 submission deadlines: August 16, September 13, October 11, November 1, November 22.
- If you have any questions please do not hesitate to contact the Grants & Awards Committee Chair.

Common Application Mistakes:
Before submitting your grant application, please double-check:
- That you have signed both the funding agreement and grant application forms.
- That the amount of funding you are requesting on your application forms matches your budget forms. (And that you are not requesting more than $1,000 for travel/research in the U.S., or more than $2,000 for international travel/research.)
- That you are submitting BOTH pages of the budget form and have filled out the budget justification section on the second page.
- That your anonymous copies are truly anonymous. Make sure to double-check the “recent papers/presentations” section! And make sure that the anonymous copies of your reference letters do not include your name anywhere.
- If you are presenting at a conference, you should submit two copies of any acceptance/invitation letter you received. (One copy needs to be anonymous,)
Clicking on “Apply” brings you to:

- STARS Student Scholarships Page
- Log in with UH username and password
Click “Apply”

Graduate Student Organization (GSO) Grants and Awards Program

Description: The Graduate Student Organization (GSO) represents the academic interests of over 5,000 graduate students attending UH Manoa, the flagship campus of the UH System. Starting in 1975, the Grants and Awards fund was created to aid graduate students with presenting original scholarly, scientific, or literary works at academic or professional conferences or workshops. In 2004, this was expanded to include funding of research materials and travel. The awarding of this grant is decided by vote of graduate peers on a monthly basis during the Fall and Spring semesters. GSO offers graduate students up to $2000 for international travel and $1000 for domestic travel or research funding. There are approximately 10-15 awards per month between $2000 and $150. Applications are due two weeks before each monthly meeting. Meeting dates can be found at [http://gso.hawaii.edu](http://gso.hawaii.edu). Once the application has been reviewed by the Graduate Assembly you will receive an email response within 14 days.

Tips on applying: We recommend that you review the application questions first and then formulate your answers. Once your answers are drafted, fill out the application online and submit. Due to the short turnaround period for this award, we advise that you follow-up with your two recommenders after submitting the application letting them know they will receive an auto email from the online application (your recommenders are required to send their letters electronically through the online award application). Should you have any questions or concerns, please contact gachair@hawaii.edu. All information on your application will remain confidential as dictated by FERPA. Once your award application is submitted, the “status” of the award can be tracked on the “tracker” tab of the scholarships website. Graduate Students can only apply once per semester.
Fill Out The Online Form

Scholarship Information

Important Note
Please note: This application cannot be saved as a work in progress.

Scholarship/Fellowship Questions

For which semester(s) would you like to apply? (Please note most Aid is awarded on the whole academic year)**

- Spring 2013 Only

1. What is your current mailing address & phone number? (max characters: 100)**

2. What is your department? (max characters: 50)**

3. What is your Community Color Group? (please check the GSO website if unsure)**

- Red

4. What type of graduate student are you?**

- Classified
- Unclassified

5. What degree are you seeking? (PhD, Master, etc.) (max characters: 50)**

6. Have you received a GSO grant before? If you answered "yes," how much have you received in total and when? (max characters: 100)**

7. Please list any (2 at most) of your recent papers/presentations/or other academic achievements. (max characters: 400)**
Important Sections:

- Use simple, layman terms (people not in your field)
- Include only pertinent information
- Just give the reader a sense of what you did
- 300 words max
Important Sections:

10. Please provide your **technical abstract** <300 words): (max characters: 2000) **

- Wording should be different
- Use technical terms (for experts in your field)
- Your area to “shine”
- Show the experts what you know
For abstracts, be clear and concise:

• Indicate **WHY** your research needs to be done
• **WHAT** you did (Materials & Methods)
• **WHAT** you found (Results)
• **WHAT** does this mean (Conclusion)
• Expand on the **Bigger Picture** (Implications)
  – Drive home the point of your research findings
Important Sections:

13. What is the amount of the funds you are requesting? (max characters: 20)**

14. What is the purpose of the funds requested? (max characters: 250)**

15. What other funding may be available to you? (max characters: 200)**

- #13: indicate precise amount of funds needed
- #14: budget justification
  - What is funding being used for?
  - Airfare? Hotel room? Materials?
- #15: indicate other sources of funding
Consider partial funding
Fill out Funding Agreement form
Save as a .pdf
Upload the pdf

**SCHOLARSHIP INFORMATION**

16. Will you consider partial funding from the GSO? **
- Yes
- No

17. Please complete and attach the following funding agreement. (Typing)

**UNIVERSITY OF HAWAI'I AT MĀNOA**
Graduate Student Organization (GSO)
Grants and Awards Program

Grant Funding Agreement

[Text of the funding agreement]

(Typed name to sign document)

Street Address

Telephone Number

City, State, ZIP code

E-mail Address

Need Help?
- GSOFundingAgreement.pdf - Upload Completed

Confirmation
18. Please complete and attach the following budget (if forms, conference acceptance letter-REQUIRED if attending conference registration receipt, etc.) **

If you’re not fully funded, you may get partial funding

Budget Form

Itemized Budget Form: Travel

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost (US$)</th>
<th>Fund Request to GSO</th>
<th>Other Funding Sources</th>
<th>GSO Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Airfare</td>
<td>1,400.00</td>
<td>600.00</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>Destination:</td>
<td></td>
<td></td>
<td></td>
<td>(For Office Use Only)</td>
</tr>
<tr>
<td>Australia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departure Date:</td>
<td>10/25/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Date:</td>
<td>11/01/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total A</td>
<td>1,400.00</td>
<td>600.00</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>B. Accommodations</td>
<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
<td></td>
<td>(For Office Use Only)</td>
</tr>
<tr>
<td>Fairmont Plaza</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check-in Date:</td>
<td>10/27/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check-out Date:</td>
<td>10/31/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total B</td>
<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>C. Conference Fees</td>
<td></td>
<td></td>
<td></td>
<td>(For Office Use Only)</td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1. Registration</td>
<td>250.00</td>
<td>0.00</td>
<td>250.00</td>
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</tr>
<tr>
<td>C2.</td>
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<tr>
<td>C3.</td>
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<tr>
<td>C4.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Sub-Total C</td>
<td>250.00</td>
<td>0.00</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL (A+B+C)</td>
<td>2,400.00</td>
<td>1,350.00</td>
<td>1,050.00</td>
<td></td>
</tr>
</tbody>
</table>
2 Kinds of Budget Forms

UNIVERSITY OF HAWAI‘I AT MĀNOA
Graduate Student Organization (GSO)
Grants and Awards Program

Itemized Budget Form: Travel

<table>
<thead>
<tr>
<th>Estimated cost (US$)</th>
<th>Fund request to GSO</th>
<th>Other funding sources</th>
<th>GSO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

UNIVERSITY OF HAWAI‘I AT MĀNOA
Graduate Student Organization (GSO)
Grants and Awards Program

Itemized Budget Form: Research Materials

<table>
<thead>
<tr>
<th>Estimated cost (US$)</th>
<th>Fund request to GSO</th>
<th>Other funding sources</th>
<th>GSO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

research Materials

(For)
IMPORTANT:
Letters of Recommendation

19. **Letters of recommendation**: Please provide the email addresses from two (2) faculty members you will be requesting letters of recommendation from. It is recommended you contact them in advance prior to submitting this application. Upon submitting your scholarship application, an email requesting a letter of recommendation will be sent to each recommender with a link to an online form where they may submit their letter of recommendation.

The letter of recommendation should be anonymous and include the following:

1. Their assessment of the quality of the proposed project and of its importance or relevance to the University of Hawaii, the applicants department, the applicants academic or professional field, society, and the applicants professional or academic development.

2. To what extent is the applicant prepared to successfully complete the proposed project?

3. In what capacity and for how long have they known the applicant.

4. For a travel grant, please rate the quality/appropriateness of the conference that the applicant would like to attend (1 being not appropriate; 5 being very appropriate).

• Ask faculty in advance
• Ask faculty who KNOW you
Your Cover Letter

• Create a cover letter:
  – Explain in detail the professional or scientific benefit you will gain from attending the conference or doing your research
  – How will this advance you towards your degree?
  – Indicate if you’ll be seeking an award at the conference
• Save as .pdf and UPLOAD

• Print a copy for your records

• SUBMIT your proposal
Here are your scholarship tracking results:

**UH FOUNDATION SCHOLARSHIPS**

<table>
<thead>
<tr>
<th>Scholarship/Award/Grant</th>
<th>Contact person</th>
<th>Date</th>
<th>Action</th>
<th>Award to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manoa:12344202 - Charles Chu Hing Scholarship Fund* (91...</td>
<td>TBA</td>
<td>7/24/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
<tr>
<td>Manoa:12320104 - Tropical Plant &amp; Soil Sciences Enrichm.</td>
<td>TBA</td>
<td>7/24/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
<tr>
<td>Manoa:12190102 - Renee Heyum Pacific Islander Fund in P...</td>
<td><a href="mailto:cneedham@hawaii.edu">cneedham@hawaii.edu</a></td>
<td>7/24/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
<tr>
<td>Manoa:12132802 - Hiroki Kaku Memorial Scholarship Fund*</td>
<td>TBA</td>
<td>3/20/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
<tr>
<td>Manoa:12090282 - Haruyuki Kamemoto Scholarship Fund* (9...</td>
<td>TBA</td>
<td>7/24/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
<tr>
<td>Manoa:12435104 - TPSS Scholarship Fund (9665)</td>
<td>TBA</td>
<td>7/24/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
<tr>
<td>Manoa:12476614 - Manoa Chancellor's Centennial Scholars...</td>
<td>TBA</td>
<td>7/24/12</td>
<td>Application not awarded</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Action** column shows status of your app:

1. Awaiting letters of recommendation
2. Awarded
3. Rejected
4. Tabled
   --Rep not present; reviewed at next meeting
5. Needs more information
   --if certain parts of the proposal are unclear (i.e. budget justification, flight itinerary, etc.)
Remember…

• Get started early
• Formulate answers ahead, then copy and paste
• Double-check spelling and grammar
• Supporting documents don’t show your name
  – e.g. conference acceptance letters, online transactions
• Please include cost comparison of flights, hotels, materials, etc.

• **Email your GSO Rep when you plan to submit**
Feel Free to Contact Me
For Further Questions:

Kauahi Perez
Tropical Plant and Soil Sciences Dept.
3190 Maile Way, St. John 107 B
Ph: 956-2157
Email: bronsonp@hawaii.edu