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Presented at SLS Brown Bag Series, 10/10/2013
Blue group details
What GSO funds and does not fund
Award amounts
How and where to apply
Writing a winning application
Sample budget
Possible outcomes
Rules
Reimbursements
Graduates
Deadlines
GSO representatives
Blue Group

- **Members:**
  - Art/Art History, Communication, Communicology, East Asian Languages and Literature, English, Hawaiian, Languages and Literatures of Europe and the Americas, Library and Information Sciences, Linguistics, Music, Philosophy, Religion, Second Language Studies, and Theater and Dance

- **Funding for Fall**
  - $9161.46

- **Average per monthly meeting**
  - $2000 (Aug: $2215.00, Sept: $1837.64)
What does GSO Fund?

- Conference travel and fees
  - Flights
  - Hotels
  - Conference fees

- Professional development
  - Research expenses
  - Workshops and classes
What does GSO *not* fund?

- Food
- Ground transportation
- Per diems
- Personal expenditures
Maximum Awards

**MAXIMUM:**
- Up to $1,000 within the U.S.
- Up to $2,000 for international travel

**MINIMUM (applicants can ask for less):**
- $250 domestic
- $500 international
How do you apply?

The process is laid out on the GSO website: 
[gso.hawaii.edu](gso.hawaii.edu)

(and actually almost *all* the information in this presentation can be found on the site)
“Insider’s view”: How to write a winning application

- **Follow instructions! 😊** (anonymize, add a conference acceptance letter, completed budget form, etc.)

- Write a **detailed** cover letter
  - This is your opportunity to sell yourself
  - This is where you explain how your research is important to your own development as well as to UH

- Give **details** in your itemized budget
  - Provide cost comparisons for flights, hotels, etc.
  - In the budget **justification**, stress that you looked for the least expensive option and that you have explored other funding sources.

- Remind your professors to make letters of recommendation **anonymous**

- **Strategically plan** when you will submit your application
  - Summer travel—can apply both in previous spring and following fall
Tip to make a strong case

- Break down amounts in the budget.
- Don’t ask for the full price of any amount.
- This will make it more likely to get something
  - i.e. If your plane ticket was $700, you’re likely not to get the full amount because it’s such a large chunk of money, but if you itemize different parts of your budget, you can ask for smaller amounts of more things. Chances will increase that you will get SOME of it.
Sample Budgets...
### Incorrect

**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>2,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destination:</td>
<td>New York</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Departure Date:</td>
<td></td>
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</tr>
<tr>
<td>Return Date:</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Sub-Total A</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>B. Accommodations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
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<tr>
<td>Check-in Date:</td>
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<tr>
<td>Check-out Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total B</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>C. Conference Fees</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify: C1.</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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total C</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL (A+B+C)</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

### Correct

**Itemized Budget Form: Travel**

<table>
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<th>Item</th>
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<th>Fund request to GSO</th>
<th>Other funding sources</th>
<th>GSO Approval</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>Sub-Total A</td>
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<td>500.00</td>
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</tr>
<tr>
<td>B. Accommodations</td>
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<td>Location:</td>
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<tr>
<td>Check-out Date:</td>
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<td>Sub-Total B</td>
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<td>450.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>C. Conference Fees</td>
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<tr>
<td>Specify: C1.</td>
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<td>C3.</td>
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<tr>
<td>C4.</td>
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<tr>
<td>Sub-Total C</td>
<td>450.00</td>
<td>450.00</td>
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<tr>
<td>TOTAL (A+B+C)</td>
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<td>500.00</td>
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</table>
Incorrect

Correct

Budget Justification (<100 words):

I am asking for funding for hotel and airfare to attend a conference in New York. I have researched the least expensive flight and hotel and have provided cost comparisons for each....

NOTE: You may include additional items on a separate piece of paper. For expenses in currencies other than US dollars, please attach a copy of the exchange rate by specific dates from the following website: http://www.oanda.com/convert/classic.
Possible outcomes

- Funding
- Tabled
- Rejection
- More information (similar to tabling, but need additional supporting documents or information)
6 month rule
- Can apply up to 6 months before or after travel, no more, no less. This cutoff is based on the application submitted date not the review date.

Can only be tabled 3 times and then application is automatically declined
- If representative does not attend meeting, then application is automatically tabled.

Can only apply once per semester
Reimbursements

- Submit **COMPLETE** packet within 3 months date awarded or travel date (Whichever comes last)
- Everything you need to know is on the [website](#)
- Required to set up a 15 minute meeting with office staff
What if you are graduating?

- Applications must be received at least 2 months prior to graduation
- Conferences that take place within a month after graduation are eligible
These can all be found on the GSO website

Application due 2 weeks before GSO General assembly meeting and missing docs (like letters of recommendation) due one week before.

Fall semester:

- **10/17/13** (Letters of recommendation and missing documents due October 24)
- **10/31/13** (Letters of recommendation and missing documents due November 7)
- **11/28/13** (Letters of recommendation and missing documents due December 5)
Can only help as much as you ask for their help.

It is the responsibility of the applicant to ask the GSO representatives to look at your completed application if you want their advice.

Representatives do not get a vote.

This is one of the reasons the cover letter is so important!
VISIT THE WEBSITE! 😊

http://gso.hawaii.edu/gso2/funding.html
Thank you for coming to the talk today.

Don’t hesitate to contact any of us:

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Mónica Vidal: mvidal@hawaii.edu
Adrienne Copeland: gachair@hawaii.edu