

# Graduate Student Financial Support



Division of  
**Graduate Education**

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## DGE Student Financial Support Overview

This document outlines and summarizes the types of financial support available to UCLA graduate students. Information in this document is accurate as of October 2023. Updates are posted on the Division of Graduate Education website.

Student financial support administered by the Division of Graduate Education is comprised of competitive, merit-based awards that provide support only for in-state tuition/fees, non-resident supplemental tuition (NRST) and/or living expenses. Financial support provided for living expenses is disbursed on a monthly basis. Funding cannot be applied toward professional degree supplemental tuition (PDST) and/or other program-related fees. The majority of Division of Graduate Education award funding is not automatically renewable; students must apply yearly and/or be nominated by their home academic department.

The awards administered by the Division of Graduate Education are not contingent on employment or service to the University.

For most Division of Graduate Education awards, students must first submit application materials to their home department. Please consult your department for internal application deadlines. *See instructions in each award's description for eligibility criteria and required supplemental materials.*

### Division of Graduate Education Award Eligibility

In order to receive competitive, merit-based awards from the Division of Graduate Education, students must be continuously registered/enrolled in a minimum of 12 units per term for the duration of the award. Students must maintain satisfactory progress in their degree program as determined by their home department/program and with a cumulative 3.0 GPA (2.5 for Law students).

If a student withdraws, takes a Leave of Absence and/or is not continuously enrolled for the applicable funding term, the student must repay any aid/funding advanced for which the student is no longer eligible.

Students funded during the summer must have been continuously registered/enrolled during the previous Spring Term and must be continuously registered/enrolled during the following Fall. **If not continuously registered/enrolled, the summer award will be cancelled and will need to be repaid.** Summer recipients must also have a cumulative 3.0 GPA (2.5 for Law students) at time of award (i.e., at the time of payment disbursement).

**Note:** Students in self-supporting, special fee programs **are not eligible** to apply for any merit-based financial support from the Division of Graduate Education. As of publication, self-supporting, special fee programs include the following:

Architecture – Masters of Science in Architecture and Urban Design (MS AUD SUPRASTUDIO)

Chemistry & Biochemistry – Master of Applied Chemical Sciences (MACS)  
Data Science in Biomedicine (MS)  
Data Science in Health (MDSH)  
Dentistry – Professional Program for International Dentists  
Economics – Master of Quantitative Economics (MQE)  
Education Leadership Program (EdD)  
Engineering – Master of Engineering (MEng)  
Engineering Online Master’s Programs (MSE, all)  
Geography – Master of Applied Geospatial Information Systems & Technologies (MAGIST)  
Law – Master of Laws (LLM)  
Law – Master of Legal Studies (MLS)  
Management – Executive MBA (EMBA)  
Management – Full-time MBA  
Management – Fully Employed MBA (FEMBA)  
Management – Global Executive MBA for Asia Pacific (GEMBA)  
Management – Master of Financial Engineering (MFE)  
Management – Master of Science Business Analytics (MS)  
Nursing – Doctor of Nursing Practice (DNP)  
Physics and Astronomy – Master of Quantum Science and Technology (MQST)  
Public Health – Executive Masters of Public Health (EMPH)  
Public Health – Masters of Public Health for Health Professionals (MPH)  
Public Health – Master of Healthcare Administration (MHA)  
Social Science – Master of Social Science (MSS)  
Statistics – Master of Applied Statistics and Data Science (MASDS)

## **Notification and Acceptance of Awards**

Students are notified about the status of their application once award decisions are made, typically between spring and early fall.

As a member of the Council of Graduate Schools in the United States, UCLA subscribes to the CGS resolution governing the acceptance of graduate scholarships, merit-based awards, traineeships, and assistantships:

“Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In those instances, in which a student accepts the offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. For students who want to withdraw from an offer of acceptance of financial support, they must inform the program that they are withdrawing or resigning from the offer of financial support that they previously accepted. Once they have informed the program that they are withdrawing their acceptance of the offer, they can then accept any other offer. It is further agreed by the institutions and organizations

subscribing to the above resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.”

## **Publicizing Awardees**

The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Graduate Student Support).

## **Supplementation Policy**

### **Supplementation**

Supplementation refers to the amount and type of funding that students can accept from more than one source. Supplementation of fellowships and traineeships funded by federal, state, or private agencies is restricted by the limits set forth by the particular agency. Awards recipients should consult the appropriate agency for complete information. The Division of Graduate Education Supplementation policy can be found on the web at [www.grad.ucla.edu/asis/infoserv/supplem.htm](http://www.grad.ucla.edu/asis/infoserv/supplem.htm). Other questions regarding the supplementation policy at UCLA can be referred to the Graduate Education Portal (<https://grad.ucla.edu/graduateeducationportal>)

### **Maximum Limit of Merit-Based Support**

The Graduate Council has established a Policy of Maximum Limit on the total amount of support a graduate student may receive. It includes any student financial support awards and ASE/GSR earnings.

Recipients offered other awards (e.g., from extramural agencies or department allocations) in addition to the offer of an award administered by the Division of Graduate Education may, at the Division of Graduate Education’s or department’s discretion, be required to relinquish all or part of the Division of Graduate Education-administered award. In most cases, a student may not hold multiple academic-year financial support awards from the Division of Graduate Education or from the Division of Graduate Education and another source that total more than a specified amount. For example, in 2023-2024, the maximum support for a single person living off *campus* is *\$75,199.25 for the fiscal year (July through June)*. Students may not receive a combination of cost of education awards that total more than the cost of education. In such cases, one or more cost of education awards will be adjusted or cancelled.

For questions regarding the maximum limit of merit-based support, submit a request through the Graduate Education Portal (<https://grad.ucla.edu/graduateeducationportal>).

## DGE Awards and Academic Employment

Division of Graduate Education awards are competitive, merit-based forms of financial support that assist student education and individual research endeavors. DGE merit-based awards are exclusive of academic employment, and are not contingent on employment or service to the University. Refer to your department’s internal policies on award tenure and academic employment before accepting any ASE or GSR position while you are a recipient of a Division of Graduate Education award.

The table below describes the maximum percentage of time awardees may work.

<b>Award</b>	<b>Fall, Winter, Spring (any job title but note special cases listed)</b>	<b>Summer (if award is not disbursed in Summer; any job title but note special cases listed)</b>
<i>Cota-Robles (first-year PhD student only)</i>	0% Fall 50% (Winter and/or Spring)	100%
Cota-Robles 2 (Division of Graduate Education’s second year)	50%	100%
University of California–Historically Black Colleges & Universities (UC–HBCU) Initiative Fellowship	50%	100%
<i>Graduate Opportunity Program (GOP)</i>	0% Fall 50% (Winter and/or Spring)	100%
Graduate Research Mentorship Program (GRM)	50%	100%
University of California President’s Pre-Professoriate Fellowship	0% no exceptions	100%
Dissertation Year Award (DYA)	50%	50% (if activating in the summer)
Graduate Summer Research Mentorship Program (GSRM)	N/A	50%



Award	Fall, Winter, Spring (any job title but note special cases listed)	Summer (if award is not disbursed in Summer; any job title but note special cases listed)
Privately Endowed Awards with at least \$15,000 of financial support	50%	100%

**Remission Restrictions**

If a student is awarded tuition from either Unrestricted Block Grant funds or Division of Graduate Education awards, and is later appointed under a remissions-eligible title code (e.g., TA, GSR, Reader, Special Reader or Tutor), the hiring department is responsible for paying remissions. Any unrestricted or Division of Graduate Education Special or Endowed tuition awards will be adjusted, and funding will revert back to the Division of Graduate Education after the February deadline.

**Privacy Policies**

**Disclosure of Student Records**

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the California Information Practices Act , and the University of California Policies Applying to the Disclosure of Information from Student Records, students at UCLA have the right (1) to inspect and review records pertaining to themselves in their capacity as students, except as the right may be waived or qualified under the Federal and State Laws and the University Policies; (2) to have withheld from disclosure, absent their prior consent for release, personally identifiable information from their student records, except as provided by the federal and state laws and university policies; (3) to inspect records maintained by UCLA of disclosures of personally identifiable information from their student records; (4) to seek correction of their student records through a request to amend the records or, if such request is denied, through a hearing and (5) to file complaints with the US Department of Education regarding alleged violations of the rights accorded them by the Federal Act.

UCLA, in accordance with the federal and state laws and the university policies, has designated the following categories of personally identifiable information as “public information” that UCLA may release and publish without the student’s prior consent: name; email address; telephone numbers; major field of study; dates of attendance; number of course units in which enrolled; degrees and honors received; the most recent previous educational institution attended; participation in officially recognized activities (including intercollegiate athletics) and the name, weight and height of participants on intercollegiate athletic teams.

As a matter of practice, UCLA does not publish student telephone numbers in the campus online directory unless released by the student. The term *public information* in this policy is synonymous with the term *directory information* in FERPA.

Students who do not wish certain items (e.g., name; email address; telephone numbers; major field of study; dates of attendance; number of course units in which enrolled and degrees and honors received) of this “public information” released and published may so indicate through MyUCLA ([www.my.ucla.edu](http://www.my.ucla.edu)). To restrict the release and publication of the additional items in the category of “public information,” complete the UCLA FERPA Restriction Request form available from the Registrar’s Office, 1113 Murphy Hall.

Student records that are the subject of the federal and state laws and the university policies may be maintained in a variety of offices, including the Registrar’s Office, Office of Student Conduct, UCLA Career Center, Division of Graduate Education, External Affairs Department and the offices of a student’s college or school and major department. Students are referred to the online UCLA Campus Directory, which lists all the offices that may maintain student records, together with each office’s campus address and telephone number. Students have the right to inspect their student records in any such office subject to the terms of the federal and state laws and the University policies. Inspection of student records maintained by the Registrar’s Office is by appointment only and must be arranged three working days in advance. Contact the Registrar’s Office: <https://registrar.ucla.edu/contacts-hours>.

A copy of the federal and state laws and the university policies may be inspected by contacting UCLA’s Information Practices Coordinator, which can be done via email at [records@ucla.edu](mailto:records@ucla.edu). Information concerning students’ hearing rights may be obtained from the Office of the Dean of Students, 1104 Murphy Hall.

## **Nondiscrimination Statement**

The University of California, in accordance with applicable Federal and State laws and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth and medical conditions related to pregnancy or childbirth), disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment in University programs and activities.

Students may grieve any action that they believe discriminates against them on the ground of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veteran status or perceived membership in any of these categories which results in injuries to the student by contacting the Office of the Dean of Students. Refer to UCLA Procedure 230.1, available at [www.adminpolicies.ucla.edu/APP/Number/230.1](http://www.adminpolicies.ucla.edu/APP/Number/230.1) for more information and procedures.

Inquiries regarding the University’s student-related nondiscrimination policies should be directed to the Graduate Education Portal (<https://grad.ucla.edu/graduateeducationportal>). Refer to UCLA Procedure 230.1, available at [www.adminpolicies.ucla.edu/APP/Number/230.1](http://www.adminpolicies.ucla.edu/APP/Number/230.1) for more information and procedures.

Inquiries regarding Americans with Disabilities Act (ADA) or 504 compliance should be directed to the [ADA/504 Compliance Officer](mailto:ada@saonet.ucla.edu) at (310) 206-9160 or [ada@saonet.ucla.edu](mailto:ada@saonet.ucla.edu).

In accordance with applicable federal and state laws and University policy, including Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and University of California policy PACAOS-20 (Policy on Nondiscrimination), UCLA does not discriminate on the basis of physical or mental disability. Retaliation for participation in University procedures relating to complaints of discrimination is also prohibited. This nondiscrimination policy covers admission, access and treatment in University programs and activities.

UCLA is committed to prohibiting disability-based discrimination and harassment, and retaliation, performing a prompt and equitable investigation of complaints alleging discrimination and properly remedying discrimination when it occurs. Examples of discrimination against students with disabilities include, but are not limited to: the exclusion of a qualified Student, on the basis of disability, from participation in any academic, research or other University service, program or activity; or the denial of a qualified Student, on the basis of disability, of the benefits of any academic, research or other University service, program or activity; or otherwise subjecting a qualified Student, on the basis of disability, to discrimination in any academic, research or other University service, program or activity; or failure by the University to make reasonable modifications to its practices, policies and procedures, and to provide auxiliary aids and services to a Student with a Disability, unless to do so would fundamentally alter the nature of the program or would result in an undue financial or administrative burden. A Student is required to follow University procedures to request accommodations and must establish that they have done so prior to filing a grievance.

Disability-based harassment is conduct which is sufficiently severe, pervasive or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities or opportunities offered by the University. Harassing conduct may take many forms, including: verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating.

UCLA has issued Procedure 230.2: Student Grievances Regarding Violations of Anti-Discrimination Laws or University Policies on Discrimination on Basis of Disability. Students may grieve any action that they believe discriminates against them on the basis of disability by contacting the Office of the Dean of Students by email at [grievance@saonet.ucla.edu](mailto:grievance@saonet.ucla.edu) or in person at 1104 Murphy Hall. Refer to UCLA Procedure 230.2, available at [www.adminpolicies.ucla.edu/APP/Number/230.2](http://www.adminpolicies.ucla.edu/APP/Number/230.2) for more information and procedures.

Title IX prohibits sex discrimination, including sexual harassment and sexual violence, in any education program or activity receiving federal financial assistance. Inquiries regarding the application of Title IX should be directed to the Title IX Coordinator at [titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu), 2241 Murphy Hall, (310) 206-3417 or to the US Department of Education Office for Civil Rights.

## **Division of Graduate Education Awards**

The list below outlines the merit-based awards offered by DGE. Continuing students can apply for these awards using the Continuing Student Award Application. To apply, students must complete a single application for all awards they would like to be considered for. Students must choose the awards they are interested in and submit all necessary application materials to the appropriate application sections.

To get started, visit <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/>

1. Select the award application option.
2. Review the instructions entirely prior to starting the application.
3. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.
4. Basic Information, Citizenship & UID, Major & GPA must be filled out for all awards
5. Each award has specific instructions and mandatory materials. Read each section closely to ensure a complete and accurate application.
6. Inform faculty reviewers that their recommendation letters should reference all awards.
7. Finally, the Applicant Agreement and Review sections are also required for all awards.
8. Refer to the Award Deadline Calendar (<https://grad.ucla.edu/funding/calendar/>) for the application deadline and decision notification timeframe.

<b>Activating Summer Funding after Year 1 and 2 for the Graduate Dean’s Scholar Award (GDSA)</b>	
<b>Deadline</b>	February 16, 2024
<b>Decision</b>	July 5, 2024
<b>Amount</b>	\$6,000 in summer funding for the summer after year 1 and year 2
<b>Eligibility</b>	<p>GDSA recipients activating summer funding must meet the eligibility requirements outlined below:</p> <ul style="list-style-type: none"> <li>• Must have cumulative 3.0 GPA at time of award (i.e., each payment disbursement) and throughout term of award;</li> <li>• Must be enrolled in 12 units in the preceding Spring and the following Fall to retain eligibility</li> </ul> <p>If the Student’s GPA drops below a 3.0 or if they are enrolled in less than 12 units in the Spring or Fall term, the summer award will be cancelled. If it has been paid to the student, the student will need to return the funds.</p>
<b>Procedure</b>	<p>By activating, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees. Awardees must activate their GDSA summer funding via the online portal, which will then be reviewed by the awardee’s department. To activate:</p> <ol style="list-style-type: none"> <li>1. Students must go to the <i>2024-25 Merit-Based Awards Application for Continuing Graduate Students</i> site at: <a href="https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/">https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/</a></li> <li>2. Select the award application option.</li> <li>3. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.</li> <li>4. Basic Information, Citizenship &amp; UID, Major &amp; GPA must be filled out for all awards</li> </ol>

	<ol style="list-style-type: none"> <li>5. Each award has specific instructions and mandatory materials. Read each section closely to ensure a complete and accurate application.</li> <li>6. Review the GDSA section closely and answer the questions. The GDSA does not require additional materials. Students who are only activating the GDSA can skip ahead to Applicant Agreements and Review section to submit their application.</li> <li>7. Students who receive other summer funding can request to defer activation.</li> </ol>
<b>Publicizing Awardees</b>	The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).
<b>Contact</b>	<a href="mailto:aksgrad@grad.ucla.edu">aksgrad@grad.ucla.edu</a>
<b>Last Updated</b>	November 2023

<b>Graduate Summer Research Mentorship Program (GSRM)</b>	
<b>Deadline</b>	February 16, 2024 Apply directly to the Division of Graduate Education
<b>Decision</b>	April 5, 2024
<b>Amount</b>	\$6,000 in student financial support NOTE: Students funded during the summer must have been continuously registered/enrolled in 12 units during the previous Spring Quarter and must be continuously registered/enrolled in 12 units during the following Fall Quarter. Otherwise, their summer funding will be cancelled, and it will have to be repaid. The students also must have a cumulative 3.0 GPA at time of award (i.e., at the time of payment disbursement).
<b>Purpose</b>	<p>The GSRM Program is designed to provide financial support for UCLA doctoral students in the arts, humanities, social sciences, public health, nursing and certain areas of the Institute of the Environment &amp; Sustainability (contact the GSRM Coordinator). It is also designed to release recipients from employment or loan obligations that might delay progress in graduate study. <b>Awardees should consider it as their principal/primary summer activity.</b></p> <p>A specific objective of the program is to promote opportunities for students to work closely with a faculty mentor in developing a paper for presentation at an academic conference and/or for publication. General goals are to facilitate close working relationships between faculty and students during the early stages of graduate</p>

	<p>education, to promote timely degree progress, and to encourage creative scholarship and research productivity.</p>
<p><b>Program Expectations</b></p>	<p>GSRM awardees are expected to complete and submit a draft of a paper (either single-authored by the student or co-authored with the faculty mentor) by the end of the summer through the GSRM Program Evaluation. This paper should be submitted for presentation at a professional conference and/or for publication sometime during the following academic year (October–June).</p> <p>It is expected that the faculty mentor will be in frequent contact with the awardee during the summer and committed to working closely with the student. Awardees and mentors must complete program evaluation at the end of summer.</p> <p>If the program evaluation and paper are not submitted by the end of the program, recipients will not be considered if applying for this program in subsequent years.</p> <p><b>GSRM awardees may not work more than 50% time so as to not detract from the GSRM experience. Should a post-audit discover appointment(s) above 50%, the GSRM will be prorated and reduced.</b></p>
<p><b>Other Summer Funding</b></p>	<p>GSRM awardees are not permitted to have other summer funding (e.g., but not limited to: the George and Sakaye Aratani Fellowship, Center for European and Russian Studies Summer Award, Foreign Language and Area Studies [FLAS], Graduate Dean’s Scholar Award, Lenart Travel Fellowship, Summer Mentored Research Fellowship, National Institutes of Health [NIH] Training Grant, National Science Foundation’s Graduate Research Fellowship Program).</p> <p><b>If a post-audit reveals multiple summer funding sources, the GSRM will be cancelled, and the student will need to repay the award.</b></p>
<p><b>Preparing a Strong Application</b></p>	<ul style="list-style-type: none"> <li>• <b>The mentoring relationship is a key component of this award. The faculty mentor’s letter of recommendation must address the following:</b> <ul style="list-style-type: none"> <li>○ <b>Specific mentoring activities and plans that will prepare the applicant’s summer research for publication or conference presentation</b></li> <li>○ <b>A clear plan for meetings, progress reports, research development, and expectations for final paper to be presented at a conference and/or for publication</b></li> </ul> </li> <li>• The applicant’s research overview should be written so that the work will be understandable and its significance appreciated by faculty who may not be experts in the applicant’s field.</li> <li>• The description of the research paper should present the following, as appropriate to the subject: <ul style="list-style-type: none"> <li>○ The question(s), thesis or hypothesis being addressed;</li> <li>○ The project scope and the research approach, plan or methodology;</li> <li>○ A synopsis of any preliminary findings, results and/or analysis;</li> <li>○ The significance, originality and/or impact of the work.</li> </ul> </li> </ul>

- The relevance and significance of the mentoring activities to the achieving the project goals should be clearly articulated.
- If you have already received a GSRM award, briefly describe how the award enabled you to advance your research skills and progress, and note any presentations and/or publications you have authored or co-authored since receiving the award. Explain why a second GSRM award is justified, as they are made only in exceptional cases.
- Reviewers will evaluate all applications holistically, with particular attention to the:
  - Overall quality of project and proposal
  - Applicant's readiness for this mentoring award
  - Applicant's academic record, as reflected in his/her transcripts
  - Mentor's recommendation

**Eligibility**

The program is open to UCLA doctoral students in the arts, humanities, social sciences, public health, nursing and certain areas of the Institute of the Environment & Sustainability (contact the GSRM Coordinator) who:

1. Are in year one, two or three of UCLA doctoral study at the time of application; priority will be given to students currently (at the time of application) in year one or two of doctoral study, and to students who have not already received a GSRM award;
2. Have not yet advanced to doctoral candidacy at time of application;
3. Are US citizens, permanent residents, international or registered California AB540 students. For international students, funding is subject to eligibility in regard to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the award;
4. Have been continuously enrolled/registered the previous Spring and will be continuously enrolled/registered the following Fall. If these conditions are not met, the awardee will be required to repay the summer award.
5. Must have cumulative 3.0 GPA at time of award (i.e., at the time of payment disbursement).

Awardees of the George and Sakaye Aratani Fellowship, Center for European and Russian Studies Summer Award, Graduate Dean's Scholar Award, the Mentored Summer Research Fellowship, the National Science Foundation Graduate Research Fellowship Program, the Foreign Language & Area Studies (FLAS), Lenart Travel Fellowship, Summer Mentored Research Fellowship, the National Institutes of Health (NIH) Training Grant and other summer awards are not eligible to receive GSRM funding at the same time as their other funding.

Students may apply for the GSRM in only one doctoral degree program and may receive the award only twice. Note that second awards are made only in

exceptional cases. In addition, prior year recipients who did not complete the program evaluation nor submit their draft paper will not be considered.

## Application Procedures

By applying, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees. **NOTE: Applications that are not submitted on time, fail to follow the submission procedures listed below or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

Students nominate themselves for this award. To apply:

1. Students must go to the *2024-25 Merit-Based Awards Application for Continuing Graduate Students* site at:  
<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/>
2. Select the award application option.
3. Review the instructions entirely prior to starting the application.
4. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.
5. Basic Information, Citizenship & UID, Major & GPA must be filled out for all awards
6. Review the GSRM section closely for specific instructions and required materials. Be sure to include all materials in their designated spaces on the application portal.
7. *Overview of Research Paper*. Upload this document in the GSRM section. Describe the work you will do in the summer to prepare your research for presentation at a regional or national conference and potentially for publication. Include the mentoring activities in which you and your faculty mentor will engage. If you have already received a GSRM award, briefly describe the research progress, presentations and/or publications that resulted from that experience.
  - a. The Overview of the Research Paper must be a maximum of four pages double spaced. Minimum font size is 11 pt., with at least 1" margins. Any images, captions, graphs, tables, notes and/or references may be single spaced, but must be 11pt. font and included within the four pages. **Pages in excess of four pages will not be forwarded for review.**
  - b. Provide faculty mentor information in the GSRM section
8. *Upload an unofficial copy of your Graduate Transcript with Fall 2023 grades posted to the Transcript section*. The transcript printed from MyUCLA is acceptable. Do not submit a Degree Progress Report (DPR). **If Fall Quarter is your first graduate term at UCLA, you must include an unofficial transcript from the last college/university attended (even if the last college/university was UCLA).**
  - a. **Students who have incomplete grades that remain unresolved (i.e., "I" grades) must provide a statement explaining the**



**reason for the incomplete(s), the steps that will be taken to resolve the incomplete(s) and the timeline for doing so.**

9. A personal statement is not required for the GSRM.
10. *Provide an updated Resume or Curriculum Vitae in the Resume/CV section.*
  - a. *ONE letter of recommendation from the faculty mentor, signed and on department letterhead. Enter the faculty mentor information in the Letter of Recommendation Section for ONE letter of recommendation. This will generate an automatic email from the application portal to the faculty recommender. The mentor does not have to be from the same department/program as the applicant.*
  - b. *The mentor should describe the mentoring relationship and the paper that the student will complete during the summer. If a mentoring relationship has already been established between applicant and faculty member, the letter should distinguish between ongoing and additional mentoring activities that would occur during this period.*
  - c. *It is the student's responsibility to ensure that the letter has been submitted on time. Be sure to follow up with the recommender as needed. The online site will provide information about the status of the letter's upload. NOTE: The Division of Graduate Education is not responsible for ensuring recommendation letters are received or contacting recommenders.*
  - d. **The letter of recommendation is due on or before the application deadline. Applications missing the letter of recommendation or with letters not submitted on time will be disqualified and not reviewed. Applicants/departments will not be notified.**
  - e. **Note: Applicants applying simultaneously for both the Graduate Research Mentorship and Graduate Summer Research Mentorship Programs may request TWO letters of recommendation if they have different mentors for each program. Recommenders will be asked which program they are mentoring the student for and will answer specific questions. Students are strongly encouraged to use the optional message section to provide the recommender with information about the program they are applying for.**
11. **If there is a document that should be in landscape position and it is in portrait position, please rotate it before you upload it.**

**Applications that are not submitted on time, fail to follow the submission procedures listed above or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

<b>Publicizing Awardees</b>	The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).
<b>Program Dates</b>	The 13-week program begins June 17, 2024, and ends September 13, 2024.
<b>Contact</b>	<a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a>
<b>Last Updated</b>	November 2023

<b>Graduate Research Mentorship Program (GRM)</b>	
<b>Deadline</b>	February 16, 2024
<b>Decision</b>	April 26, 2024
<b>Amount</b>	\$20,000 in student financial support plus standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition).
<b>Purpose</b>	The Graduate Research Mentorship (GRM) Program is designed to assist students in acquiring and developing advanced research skills under faculty mentorship. The program is open to doctoral students in the arts, humanities, social sciences, public health, nursing and certain areas of the Institute of the Environment & Sustainability (contact the GRM Coordinator). Faculty mentors are expected to be in frequent contact with the student participants and to assist them with research leading to the development of a doctoral dissertation.
<b>Program Expectations</b>	Awardees will be asked to submit a year-end program evaluation survey to the Division of Graduate Education. Faculty mentors will also be asked to submit a year-end evaluation survey of their participation in the program. The evaluation will be sent to all mentors and mentees by Division of Graduate Education at the end of the program.
<b>Preparing a Strong Application</b>	<ul style="list-style-type: none"> <li>• The mentoring relationship is a key component of this award. <b>The faculty mentor’s letter of recommendation must address the following:</b> <ul style="list-style-type: none"> <li>○ <b>Specific mentoring activities that will advance the student’s research skills toward the preparation of a dissertation.</b></li> <li>○ A clear plan for meetings, progress reports and expectations for final products/deliverables.</li> </ul> </li> <li>• The proposal should be written so that the work will be understandable and its significance appreciated by faculty who may not be experts in the applicant’s field.</li> </ul>

- The proposal should outline, as appropriate to the subject:
  - the question(s), thesis or hypothesis that will be developed;
  - the scope of the research and the research approach, plan or methodology;
  - a synopsis of any preliminary findings, results and/or analysis;
  - the significance, originality and/or anticipated impact of the work.
  - The relevance and significance of the mentoring activities to the achieving the project goals should be clearly articulated.
- If you have already received a GRM award, briefly describe how the award enabled you to advance your research skills and progress, and note any presentations and/or publications you have authored or co-authored since receiving the award. Explain why a second GRM award is justified, as they are made only in exceptional cases.
- Reviewers will evaluate all applications holistically, with particular attention to the:
  - Overall quality of project and proposal
  - **Applicant’s readiness for this mentoring award**
  - **Applicant’s academic record as reflected in his/her transcripts**
  - **Mentor’s recommendation**

**Eligibility**

The program is open to UCLA doctoral students in the arts, humanities, social sciences, public health, nursing and certain areas of the Institute of the Environment & Sustainability (contact the GRM Coordinator) who:

1. Are in year one, two or three of UCLA doctoral study at the time of application. Priority will be given to students currently (at the time of application) in year one or two of doctoral study, and to students who have not already received a GRM award;
2. Are not yet advanced to doctoral candidacy at the time of application;
3. Are US citizens or permanent residents or are registered California AB540 students. Funding for the latter will be provided only if AB131 is still in effect for the duration of the award.
4. Must have cumulative 3.0 GPA at time of award (i.e., each payment disbursement) and throughout term of award;
5. Must be enrolled in 12 units throughout term of award.

Students may apply for the GRM in only one doctoral degree program and may receive the award only twice. Note that second awards are made only in exceptional cases.

Cota-Robles awardees may receive a GRM only once in addition to their Cota-Robles 2 (CR2).

A student who receives a UC–HBCU Fellowship is ineligible for the GRM.

Individuals from cultural, racial, linguistic, geographic, and socioeconomic backgrounds that are currently underrepresented in graduate education are especially encouraged to apply to this merit-based program. Departments are similarly encouraged to nominate students who will contribute to the diversity mission of the University through their participation in this merit-based program.

## Application Procedures

By applying, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.

**NOTE: Applications that are not submitted on time, fail to follow the submission procedures listed below or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

Applicants must be nominated by their department, IDP or school. To apply for nomination:

1. Students must go to the *2024-25 Merit-Based Awards Application for Continuing Graduate Students* site at:  
<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/>
2. Select the award application option.
3. Review the instructions entirely prior to starting the application.
4. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.
5. Basic Information, Citizenship & UID, Major & GPA must be filled out for all awards.
6. Review the GRM section closely for specific instructions and required materials. Be sure to include all materials in their designated spaces on the application portal.
7. *Research Proposal*. Upload this document in the GRM section. Include the following items in this document: research question(s) or goal(s) and the scope of the research; research training and/or activities; and the mentoring and collaborative activities that you and your faculty member will undertake during the award period.
  - a. The Research Proposal must be a maximum of four pages double spaced. Minimum font size is 11 pt., with at least 1" margins. Any images, captions, graphs, tables, notes and/or references may be single spaced, but must be 11pt. font and included within the four pages. **Pages in excess of four pages will not be forwarded for review.**
  - b. Also provide faculty mentor information in the GRM section of the application.
8. *Upload an unofficial copy of your Graduate Transcript with Fall 2023 grades posted to the Transcript section*. The transcript printed from MyUCLA is acceptable. Do not submit a Degree Progress Report (DPR). **If Fall Quarter is your first graduate term at UCLA, you must include**

**an unofficial transcript from the last college/university attended (even if the last college/university was UCLA).**

- a. **Students who have incomplete grades that remain unresolved (i.e., "I" grades) must provide a statement explaining the reason for the incomplete(s), the steps that will be taken to resolve the incomplete(s) and the timeline for doing so.**

9. A personal statement is not required for the GRM.

10. *Provide an updated Resume or Curriculum Vitae in the Resume/CV section.*

11. *ONE letter of recommendation from the faculty mentor, signed and on department letterhead.* Enter the faculty mentor information in the Letter of Recommendation Section for ONE letter of recommendation. This will generate an automatic email from the application portal to the faculty recommender. **The mentor does not have to be from the same department/program as the applicant.**

- a. The mentor should describe the mentor relationship and the project that the student will carry out during the academic year. If a mentoring relationship has already been established between the applicant and faculty member, the letter should distinguish between ongoing and additional mentoring activities that would occur during this period.

- b. It will be the student's responsibility to ensure that the letter has been submitted on time. Be sure to follow up with the recommender as needed. The online site will provide information about the status of the letter's upload. NOTE: The Division of Graduate Education is not responsible for ensuring recommendation letters are received or contacting recommenders.

- c. The letter of recommendation is due on or before the application deadline. **Applications missing the letter of recommendation or with letters not submitted on time will be disqualified and not reviewed. Applicants/departments will not be notified.**

- d. **Note: Applicants applying simultaneously for both the Graduate Research Mentorship and Graduate Summer Research Mentorship Programs may request TWO letters of recommendation if they have different mentors for each program. Recommenders will be asked which program they are mentoring the student for and will answer specific questions. Students are strongly encouraged to use the optional message section to provide the recommender with information about the program they are applying for.**

12. If there is a document that should be in landscape position and it is in portrait position, please rotate it before you upload it.

**Applications that are not submitted on time, fail to follow the submission procedures listed above or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

**Publicizing Awardees**

The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).

**Contact**

[askgrad@grad.ucla.edu](mailto:askgrad@grad.ucla.edu)

**Last Updated**

November 2023

**Activating the Division of Graduate Education's Second Year of the Cota-Robles: Cota-Robles 2**

**Deadline**

February 16, 2024

**Decision**

July 5, 2024

**Amount**

\$30,000 in student financial support plus standard tuition and fees (excluding nonresident supplemental tuition and professional supplemental tuition).

**Eligibility**

Cota-Robles awardees activating their second year of Division of Graduate Education funding (Cota-Robles 2) may be advanced to candidacy at the time of activation. Awardees

- Must have cumulative 3.0 GPA at time of award (i.e., each payment disbursement) and throughout term of award;
- Must be enrolled in 12 units throughout term of award;
- Must have received at least two years of home department’s years of Cota-Robles funding before activating “Cota-Robles 2.”
- The Division of Graduate Education’s second year of CR funding may come in the awardee’s fourth year or later. The timing depends on what other funding, if any, the awardee might have had in addition to the Cota-Robles, e.g., National Science Foundation’s Graduate Research Fellowship Program, Ford Foundation’s Predoctoral Diversity Fellowship.
- Students who are also Graduate Research Mentorship (GRM) awardees may not activate Cota Robles 2 (CR2) funding until the completion of GRM funding and demonstration that the home academic department has fulfilled its mandatory two-year funding commitment.

<b>Procedure</b>	<p>By activating, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees. Awardees must activate their “Cota-Robles 2” via their department or school. To activate:</p> <ol style="list-style-type: none"> <li>1. Students must go to the <i>2024-25 Merit-Based Awards Application for Continuing Graduate Students</i> site at: <a href="https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/">https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/</a></li> <li>2. Select the award application option.</li> <li>3. Review the instructions entirely prior to starting the application.</li> <li>4. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.</li> <li>5. Basic Information, Citizenship &amp; UID, Major &amp; GPA must be filled out for all awards.</li> <li>6. Review the Cota-Robles 2 section closely and answer the questions. The Cota-Robles 2 does not require additional materials. Students who are only activating the Cota-Robles 2 can skip ahead to Applicant Agreements and Review section to submit their application.</li> </ol>
<b>Publicizing Awardees</b>	<p>The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).</p>
<b>Contact</b>	<a href="mailto:aksgrad@grad.ucla.edu">aksgrad@grad.ucla.edu</a>
<b>Last Updated</b>	November 2023

<b>Dissertation Year Award Program (DYA)</b>	
<b>Deadline</b>	February 16, 2024
<b>Decision</b>	May 24, 2024
<b>Purpose</b>	<p>This program is intended to support doctoral students who are <b>advanced to candidacy at the time of nomination (March 22, 2024) and are within one year of completing and filing the dissertation</b> and planning to start teaching or research appointments soon after the end of their award year.</p>
<b>Amount</b>	<p>\$20,000 in student financial support plus standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition).</p> <p>Among the DYAs offered, up to three may be funded by the following program:</p>

### The Siegfried W. Ulmer Dissertation Year Award

Awards to support the dissertation year of international graduate students from Europe earning their doctoral degree at UCLA and who are in good academic standing. Priority will be given to candidates whose last name or whose mother's or grandmother's maiden name is Ulmer, Dehaene, Dalbera or Berenguer. United States citizens with the last name or whose mother's or grandmother's maiden name is Haldi are also eligible and are given priority. Each award will offer \$20,000 in student financial support, mandatory standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition). This DYA is offered pending funding availability.

#### Eligibility

Eligible applicants are US citizens, permanent residents, international or registered California AB540 students. For international students, funding is subject to eligibility in regards to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the award.

Award recipients should complete all degree requirements within 12 months of beginning their dissertation awards and will be required to submit a report of their progress at the midpoint. Failure to submit a progress report by the deadline will result in suspension of payment for subsequent terms.

PROGRESS REPORT REQUIREMENT DEADLINES FOR 2024–25 AWARDEES		
Summer Starts	Fall Starts	Winter Starts
December 15, 2024	March 15, 2025	June 14, 2025

These and the submission and eligibility criteria also apply to Distinguished TA recipients activating their Dissertation Year Award.

#### The following minimum standards must be met or the award will be canceled:

1. Students must be officially advanced to doctoral candidacy at the time they are nominated by their departments (March 22, 2024). "Officially" means completed ATC documents have been received by the Division of Graduate Education's Academic Services. Exception: Distinguished TA recipients have until the end of Summer Session C to advance.
2. Students must file their dissertations within 12 months of beginning their award tenure. The thoroughness with which nominees have provided details in their application for completion of their dissertation is an important element in assessing their candidacy for a Dissertation Year Award.



3. No student who has previously received any dissertation award from Division of Graduate Education funds (such as, but not limited to, a Distinguished TA Dissertation Year Award) is eligible for a Dissertation Year Award. Students who have received dissertation funding from other sources of funding specifically for the last year of write-up (e.g, Ford Foundation) also are not eligible.
4. Recipients must be continuously registered and enrolled in at least 12 units during the entire academic year. Registration/enrollment is not required for summer payments. Awardees starting their DYA on July 1 must have been continuously registered/enrolled in the previous Spring and must plan to continuously register/enroll in the following Fall. If not, their summer funding will be cancelled, and it will have to be repaid.
5. At the time of each payment's disbursement, recipients must have a cumulative GPA of at least 3.0 and maintain at least a cumulative 3.0 GPA during the entire term of the award.
6. Students receiving the Dissertation Year Award will not be employed more than 50% time, including those who activate in the summer.

Dissertation Year Fellows are not eligible to receive Division of Graduate Education funding of any kind after the last DYA payment has been issued.

Students may apply for the DYA in only one doctoral degree program.

### **Application Procedures**

By applying, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.

**NOTE: Applications that are not submitted on time, fail to follow the submission procedures listed below or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

Applicants must be nominated by their department, IDP or school. To apply for nomination:

1. Students must go to the *2024-25 Merit-Based Awards Application for Continuing Graduate Students* site at:  
<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/>
2. Select the award application option.
3. Review the instructions entirely prior to starting the application.
4. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.
5. Basic Information, Citizenship & UID, Major & GPA must be filled out for all awards.

6. Review the DYA section closely for specific instructions and required materials. Be sure to include all materials in their designated spaces on the application portal.
  - a. *Student's Proposed Plan for Completing the Dissertation*. Upload this document in the DYA section. This document must include: Evidence that the student can successfully complete the dissertation in the year of the award is an important factor in the selection process. The student's name and "Proposed Plan for Completing the Dissertation" should appear at the top of each page. The plan should also describe or include: A brief abstract that summarizes the following in a manner appropriate to the subject or discipline:
    - i. motivation, context and/or foreground for the research;
    - ii. question or hypothesis being addressed;
    - iii. theoretical framework, experimental approach or research methodology;
    - iv. preliminary findings;
    - v. innovation, significance and/or impact of the work.
    - vi. Typically, the abstract is about 150 to a maximum of 300 words in length. It is essential that it be written for faculty who may not be expert in the student's field of research.
  - b. A brief introduction that provides background and context for the work.
  - c. A research plan that describes the current status of the research and the plan for addressing the remaining research aims/goals to complete the dissertation. This section may include images, graphs, and/or tables, if appropriate.
    - i. If applicable, the plan should include information on sampling, instrumentation, data sources and collection, analyses and expected results. A synopsis of preliminary results or analyses may be incorporated as space permits.
  - d. A detailed timeline with projected monthly progress for the remaining research, writing, revision and defense of the dissertation (see "Activation Term Selection" section below).
  - e. The Proposed Plan must be a maximum of four pages double spaced. Minimum font size is 11 pt., with at least 1" margins. Any images, captions, graphs, tables, notes and/or references may be single spaced, but must be 11pt. font and included within the four pages. **Pages in excess of four pages will not be forwarded for review.**
  - f. Provide faculty mentor information in the DYA section
7. *Upload an unofficial copy of your Graduate Transcript with Fall 2023 grades posted to the Transcript section.* The transcript printed from MyUCLA is acceptable. Do not submit a Degree Progress Report (DPR).
  - a. **Students who have incomplete grades that remain unresolved (i.e., "I" grades) must provide a statement explaining the reason**

**for the incomplete(s), the steps that will be taken to resolve the incomplete(s) and the timeline for doing so.**

8. *A Personal Statement is required.* The statement must include the student's career goals after receiving the degree (maximum two pages, double-spaced, 11 pt font with 1" margins).
9. *Provide an updated Resume or Curriculum Vitae in the Resume/CV section* with the following items, as appropriate to the discipline:
  - a. Education (degrees earned and in progress, with dates; date of advancement to doctoral candidacy)
  - b. Extramural, departmental and Division of Graduate Education awards and prizes (include year and amount)
  - c. Published and submitted manuscripts, if any, while a doctoral student at UCLA. Provide full citations, including start/end pages. Do not include manuscripts in preparation.
  - d. Conference presentations, if any, while a doctoral student at UCLA. Indicate the conference date and place, and whether it was a poster or oral presentation. If there are multiple authors, place an asterisk by the name of the presenter.
  - e. Other creative, academic and professional contributions in the student's field, such as performances, exhibits, community and public service.
10. *TWO letters of recommendation, one of which must come from the dissertation chair, signed and on department letterhead.* Enter the information for each faculty member in the Letter of Recommendation Section. This will generate an automatic email from the application portal to the faculty recommender.
  - a. References should emphasize academic accomplishments, degree progress and feasibility of completing the dissertation within the 12-month period proposed by the applicant.
  - b. It will be the student's responsibility to ensure that the letter has been submitted on time. Be sure to follow up with the recommender as needed. The online site will provide information about the status of the letter's upload. NOTE: The Division of Graduate Education is not responsible for ensuring recommendation letters are received or contacting recommenders.
  - c. The letter of recommendation is due on or before the application deadline. **Applications missing the letter of recommendation or with letters not submitted on time will be disqualified and not reviewed. Applicants/departments will not be notified.**
11. **If there is a document that should be in landscape position and it is in portrait position, please rotate it before you upload it.**

**Applications that are not submitted on time, fail to follow the submission procedures listed above or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

**Activation Term Selection**

Awardees have the option to select one of three DYA start dates: July 1, October 1 or January 1. The awardee will have 12 months from the selected start date to complete and file the dissertation.

Note that the DYA award **does not** override the deadline by which the student can file the dissertation nor the fee(s) s/he will have to pay as a result of when the dissertation is filed. More details can be found in the *Standards and Procedures for Graduate Study at UCLA*, which is available at [www.grad.ucla.edu/gasaa/library/spfsgs.pdf](http://www.grad.ucla.edu/gasaa/library/spfsgs.pdf).

See the chart below to see the details of the disbursement options for awards and tuition / fees applicable to students on the quarter system.

**X** = DYA activated

Option	Summer	Fall	Winter	Following Spring	Following Summer	Following Fall
1	<b>x</b> \$6,666.66	\$6,666.66 + Tuition/Fees	\$6,666.68 + Tuition/Fees	Tuition/Fees	-	-
2	-	<b>x</b> \$6,666.66 + Tuition/Fees	\$6,666.66 + Tuition/Fees	\$6,666.68 Tuition/Fees	-	-
3	-	-	<b>x</b> \$6,666.66 + Tuition/Fees	\$6,666.66 + Tuition/Fees	\$6,666.68	Tuition/Fees
4	-	-	<b>x</b> \$6,666.66 + Tuition/Fees	\$6,666.66 + Tuition/Fees	-	\$6,666.68 + Tuition/Fees

See the chart below for details of the funding disbursement options for those on the semester system. Stipends are paid monthly.

**X** = DYA activated

Option	Summer	Fall	Spring
1	<b>x</b> \$6,666.66	\$6,666.66) + Tuition/Fees	\$6,666.68 + Tuition/Fees
2		<b>x</b> \$10,000 + Tuition/Fees	\$10,000 + Tuition/Fees

<b>Preparing a Strong Application</b>	<ul style="list-style-type: none"> <li>• The proposal should be written so that the work will be understandable and its significance appreciated by faculty who may not be expert in the applicant’s field.</li> <li>• The proposal should outline, in a manner appropriate to the subject or discipline: <ul style="list-style-type: none"> <li>• question(s), thesis or hypothesis that will be developed;</li> <li>• scope of the research and the research approach, plan or methodology;</li> <li>• significance, originality and/or and anticipated impact of the work.</li> </ul> </li> <li>• An important review criterion is whether the applicant has provided substantial and compelling evidence that the dissertation can be completed within the funded year.</li> <li>• Each letter of recommendation should address the merits (e.g., quality, originality, significance) of the scholarship or research, as well as the distinction of the applicant. The letter must clearly state the likelihood the applicant will complete the dissertation within the timeframe described in the applicant’s proposal.</li> </ul>
<b>Applying for the Distinguished TA DYA</b>	<p><b>Distinguished Teaching Assistants (i.e., those selected by UCLA’s Academic Senate) are eligible to apply for the Dissertation Year Award for the coming academic year only. They should meet the eligibility criteria described above except that they have until the end of Summer Session C to advance to candidacy. Distinguished TA DYA applicants should follow the Application Procedures already described.</b></p>
<b>Employment</b>	DYA awardees are permitted to work no more than 50% time.
<b>Publicizing Awardees</b>	The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract.
<b>Contact</b>	<a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a>
<b>Last Updated</b>	November 2023

**University of California President’s Pre-Professoriate Program**

**Deadline** February 2, 2024

<b>Decision</b>	Mid-March
<b>Description</b>	<p>The University of California (UC)–Hispanic-Serving Institutions (HSI) Doctoral Diversity Initiative (DDI) effort is designed to enhance faculty diversity and pathways to the professoriate for underrepresented UCLA graduate students who received their bachelor’s or master’s degree from a public or private California HSI. As part of the DDI, the UC President’s Pre-Professoriate Fellowship aims to foster students’ interest in and preparation for the professoriate. There is also additional professional development outreach and support for underrepresented PhD students with a goal to encourage and help equip them to consider careers in the professoriate.</p>
<b>Amount</b>	<p>Three awards at \$37,000 each.  Tuition and fees provided by the Division of Graduate Education.  Professional Development funds (\$10,000 for each Fellow) to use for the duration of the PhD for professional development opportunities that will expose, prepare and inspire Fellows to pursue the professoriate</p>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Eligible applicants are UCLA doctoral students who are US citizens, permanent residents or registered California AB540 students. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the award.</li> <li>• Must have received <b>bachelor’s or master’s (not associate’s) degree</b> from a public or private California HSI (see <a href="http://www.hacu.net/hacu/HSIs.asp">www.hacu.net/hacu/HSIs.asp</a>).</li> <li>• Students must be officially advanced to doctoral candidacy (ATC) at the time they apply. “Officially” means ATC documents have been received by the Division of Graduate Education’s Academic &amp; Postdoctoral Services by the time the students apply.</li> <li>• Recipients must be continuously registered and enrolled in at least 12 units during the entire academic year.</li> <li>• At the time of each payment’s disbursement, recipients must have a cumulative GPA of at least 3.0 and maintain at least a cumulative 3.0 GPA during the entire term of the award.</li> <li>• Students receiving the UC President’s Pre-Professoriate Fellowship cannot be employed whatsoever, <b>no exceptions</b>.</li> <li>• Students may apply for the UC President’s Pre-Professoriate Fellowship in only one doctoral degree department (not major).</li> <li>• A student who receives a UC–HBCU Fellowship is ineligible for the UC President’s Pre-Professoriate Fellowship.</li> <li>• Cota-Robles awardees must have completed all years of the Cota-Robles funding before taking the UC President’s Pre-Professoriate Fellowship.</li> <li>• Recipients of the Dissertation Year Award are not eligible for the UC President’s Pre-Professoriate Fellowship.</li> </ul>

**Criteria for Selection**

- Must be exceptional students, as demonstrated by student’s research achievements.
- Continuing doctoral students at UCLA who have a demonstrated record of advancing issues of inclusion, equity and diversity; actively supporting underrepresented communities; and showing a commitment to pursuing these efforts throughout their career.
- Two letters of reference (one from the dissertation chair) that emphasize academic accomplishments and potential as an exceptional academic, as well as comment on the likelihood that the student will pursue a professoriate path after receiving the PhD.

**Application Procedure**

A list of nominations must be submitted to [askgrad@grad.ucla.edu](mailto:askgrad@grad.ucla.edu) by a department representative in order to be considered an official nomination.

Applicants understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.

Applicants must submit the following documents ([except the letters of recommendation](#)) **in the order listed as a single, combined PDF file to [askgrad@grad.ucla.edu](mailto:askgrad@grad.ucla.edu)**. If there is a document that should be in landscape position and it is in portrait position, please rotate the document before you combine it into the single, combined PDF.

1. The student’s personal statement of career goals after receiving the degree (maximum two pages, double-spaced; minimum font size 11 pt., with at least 1” margins; documents in excess of two pages will not be forwarded for review).
2. Evidence that the student has a demonstrated record of advancing issues of inclusion, equity and diversity; actively supporting underrepresented communities; and showing a commitment to pursuing these efforts throughout their career. The document must be a maximum of two pages double spaced. Any abstract, image captions, graphs, tables, notes and/or references must also be double spaced and must be included within the two pages. Minimum font size 11 pt., with at least 1” margins. Documents in excess of two pages will not be forwarded for review.
3. The student’s resume or curriculum vitae that includes the following, as appropriate to the discipline:
  - Education (degrees earned and in progress, with dates; date of advancement to doctoral candidacy)
  - Extramural, departmental and Division of Graduate Education awards and prizes (include year and amount)
  - Published and submitted manuscripts, if any, while a doctoral student at UCLA. Provide full citations, including start/end pages. Do not include manuscripts in preparation.

- Conference presentations, if any, while a doctoral student at UCLA. Indicate the conference date and place, and whether it was a poster or oral presentation. If there are multiple authors, place an asterisk by the name of the presenter.
  - Other creative, academic and professional contributions in the student’s field, such as performances, exhibits, community and public service.
4. An unofficial transcript that includes Fall Quarter 2023 grades. The transcript printed from MyUCLA is acceptable. Do not submit a Degree Progress Report (DPR). Also include an unofficial transcript from the qualifying California Hispanic-Serving Institution HSI (see [www.hacu.net/hacu/HSIs.asp](http://www.hacu.net/hacu/HSIs.asp)).

**Students who have incomplete grades that remain unresolved (i.e., “I” grades) must provide a statement explaining the reason for the incomplete(s), the steps that will be taken to resolve the incomplete(s) and the timeline for doing so.**

5. Two signed letters of reference on department letterhead, one of which must be from the dissertation chair. References should emphasize academic accomplishments and potential as an exceptional academic, as well as comment on the likelihood that the student will pursue a professoriate path after receiving the PhD.
- The letter must be on official letterhead, signed by the writer, and emailed as a PDF file to [askgrad@grad.ucla.edu](mailto:askgrad@grad.ucla.edu) by the application deadline.
  - It is the student’s responsibility to ensure that the letters have been submitted on time. Be sure to follow up with your recommenders. The letters of recommendation are due on or before the UC President’s Pre-Professoriate Fellowship application deadline. Applications with missing letters of recommendation or with letters not submitted on time will be disqualified and not reviewed.

**Employment**

UC President’s Pre-Professoriate Fellowship awardees are not allowed to work whatsoever, no exceptions.

**Publicizing Awardees**

The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract.



**Last Updated**      January 2024

**University of California President’s Pre-Professoriate Program – Professional Development Funds for Awardees**

**Purpose**      UC PPPF Professional Development Funds are to encourage and equip UC PPPF awardees for careers in the professoriate.

**Deadlines**      Funds must be requested within a reasonable amount of time, no earlier than 30 days before travel and not to exceed 30 days after travel has been completed. Please allow up to two weeks for processing.

**Amount**      \$10,000 (\$100 minimum for each reimbursement request)  
NOTE: UC PPPF awardees are also eligible for the DTG funds.

- Eligibility**
- Students must engage in the activity and seek funding within seven years of entering the doctoral program. Students in their eighth doctoral year and beyond are not eligible for this funding.
  - Students must not have any unresolved incompletes (I-grade(s)) on record at the time the travel took place.
  - Students must have been registered/enrolled in a minimum of 12 units during the academic term in which the activity took place and for which reimbursement is being requested. For summer travel, the students must have met this requirement in the previous Spring quarter and register/enroll in the subsequent Fall. In-absentia registration is acceptable. Students are eligible to request funding that occurs in the last week of the term prior to filing their dissertation, if they have registered and enrolled for the term.
  - Students on Filing Fee are not eligible for reimbursement of expenses incurred while on Filing Fee. Students also cannot be reimbursed while on Filing Fee even if the travel expenses occurred prior to the Filing Fee status. Students cannot request reimbursement for expenses incurred during an approved leave of absence, while lapsed (unapproved leave), or after withdrawing from the university.

Students must visit <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/> to complete the form.

**Allowable Expenses**      Students must meet UCLA travel policies ([www.travel.ucla.edu](http://www.travel.ucla.edu)).

	Expenses may be for the student only. The expenses can include any expense that supports the student’s doctoral program and professional development.
<b>Student Procedures</b>	<p>By participating, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.</p> <p>Students must complete an application online (<a href="https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/">https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/</a>).</p> <ul style="list-style-type: none"> <li>• Click on the link for the DocuSign form.</li> <li>• Enter Full Name – Department in the name field. Please note that a copy of the completed form will be sent to the email address.</li> <li>• Do not edit or delete the <a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a> field. This field allows the form to be sent to askgrad for processing.</li> <li>• Select all types of activity that are applicable – Conference Travel, Professional Development, Field Research.</li> <li>• Students can submit multiple forms if they have more than ten items.</li> <li>• Provide details about the expenses in the additional information field, such as the name of the professional organization, conference or other information about the expenses.</li> <li>• <b>A form cannot be edited once it is submitted.</b> Students can submit a new form to correct a mistake. <b>Be sure to include a note about the new form in the additional information section.</b></li> </ul>
<b>How Student Receives the Award</b>	<ul style="list-style-type: none"> <li>• Funds are disbursed in the form of a student financial support award. For international students, taxes may be withheld.</li> </ul>
<b>Contact</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a></li> </ul>
<b>Last Updated</b>	February 2024

<b>University of California Historically Black Colleges and Universities – Professional Development Funds for Awardees</b>	
<b>Purpose</b>	UC UBCU Professional Development Funds support awardees in funding off-campus professional development opportunities.

<b>Deadlines</b>	Funds must be requested within a reasonable amount of time, no earlier than 30 days prior to travel and not to exceed 30 days after travel has been completed. Please allow up to two weeks for processing.
<b>Amount</b>	<p>\$1,000 (\$100 minimum for each reimbursement request)</p> <p>NOTE: UC HBCU awardees are also eligible for the DTG funds.</p>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Students must engage in the activity and seek funding within seven years of entering the doctoral program. Students in their eighth doctoral year and beyond are not eligible for this funding.</li> <li>• Students must not have any unresolved incompletes (I-grade(s)) on record at the time the travel took place.</li> <li>• Students must have been registered/enrolled in a minimum of 12 units during the academic term in which the activity took place and for which reimbursement is being requested. For summer travel, the students must have met this requirement in the previous Spring quarter and register/enroll in the subsequent Fall. In-absentia registration is acceptable. Students are eligible to request funding that occurs in the last week of the term prior to filing their dissertation, if they have registered and enrolled for the term.</li> <li>• Students on Filing Fee are not eligible for reimbursement of expenses incurred while on Filing Fee. Students also cannot be reimbursed while on Filing Fee even if the travel expenses occurred prior to the Filing Fee status. Students cannot request reimbursement for expenses incurred during an approved leave of absence, while lapsed (unapproved leave), or after withdrawing from the university.</li> </ul> <p>Students must visit <a href="https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/">https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/</a> to complete the form.</p>
<b>Allowable Expenses</b>	<p>Students must meet UCLA travel policies (<a href="http://www.travel.ucla.edu">www.travel.ucla.edu</a>).</p> <p>Expenses may be for the student only. The expenses can include any expense that supports the student’s doctoral program and professional development.</p>
<b>Student Procedures</b>	<p>By participating, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.</p> <p>Students must complete an application online (<a href="https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/">https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/student-research-travel-reimbursement-form/</a>).</p>

	<ul style="list-style-type: none"> <li>• Click on the link for the DocuSign form.</li> <li>• Enter Full Name – Department in the name field. Please note that a copy of the completed form will be sent to the email address.</li> <li>• Do not edit or delete the <a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a> field. This field allows the form to be sent to askgrad for processing.</li> <li>• Select all types of activity that are applicable – Conference Travel, Professional Development, Field Research.</li> <li>• Students can submit multiple forms if they have more than ten items.</li> <li>• Provide details about the expenses in the additional information field, such as the name of the professional organization, conference or other information about the expenses.</li> <li>• <b>A form cannot be edited once it is submitted.</b> Students can submit a new form to correct a mistake. <b>Be sure to include a note about the new form in the additional information section.</b></li> </ul>
<b>How Student Receives the Award</b>	<ul style="list-style-type: none"> <li>• Funds are disbursed in the form of a student financial support award. For international students, taxes may be withheld.</li> </ul>
<b>Contact</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a></li> </ul>
<b>Last Updated</b>	February 2024

## Division of Graduate Education Privately Endowed Awards

The following awards are privately endowed and have special eligibility requirements.

<b>Deadline</b>	February 16, 2024
<b>Decision</b>	Beginning in late April and continuing through September
<b>Eligibility (partial)</b>	<p>Unless otherwise stated in the descriptions below, applicants can be master’s or doctoral students, US citizens, US permanent residents, international students or registered California AB540 students. For international students, funding is subject to eligibility in regard to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the award.</p> <p>Recipients must be continuously registered and enrolled in at least 12 units during the entire academic year.</p> <p>At the time of the payment disbursement(s), recipients must have a cumulative GPA of at least 3.0 (2.5 for Law School students) and maintain at least a 3.0 (2.5 for Law School students) GPA during the entire term of the award(s).</p>

## Application Procedures

By applying, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.

**NOTE: Applications that are not submitted on time, fail to follow the submission procedures listed below or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

Applicants must be nominated by their department, IDP or school. Law students: Be sure to notify your Financial Aid Office that you have applied. You need to be nominated in order to be considered for the award.

To apply for nomination:

1. Students must go to the *2024-25 Merit-Based Awards Application for Continuing Graduate Students* site at:  
<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/fellowship-application/>
2. Select the award application option.
3. Review the instructions entirely prior to starting the application.
4. Complete each section in order. The application sections are dynamic, so the application modifies the sections according to the entries.
5. Basic Information, Citizenship & UID, Major & GPA must be filled out for all awards.
6. *Review the Privately Endowed section* closely for specific instructions and required materials, especially for details about the awards and eligibility statements. Be sure to include all materials in their designated spaces on the application portal.
7. *Statement of Eligibility.* Each privately endowed award requires a statement of eligibility that illustrates how the student fulfills the requirements of the award. Some awards require specific documentation, information about the applicant, or research requirements to be eligible. Review the award guidelines below. The statement is maximum one page for each award, double spaced, no less than 11 pt font and 1" margins.
8. *Upload an unofficial copy of your Graduate Transcript with Fall 2023 grades posted to the Transcript section.* The transcript printed from MyUCLA is acceptable. Do not submit a Degree Progress Report (DPR). **If Fall Quarter is your first graduate term at UCLA, you must include an unofficial transcript from the last college/university attended (even if the last college/university was UCLA).**
  - a. **Students who have incomplete grades that remain unresolved (i.e., "I" grades) must provide a statement explaining the reason for the incomplete(s), the steps that will be taken to resolve the incomplete(s) and the timeline for doing so.**

9. *A Personal Statement is required.* The statement must include the student’s goals, completed coursework and research activities (two pages maximum, double spaced, no less than 11 pt font and 1” margins).
10. *Provide an updated Resume or Curriculum Vitae in the Resume/CV section.* Include a list of all extramural, departmental and Division of Graduate Education awards you have received, including the year and amount awarded.
11. *ONE letter of recommendation from the faculty mentor, signed and on department letterhead.* Enter the faculty mentor information in the Letter of Recommendation Section for ONE letter of recommendation. This will generate an automatic email from the application portal to the faculty recommender.
  - a. A supportive recommendation will describe the circumstances under which the faculty member has come to know about the student’s work. It will detail unique academic strengths, degree progress to date, plans for graduate training at UCLA and career goals after receiving the degree. It will also refer to scholarly publications and professional accomplishments.
  - b. It will be the student’s responsibility to ensure that the letter has been submitted on time. Be sure to follow up with the recommender as needed. The online site will provide information about the status of the letter’s upload. NOTE: The Division of Graduate Education is not responsible for ensuring recommendation letters are received or contacting recommenders.
  - c. The letter of recommendation is due on or before the application deadline. **Applications missing the letter of recommendation or with letters not submitted on time will be disqualified and not reviewed. Applicants/departments will not be notified.**
12. **If there is a document that should be in landscape position and it is in portrait position, please rotate it before you upload it.**

**Applications that are not submitted on time, fail to follow the submission procedures listed above or are forwarded as incomplete will be disqualified and not reviewed. Applicants/departments will not be notified. Revisions to applications after submission are not allowed, no exceptions.**

**Publicizing Awardees**

The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).

**Last Updated**

November 2023

### Rose and Sam Gilbert Fellowship

<b>Amount</b>	Approximately two awards of up to \$10,000 each, which are applied to standard tuition unless the awardee has another tuition-payment source. In some years, award amounts may be higher due to funding availability.
<b>Eligibility</b>	For graduate students who attended UCLA as undergraduates for at least two years and participated on men's or women's National Collegiate Athletic Association (NCAA) teams (intramural & club teams are ineligible). Include the NCAA team and years in the Eligibility Statement section. Eligibility will be verified with UCLA's Department of Athletics.
<b>Application Procedures</b>	Please see description above in the section on Division of Graduate Education Privately Endowed Awards.

### Gordon Hein Memorial Scholarship

<b>Amount</b>	<p>Several awards of up to \$5,000 each, which are applied to standard tuition unless the awardee has another tuition-payment source. In some years, award amounts may be higher due to funding availability.</p> <p>Awards are made on the basis of the student's financial need during the award year, academic record and the availability of funds.</p>
<b>Eligibility</b>	Students in any field of study who are blind or who have a severe vision impairment. Applicants must submit verification of their condition (e.g., letter from a physician or from the Center for Accessible Education). US citizens and permanent residents should complete a FAFSA form at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> and submit a copy of Web Submission Confirmation. AB540 students should complete and submit to the Division of Graduate Education the DREAM Act Application at <a href="https://dream.csac.ca.gov/Default.aspx">https://dream.csac.ca.gov/Default.aspx</a> . International students should complete the UCLA Financial Statement at <a href="http://www.grad.ucla.edu/gss/library/taxintro.htm">www.grad.ucla.edu/gss/library/taxintro.htm</a> and submit a copy of the statement with the application. Combine these documents and upload them in the Eligibility Statement section.
<b>Application Procedures</b>	Please see description above in the section on Division of Graduate Education Privately Endowed Awards.

### Dr. Ursula Mandel Scholarship

<b>Kaspar and Siroon Hovannisian Fellowship</b>	
<b>Amount</b>	One award of up to \$10,000, which is applied to standard tuition unless the awardee has another tuition-payment source. In some years, award amounts may be higher due to funding availability.
<b>Eligibility</b>	For graduate students in scientific fields related, allied, or of value to the medical field. Applicants must have a doctorate as their current degree objective.
<b>Eligibility</b>	Preference is given to entering students. PhD, JD and MD students are not eligible. Upload this document in the Eligibility Statement section.
<b>Application Procedures</b>	Any graduate student in any field with a focus in Armenian studies, with preference given to Armenian history, and demonstrate financial need. Applicants should provide a statement of their projected plan of study. US citizens and permanent residents should complete a FAFSA form at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> and submit a copy of Web Submission Confirmation. AB540 students should complete and submit to the Division of Graduate Education the DREAM Act Application at <a href="https://dream.csac.ca.gov/Default.aspx">https://dream.csac.ca.gov/Default.aspx</a> . International students should complete the UCLA Financial Statement at <a href="http://www.grad.ucla.edu/gss/library/taxintro.htm">www.grad.ucla.edu/gss/library/taxintro.htm</a> . Combine these documents and upload them in the Eligibility Statement section.

<b>Mangasar M. Mangasarian Scholarship Fund</b>	
<b>Amount</b>	Several awards of up to \$10,000 each, which are applied to standard tuition unless the awardee has another tuition-payment source. In some years, award amounts may be higher due to funding availability. The awards are made on the basis of candidates' academic record and availability of funds.
<b>Eligibility</b>	Preference is given to graduate students who are of Armenian descent. Applicants may provide evidence that one parent is Armenian (e.g., copy of a parent's birth certificate, copy of a parent's passport, a notarized letter from the parent stating that he/she is Armenian, religious documents [certificate of baptism, confirmation, marriage] or letter from church official, confirmation of Armenian heritage from an Armenian association, documentation of heritage through published Armenian Genocide books, family tree [ <a href="http://www.familysearch.org">www.familysearch.org</a> ]). Combine these documents and upload them in the Eligibility Statement section.
<b>Application Procedures</b>	Please see description above in the section on Division of Graduate Education Privately Endowed Awards.



<b>Charles F. Scott Fellowship</b>	
<b>Amount</b>	Several awards of up to \$15,000 each, which are applied to standard tuition unless the awardee has another tuition-payment source. In some years, award amounts may be higher due to funding availability.
<b>Eligibility</b>	Graduate students with baccalaureates from UCLA. Applicants must provide evidence that they are enrolled in a course of study that prepares them for leadership in national, state or local governmental administration. Upload this document in the Eligibility Statement section.
<b>Application Procedures</b>	Please see description above in the section on Division of Graduate Education Privately Endowed Awards.

## Doctoral Student Travel Grant

<b>Doctoral Student Travel Grants for Conferences, Professional Development and Off-Campus Research (DTG)</b> <i>(Information subject to revision.)</i>	
<b>Purpose</b>	To encourage eligible doctoral students to present their work and network at conferences in their field, support travel associated with off-campus research and enable students to take advantage of off-campus professional development opportunities.
<b>Deadlines</b>	Funds must be requested within a reasonable amount of time, no earlier than 30 days prior to travel and not to exceed 30 days after travel has been completed. Please allow up to two weeks for processing.
<b>Amount</b>	<p>\$1,000 (\$100 minimum for each reimbursement request)</p> <p>Each eligible doctoral student will be provided up to \$1,000 total reimbursement that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activities meet the eligibility requirements.</p> <p>Past recipients of the Dissertation Year Award (DYA) are no longer eligible for this program.</p>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Doctoral students with PhD, DEnv, DrPH and DMA degree objectives are eligible. Students enrolled in the Medicine MD, Dentistry DDS, and Law JD programs along with those in self-supporting programs (e.g., EdD) are not eligible. Doctoral students who seek a classification change to a Master</li> </ul>

program are not eligible for this award once the classification change has been approved.

- US citizens, permanent residents, international or registered California AB540 students. For international students, funding is subject to eligibility in regard to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the award.
- Doctoral students may or may not be advanced to candidacy at the time of travel.
- Students must engage in the activity and seek funding within seven years of entering the doctoral program. This time period includes those terms when students were engaged in master's-degree study during the course of their doctoral program. Students in their eighth doctoral year and beyond are not eligible for this funding.
- ***Student must not have any unresolved incompletes (I grades) on record at the time the travel took place.***
- Student must have been registered/enrolled in a minimum of 12 units during the academic term in which the research/travel/professional activity took place and for which funding is being requested. For summer travel, the student must have met this requirement in the previous Spring quarter and register/enroll in the subsequent Fall. *In absentia* registration is acceptable. Students are eligible to request funding that occurs in the last week of the term prior to filing their dissertation, if they have registered and enrolled for the term.
- Students on Filing Fee are not eligible for funding of expenses incurred while on Filing Fee. Students cannot request funding for expenses incurred during an approved leave of absence, while lapsed (unapproved leave), or after withdrawing from the university.
- Students must visit <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-student-financial-support/> to complete the form.

**Allowable Expenses**

Students must meet UCLA travel policies ([www.travel.ucla.edu](http://www.travel.ucla.edu)).

Expenses may be for the student only and may include:

- Airfare
- Transportation
- Lodging (at a commercial venue; no stays at someone's home)
- Meals
- Conference/Workshop registration and fees (which may include meals for participants)

Expenses may *not* include:

	<ul style="list-style-type: none"> <li>• Computer or other electronics or equipment (e.g., MP3 player, camera)</li> <li>• Alcoholic beverages</li> <li>• Groceries</li> <li>• Transcription services</li> <li>• Dissertation editing</li> <li>• Tuition and/or fees for credit-bearing courses</li> <li>• Recreation/social events</li> <li>• Incidentals during trip</li> <li>• Supplies, materials &amp; other costs associated with the research or professional development activity (e.g., software, flash drive, etc.)</li> <li>• Payment to participants or research study subjects</li> </ul>
<p><b>Student Procedures</b></p>	<p>By participating, students understand that they are giving their consent to disclose application information to University officials and to relevant funding committees.</p> <p>Students must complete an application online (<a href="https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/">https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/</a>).</p> <ul style="list-style-type: none"> <li>• Click on the link for the DocuSign form.</li> <li>• Enter Full Name – Department in the name field. Please note that a copy of the completed form will be sent to the email address.</li> <li>• Do not edit or delete the <a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a> field. This field allows the form to be sent to askgrad for processing.</li> <li>• Select all types of activity that are applicable – Conference Travel, Professional Development, Field Research.</li> <li>• Students can submit multiple forms if they have more than ten items.</li> <li>• Provide details about the expenses in the additional information field, such as the name of the professional organization, conference or other information about the expenses.</li> <li>• <b>Students who are presenting at a conference must attach proof of invitation or proof of attendance.</b></li> <li>• <b>A form cannot be edited once it is submitted.</b> Students can submit a new form to correct a mistake. <b>Be sure to include a note about the new form in the additional information section.</b></li> </ul>
<p><b>How Student Receives the Award</b></p>	<p>Funds are disbursed in the form of a student financial support award. For international students, taxes may be withheld.</p>
<p><b>Contact</b></p>	<p><a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a></p>

## Extramural Award Opportunities

In addition to merit-based awards internal to UCLA, the Division of Graduate Education helps administer various Extramural Awards (e.g. NSF-GRFP and Ford Foundation Predoctoral Fellowship). These merit-based fellowships are provided by national, international, or private foundations external to UCLA. Refer to the individual agencies for deadlines, eligibility criteria, and application requirements.

**NOTE:** UCLA recipients of Extramural Awards and the Division of Graduate Education are beholden to any and all policies established by the external funding source. All requests for exceptions to Extramural Award policies must be directed to the funding agency. The Division of Graduate Education cannot override policies established by Extramural Award agencies.

We recommend that you explore our [Graduate and Postdoctoral Educational Support \(GRAPES\)](#) database for extramural funding opportunities.

## Extramural Awards and Academic Employment

The Division of Graduate Education defers to the stated policies of external funding agencies in all matters related to academic employment while on Extramural Award tenure.

Students must provide written approval from the funding agency before employment can begin. Employment will then be allowed as long as the total employment earnings and financial support provided by the extramural award do not exceed the maximum merit-based support limit.

**NIH fellows, NRSA fellows, and NSF GRFP awardees on tenure are allowed 25% employment during the academic year. The Division of Graduate does not consider exception requests for employment above 25% for these awardees. NSF GRFP awardees on tenure are allowed 50% employment during the summer.**

**Under no circumstances can the Division of Graduate Education offer exceptions to the academic employment policies established by extramural funding agencies.**

## Cost Sharing for Individual Extramural Graduate Awards

### Cost Sharing for Individual Extramural Graduate Awards

#### Introduction

Academic graduate students are strongly encouraged to seek funding from sources outside UCLA ("extramural" support) for one or more years of graduate study.

Preparing fellowship and grant applications contributes to a student's professional development and garnering an award represents a significant achievement. To encourage academic programs to support this activity and to amplify the impact of the award, the Division of Graduate Education will partner with the program to cover the cost of education (tuition and fees) not covered by the award. The cost-sharing details are provided below.

**Award Description**

The Division of Graduate Education will provide 50% of the shortfall between the extramural award amount and UCLA's cost of education (COE), defined as the sum of tuition, student services fees, campus fees, and non-resident supplemental tuition (NRST). The 50% cost-sharing for NRST is provided for a maximum of three years. The student's graduate program is required to contribute the other 50% of the COE, including NRST if applicable. The department is responsible for covering 100% of professional differential supplemental tuition (PDST) or non-resident professional differential supplemental tuition (NRPDST), as applicable. PDST/NRPDST costs and self-supporting degree program fees are not eligible for cost sharing.

If a student receives several extramural awards that provide overlapping tuition/fees, or that together provide more than the maximum allowable amount at UCLA, the Division of Graduate Education and the academic program will work together to ensure that the student receives up to the maximum amount of merit-based support.

**NOTE: Remission benefits covered by the Chancellor's pool or other forms of funding that is reimbursed/subsidized will not count as part of the department's portion of cost share. If remission benefits are coming from department funds, please provide proof funding source for it to be considered as part of the department's portion of the cost share.**

**Student Eligibility**

- Cost sharing is available to students enrolled in any UCLA graduate degree program *except the following*:
  - Self-supporting degree programs
  - Medicine: MD
  - Dentistry: DDS
  - Law: JD, LLM, SJD
  - Students in dual degree programs with the above fields may be eligible if they are in an eligible program's year of study
- Graduate students with a cumulative GPA of 3.0 or above are eligible for a cost-sharing commitment.
- The student must be continuously registered and enrolled full time (12 units)

	<p>toward completion of his/her degree during the award period. Students enrolled <i>in absentia</i> are eligible.</p> <ul style="list-style-type: none"> <li>• The student must maintain at least a 3.0 GPA for each quarter in which cost sharing is provided as a condition for continued support. A student who loses eligibility for cost-sharing, after earning at least a 3.0 GPA in a subsequent quarter, can have cost sharing restored for later quarters provided the award remains active.</li> <li>• All incomplete grades must be resolved within one quarter of their first appearance on the student’s transcript to maintain eligibility for cost sharing during the award period. Student will lose eligibility for Division of Graduate Education’s portion of the cost-sharing if the incomplete remains unresolved after one quarter.</li> <li>• Cost sharing is not available to students who have been enrolled at UCLA for more than seven years in master’s and doctoral study combined, or who have exceeded the published maximum time-to-degree for the academic program in which the student is enrolled.</li> </ul>
<b>Deadline</b>	The academic program should contact Division of Graduate Education Fellowships & Financial Services at least one month prior to the beginning of Fall or other term in which the Extramural Award begins.
<b>Application Procedure</b>	Students should notify their academic program when they receive an extramural award. It is the responsibility of the home department to determine if they have enough funds to submit a cost share application for the student.
<b>Eligibility Criteria for Individual Extramural Awards</b>	<ul style="list-style-type: none"> <li>• The award is provided directly to a UCLA student and not to a program or department faculty member</li> <li>• Extramural Awards awarded in 2014–15 and later are eligible for cost sharing. Awards from 2013–14 and earlier, including prior awards that were reserved for future payment, are not eligible.</li> <li>• The Extramural Award must have been awarded by a US-based agency, foundation, professional organization or similar entity.</li> <li>• If the extramural award amount is less than \$18,000, the award must be a minimum of \$6,000 per quarter to be considered for cost sharing.</li> <li>• Extramural awards that provide student support in the form of contracts or wages are not eligible for cost sharing.</li> <li>• Loans and grants that are awarded based on financial need are not eligible for cost sharing.</li> </ul>
<b>Publicizing Awardees</b>	The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin

	boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).
<b>Contact</b>	<a href="mailto:askgrad@grad.ucla.edu">askgrad@grad.ucla.edu</a>
<b>Last Updated</b>	October 2023

**Funding Partnership for Extramural Graduate Student Training Grants**

<b>Funding Partnership for Extramural Graduate Student Training Grants</b>	
<b>Introduction</b>	<p>Faculty and academic units are strongly encouraged to seek external financial support for graduate education. To encourage this activity and amplify its impact, the Division of Graduate Education offers Matching Funds for training grants that provide competitive funding for predoctoral students in the form of student financial support.</p> <p>To request a letter of support from the Division of Graduate Education for inclusion with the proposal being submitted to the funding agency, please submit a service request to the Graduate Education Portal (<a href="http://www.grad.ucla.edu/graduateeducationportal">http://www.grad.ucla.edu/graduateeducationportal</a>).</p>
<b>Award Description</b>	<p>The Division of Graduate Education will match up to 15% of amount awarded by the external agency designated for direct student financial support. For this purpose, student financial support encompasses academic year and summer funding, tuition and fees. Research expenses, travel, professional development, administrative costs and other expenses are not eligible for matching.</p> <p>The amount provided by the Division of Graduate Education will depend on the availability of funds.</p>
<b>Grant Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• The award is provided directly to a program or department faculty member</li> <li>• There is itemized funding dedicated to pre-doctoral graduate student support for stipends and/or fees/tuition</li> <li>• The award is provided from outside UCLA (e.g., from National Institutes of</li> </ul>

	Health, National Science Foundation–Integrative Graduate Education and Research Traineeship, Graduate Assistance in Areas of National Need, National Research Service Awards, etc.) and from a US source. Awards from outside the US do not qualify.
<b>Deadline</b>	Matching Funds must be utilized within the designated dates for a fiscal/academic year and cannot be carried over to subsequent years.
<b>Application Procedure</b>	Department must complete the <a href="#">Matching Funds Request Form</a> and provide the Notice of Award and Award Snapshot.
<b>How to Activate the Funds</b>	Submit a Departmental Allocation Recommendation Form ( <a href="https://go.grad.ucla.edu/internal/pdf/funding_allocform.pdf">https://go.grad.ucla.edu/internal/pdf/funding_allocform.pdf</a> ).  Instructions on completing the form can be found at: <a href="https://go.grad.ucla.edu/internal/pdf/funding_allocainst.pdf">https://go.grad.ucla.edu/internal/pdf/funding_allocainst.pdf</a>
<b>Student Eligibility</b>	<ul style="list-style-type: none"> <li>● Enrolled in any UCLA graduate degree program <i>except the following</i>: <ul style="list-style-type: none"> <li>○ Self-supporting degree programs</li> <li>○ Medicine: MD</li> <li>○ Dentistry: DDS</li> <li>○ Law: JD, LLM, SJD</li> </ul> </li> <li>● Cumulative GPA of 3.0 or above</li> <li>● The student must be continuously registered and enrolled full time (12 units) toward completion of his/her academic graduate degree during the award period. Students enrolled <i>in absentia</i> status are eligible.</li> <li>● All incomplete grades must be resolved within one quarter of their first appearance on the student’s transcript to maintain eligibility during the award period. Student will lose eligibility for Division of Graduate Education Matching Funds if the incomplete remains unresolved after one quarter.</li> <li>● Matching Funds are not available to students who have been enrolled at UCLA for more than seven years in master’s and doctoral study combined or who have exceeded the published maximum time-to-degree for the academic program in which the student is enrolled.</li> </ul>
<b>Publicizing Awardees</b>	The name and home department of awardees may be published on the Division of Graduate Education’s website, in its publications and/or posted on its bulletin boards and other Division of Graduate Education venues for educational purposes. Awardees who do not want their information published must check the “Do Not Consent” box when returning the contract (Offer of Support).



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