Summer Mentored Research Fellowship (SMRF) – Newly Admitted Students	
Amount	$6,000 Summer Fellowship
Types of Funding Available	<u>Newly Admitted Students</u> I. 150 fellowships campus-wide, funded 100% by Academic Planning and Budget (APB) II. 300 fellowships campus-wide, funded through matched APB funds (match rate is school-specific, depending on per capita gift fund availability in the School/Division, and will be updated regularly) Note: To qualify for matched APB funds, School/Division must use gift funds to match, defined as funds received from an external donor and classified in the financial system under the gifts and endowments fund group.
Purpose	To provide funding to doctoral students during the summer in order to release them from outside UCLA employment and/or loan obligations that might delay progress in graduate study. **Awardees should consider this fellowship to be their principal/primary summer activity.** A specific objective of the program is to promote opportunities for doctoral students to work closely with a faculty mentor. General goals are: • To facilitate a close mentee-faculty mentor relationship during the early stages of graduate education • To promote timely degree progress • To encourage creative scholarship and research productivity
Allocation Process	Fellowships are allocated annually to Schools/Divisions based on a rolling three-year average number of doctoral admits. Deans have full flexibility in how to allocate the fellowships to programs and/or newly admitted doctoral students. It is expected that the deans will allocate the fully-funded awards to programs with more limited access to gift funds and allocate the matched-funding awards to those with greater access to gift funds. <u>For Newly Admitted Students Only</u> Awards cannot be used to fund continuing students. Awards are offered to newly admitted students as part of their overall recruitment package. If a student declines admission, the award can be recycled and offered to another new entering student prior to the deadline for submitting the final awardee names. ***Unused awards may be carried forward for one year***.
Activation Terms	Summer After Year 1 or Summer After Year 2 or Summer After Year 3 Cannot be deferred beyond the 3rd summer in the program

Program Dates	Program start and end dates each year are based on the first and last day of summer as defined by the Registrar's Office.
Pre-Award Forms and Deadlines	**May 2** – Recommended student/mentor/department deadline for Research & Mentoring Plans and student funding information to be submitted to the Dean's office. Final date of submission at the student/mentor/department level is determined by the Dean's Office. Check with the Dean's office accordingly.
	May 20 – School/Division deadline to submit all required pre-award documents to the Graduate Division via BOX Folder. Required documents include SMRF Award Allocation and Activation Template and (for students activating their fellowship) SMRF Research & Mentoring Plans.
	After submission of required documents, School/Division may proceed with processing funding via the Graduate Online Fellowship Award Transmittal (GOFAT) interface.
Activation Procedure	**Dean's Office**: All documentation listed below must be submitted in order for the award to be activated. It is recommended that the Deans establish an earlier internal deadline for the documents to be completed in order to allow enough time for their staff to review for completion before submitting the documents to the Graduate Division via the BOX folder.
	NOTE: Failure to submit all complete documents by the activation deadline will result in non-appropriation of the funds.
	☐ SMRF Award Allocation and Activation Template
	☐ SMRF Research & Mentoring Plan
	Students: must complete and sign the SMRF Research & Mentoring Plan describing the work they plan to accomplish and how it will advance their research and progress toward their degree.
	Advisor/Mentor: must complete and sign the SMRF Research & Mentoring Plan describing the mentoring relationship, how often they will meet with the student, how they will assist the student with their project, and what deliverables they expect to review.
	Step By Step Process:
	1. Student/Mentor/Department
	a. Fill out SMRF Research & Mentoring Plan
	b. Submit to School/Division
	2. School/Division
	a. Fill out the SMRF Award Allocation and Activation Template.
	b. Template has separate sheets for listing newly awarded students (together with previously awarded students who are not yet

	activating their fellowships) and previously awarded students who are activating the fellowship during the summer.
	c. Even if no previously awarded students are activating their fellowships during the summer, SMRF Award Allocation and Activation Template must be submitted to notify the Graduate Division of new awardees.
	d. Confirm that SMRF Research & Mentoring Plans have been received for all students activating their awards during the summer.
	e. Submit both the SMRF Award Allocation and Activation Template and SMRF Research & Mentoring Plans to BOX Folder.
Post Award Deliverables	**September 30** – Deadline for the Dean's Office to verify completed documentation and upload to BOX the following completed documents: *Note: Failure to submit all completed documents by the deadline will result in non-appropriation of the funds.* ☐ Annual Doctoral Student Funding Report for all doctoral students - This includes not only SMRF award recipients, but also doctoral students who did not receive any summer funding and those receiving other (non-SMRF) sources of summer funding. ☐ Completed Summer Degree Progress Form for each student who activated their fellowship (must have a matching Research & Mentoring Plan for each student). **Students:** must complete and sign the Summer Degree Progress Form providing a brief summary of the progress made toward degree during the summer. **Advisor/Mentor:** must review and sign Summer Degree Progress Form.
Funding	November 18 – Deadline for the Graduate Division to review all materials submitted by the Dean's Office. ☐ SMRF Award Allocation and Activation Template (data are consistent with information submitted in the annual funding report) ☐ Research & Mentoring Plan for each student who activated the fellowship (student must have a matching Summer Degree Progress Form) ☐ Annual Doctoral Student Funding Report for all doctoral students (data are consistent with information submitted on the SMRF Award Allocation and Activation Template) ☐ Summer Degree Progress Form for each student who activated the fellowship (student must have a matching Research & Mentoring Plan) For all Schools/Divisions who submitted a complete Annual Doctoral Student Funding Report, a Graduate Division Confirmation Report will be prepared and submitted to APB with the names of the students who activated their fellowship,

	met eligibility criteria and whose information is complete and matches. If there is missing information or if the student is found not to meet eligibility criteria, that student's information will not be provided to APB for appropriation and the Dean's Office or academic unit/department will be responsible for the student's full fellowship expense. APB will appropriate funds by fiscal year-end, provided all the requirements have been met.
Program Expectations	SMRF will be the awardee's principal/primary activity. All of the pre-award forms and post-award deliverables will be complete and submitted by the deadlines. 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 will complete a program evaluation at the end of summer.
Other Summer Funding	1. Awardees may work a maximum of 50% time (no exceptions) so as not to detract from the mentored summer experience. Furthermore, awardees should be mindful that by activating this funding, they are declaring that this will be their primary and sole activity in summer. 2. Students selected to receive these funds are not eligible to apply for the GSRM during the year they are activating their Summer Mentored Research Fellowship. 3. Awardees are **not** permitted to have other summer funding (including, but not limited to: Graduate Dean's Scholar Award (GDSA), the George and Sakaye Aratani Fellowship, Center for European and Russian Studies Summer Award, Foreign Language and Area Studies [FLAS], Lenart Travel Fellowship, National Institutes of Health [NIH] Training Grant, National Science Foundation's Graduate Research Fellowship Program [NSF GRFP]).
Student Eligibility	**For New Entering Students Only** I. Are US citizens, permanent residents, international or registered California AB540 students. For international students, funding is subject to fellowship eligibility with regard to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the fellowship. II. Have been continuously enrolled/registered the previous Spring and will be continuously enrolled/registered the following Fall. III. Must have cumulative 3.0 GPA at time of award payment (i.e., at the time of payment disbursement). IV. Must be in good academic standing and within time-to-degree as established by their program.
FAQs	1. *How can I apply for this funding?*

There is no application process; students are selected by their home academic School/Division for this funding at the time of admission.

2. *Are master's students eligible?*

No.

3. *Are students in professional doctoral programs eligible?*

No. Only academic doctoral students are eligible.

4. *Are students who were first admitted into a Master's degree program and now formally admitted into an academic doctoral program eligible?*

Yes. However, funding should be directed to your most highly recruited students or those without any summer funding.

5. *When should students activate their SMRF funding?*

Students should activate their SMRF funding after year 1, 2 or 3 in consultation with their faculty mentor/advisor.

6. *Can I activate/receive funding from both the Graduate Dean's Scholar Award (GDSA) and the Summer Mentored Research Fellowship (SMRF) in the same summer period?*

No. You can only activate/receive funding from either GDSA or SMRF.

7. *Am I eligible to apply to the Graduate Summer Research Mentorship (GSRM) Program?*

No. You are not eligible to apply for the GSRM in the summer SMRF is activated.

8. *I am a recipient of the NSF-GRFP, can I activate the SMRF?*

You can only activate the SMRF if you are not receiving NSF-GRFP stipends during the summer.

9. *Can I work during the summer while also receiving the SMRF?*

Yes, employment is permitted up to 50% time only (no exceptions).

10. *I plan to take a leave of absence during fall term. Am I eligible to activate the SMRF during the preceding summer?*

No.

11. *For the matching program, may departments hire students as TAs/GSRs in order to meet their matching commitment?*

Yes, as long as the salary funding source is gift fund based.

12. *Can supplemental funds be provided to SMRF awardees?*

Yes. Students can be provided additional funds.

13. *Can SMRF funding be applied to Fall instead of Summer?*

No. SMRF funding only applies to the Summer period.

14. *Can SMRF funding slots be used interchangeably between new and continuing students?*

No. Each program is distinct.

Contact	Please reach out to your dean's office for assistance.
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