

UNIVERSITY OF HAWAI‘I AT MĀNOA
Graduate Student Organization
Grants & Awards Program

Re-Allocation of Funds Proposal

(Adopted at 1/31/07 Assembly Meeting, Updated 7/16/12)

Students may request that travel funds already awarded be re-allocated upon submission of the following items:

1. Original Itemized Budget Form
2. Revised Itemized Budget Form
3. 2 copies of a brief cover letter explaining why you would like to have funds re-allocated.
One copy must be anonymous.

Applicants should sign one copy of the cover letter and either fax it to the GSO office at (808)956-4810, send it via mail, or drop it off at our office along with the itemized budget form.

You can only request to transfer funds that you have been awarded according to “Itemized Budget” line items.

Upon submission of these materials your request will then be reviewed at the following GSO Assembly meeting.

Your request will either be approved or denied:

1. *If approved*, then the G&A Manager will notify you of your new award status. You can request that the new Itemized Budget Form either be mailed to you or you can pick it up at the GSO office. You will need the official revised copy when you apply for Reimbursement. The GSO will also keep a copy of the revised Itemized Budget Form for our records.
2. *If denied*, then you can either keep your award funds (as originally allocated) or you can re-submit your request again at the next GSO Assembly meeting. However, you cannot resubmit the same re-allocation request more than once.

Please note: The GSO will not cancel your original travel grant award funds upon denial of re-allocation request.