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 Mānoa Student Government Graduate Fee is eligible for funding, including members of the General Assembly and Executive Council (elected or non-elected).
3. Applications must be submitted electronically via the online portal on the GSO Website.
4. The Merit Based Awards Program recognizes graduate student excellence in Diversity, Mentorship, Research, Service and Outreach, and Teaching. Submission criteria and guidelines are listed in the Merit Based Awards Call for Proposals.
5. If additional funding is available, GSO may also recognize graduate student achievements in other categories, during either regularly-scheduled or special award sessions.
6. Each Merit Based Award is $5,000. The number of awards granted in each category may vary by year, depending upon funding.
7. Applicants may submit one (1) application per academic year, and can only apply to one (1) category in an application cycle, unless otherwise noted in the Merit Based Awards Call for Proposals.
8. All documents must be anonymized and submitted via the online portal following the criteria listed in the Merit Based Awards Call for Proposals.
9. Applicants must follow all submission guidelines. Incomplete or late applications will not be considered for funding.
10. 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 annually, pending funding availability.
2. Applications are reviewed by members of the GSO Merit Based Awards Review Committee, which is composed of volunteer UHM graduate students, who are GSO constituents.
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 comprise UHM graduate students, who are GSO constituents. A student can serve as a reviewer in more than one category.
4. An applicant can serve as a reviewer, but they cannot review applications in the same category for which they are applying.
5. The Merit Based Awards Review Committee decisions are final, and there is no appeal process.
6. No partial funding will be awarded.
7. GSO reserves the right to forgo funding applications if applications received do not reflect the purpose and standards of the Merit Based Awards.

III. Applicant Notification and Reimbursement Policies

1. Applicants will be notified by email about the status of their application within three (3) weeks of review.
2. Awardees are required to submit all reimbursement documents by the date listed in their award email and official award letter.
3. Awardees are required to complete the post-award profile and report to receive funding.
4. Awardees agree to allow GSO to publish their post-award profile to the GSO website, newsletter, social media, and other public outlets.
5. Federal and state taxes will apply to awarded students, and this tax can be as much as 14%.
6. Awardees’ financial award packages may be affected by this award. Awardees are encouraged to contact the UHM Financial Aid Office to discuss possible effects.