# Summer Mentored Research Fellowship (SMRF) For Newly Admitted Students (Summer 2022 Cycle)

<table>
<thead>
<tr>
<th>Amount</th>
<th>$6,000 Summer Fellowship</th>
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<tbody>
<tr>
<td><strong>Types of Funding Available</strong></td>
<td><strong>Newly Admitted Students</strong></td>
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<tr>
<td>I. 150 fellowships campus-wide, funded 100% by Academic Planning and Budget (APB)</td>
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<td>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)</td>
<td>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. Beyond the original allocation in Spring 2021, no further awards will be granted under this program.</td>
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<td><strong>Purpose</strong></td>
<td>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. <strong>Awardees should consider this fellowship to be their principal/primary summer activity.</strong> A specific objective of the program is to promote opportunities for doctoral students to work closely with a faculty mentor. General goals are:</td>
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<td>- To facilitate a close mentee-faculty mentor relationship during the early stages of graduate education</td>
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<td>- To promote timely degree progress</td>
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<td>- To encourage creative scholarship and research productivity</td>
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<td><strong>Allocation Process</strong></td>
<td>Fellowships were allocated to Schools/Divisions in Spring 2021 based on a rolling three-year average of new doctoral enrollment counts. Deans had full flexibility in how to allocate the fellowships to programs and/or newly admitted doctoral students. It was expected that the deans would 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.</td>
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<tr>
<td><strong>For Newly Admitted Students Only</strong></td>
<td>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. <strong>Unused awards may be carried forward for one year only.</strong></td>
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<tr>
<td><strong>Activation Terms</strong></td>
<td>Summer After Year 1 or Summer After Year 2 or Summer After Year 3</td>
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Cannot be deferred beyond the third summer in the program.

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<th>Fellowship Activity Period</th>
<th>Fellowship start and end dates each year are based on the first and last day of summer as defined by the Registrar’s Office.</th>
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| Student Eligibility       | **For New Entering Students Only (Nomination/Activation of SMRF)**  
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. Offered to graduate students as part of their overall recruitment package. Priority should be given to highly recruited students.  
III. Admitted into academic doctoral program.  
IV. Have been continuously enrolled/registered the previous Spring and will be continuously enrolled/registered the following Fall.  
V. Must have cumulative 3.0 GPA at time of award payment (i.e., at the time of payment disbursement).  
VI. Must be in good academic standing and within published time-to-degree as established by their program. |
| Guidelines                | 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.  
Please review additional parameters within the FAQ section.  
*Failure to abide by all above requirements will result in non-appropriation of funds.* |
| Workflow                   | 1) Department confirms those under future activation pool and students activating Summer 2022 SMRFs *(Deadline designated by School/Division)*  
2) Department communicates those under future activation pool and students activating Summer 2022 SMRFs to School/Division administrator overseeing SMRF *(Deadline designated by School/Division)*  
3) Department informs applicable students to complete online SMRF Research & Mentoring Plan and provide the link *(Deadline designated by School/Division)*  
4) Student/Mentor complete/approve online the Research & Mentoring Plan *(May 9, 2022 Recommended Deadline)*  
5) School/Division administrator confirms that all applicable Research & Mentoring Plans are completed and accounted *(May 20, 2022 Deadline)*  
6) School/Division administrator complies all departmental information and enters data on their designated spreadsheets on BOX regarding those under future activation pool and those activating Summer 2022 SMRFs *(May 20, 2022 Deadline)* |
7) Department or School/Division informs applicable students to submit online Summer Degree Progress Form *(Last day of Summer is September 9, 2022)*

8) Summer Degree Progress Form completed online/approved by student/mentor *(September 23, 2022 Deadline)*

9) School/Division administrator verifies that all applicable Summer Degree Progress Forms are finished and tracked *(September 30, 2022 Deadline)*

10) Annual Continuing Doctoral External Summer Funding Report - Summer 2022 Template is completed on designated spreadsheet on BOX by School/Division administrator *(September 30, 2022 Deadline)*

### Pre-Award Forms and Deadlines

**Deadline Designated by School/Division** - Department confirms those under future activation pool and Summer 2022 SMRF activations

**Deadline Designated by School/Division** - Department communicates those falling under future activation pool and Summer 2022 SMRF activations to School/Division administrator overseeing SMRF

**May 9** - Recommended student/mentor deadline for online submission of Research & Mentoring Plans. Final date of submission by the student/mentor is determined by the Dean’s Office. Check with your Dean’s office accordingly.

**May 20** - School/Division deadline to submit an updated Revised SMRF Award Allocation and Activation Template consisting of 1) the *Not Yet Activated Awardees* tab and 2) the *Summer 2022 Activations* tab to the Graduate Division via BOX Folder.

It is also required that all applicable SMRF Research & Mentoring Plans have been submitted/confirmed by the School/Division by this date. School/Division administrators will have online access to confirm completion.

After submission of required documents, School/Division may proceed with processing applicable 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 funds.*

- □ Revised SMRF Award Allocation and Activation Template – Newly Admitted Students
  1) Not Yet Activated Awardees
  2) Summer 2022 Activations

- □ All SMRF Research & Mentoring Plans for students activating the award in Summer 2022
**Students**: must complete the online 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 validate the online SMRF Research & Mentoring Plan and describe 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. Department
   a. Department confirms those under future activation pool and Summer 2022 SMRF activations
   b. Department communicates those falling under the future activation pool and Summer 2022 SMRF activations to School/Division administrator overseeing SMRF
   c. Inform applicable students they need to complete the online SMRF Research & Mentoring Plan and provide the link

2. School/Division
   a. Fill out/submit the Revised SMRF Award Allocation and Activation Template to BOX folder.
      i. The template has separate tabs for those eligible to activate in the future (includes past awardees who were offered SMRF as part of the 2020-2021 or 2021-2022 admissions cohort who have not yet activated) and those activating for Summer 2022.
      ii. Even if no previously awarded students are activating their fellowships during the summer, the Revised SMRF Award Allocation and Activation Template must be submitted to include identification of new awardees especially SMRFs offered to the 2022-2023 cohort.
   b. Confirm that SMRF Research & Mentoring Plans have been received for all students activating their awards during Summer 2022.

**Post Award Forms and Deadlines**

**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 funds.

☐ Annual Continuing Doctoral External Summer Funding Report - Summer 2022 Template – Limited to continuing doctoral students who did not receive any summer funding or those receiving other (non-SMRF) sources of summer funding disbursed outside UCLA only.
- Completed online Summer Degree Progress Form for each student who activated their fellowship (must have a matching online Research & Mentoring Plan for each student).
  
  **Students:** must complete online the Summer Degree Progress Form providing a brief summary of the progress made toward degree during the summer.
  
  **Advisor/Mentor:** must review and approve online the Summer Degree Progress Form.

### Funding Procedure

- November 30 - Deadline for the Graduate Division to review all materials submitted by the Dean’s Office.
- Updated Revised SMRF Award Allocation and Activation Template - 1) Not Yet Activated Awardees; 2) Summer 2022 Activations
- Online Research & Mentoring Plan for each student who activated the fellowship (*student must have a matching Summer Degree Progress Form*)
- Online Summer Degree Progress Form for each student who activated the fellowship (*student must have a matching Research & Mentoring Plan*)
- Annual Continuing Doctoral External Summer Funding Report – Summer 2022

For Schools/Divisions who submitted all required reporting documents, 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 no later than fiscal year-end**, provided all the requirements have been met. The Graduate Division is not involved in any manner regarding reimbursement/distribution of funding. Should Schools/Divisions have questions regarding the timing of appropriations, please contact APB directly.

### Other Restrictions

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 receive GSRM funding during the year they are activating their Summer Mentored Research Fellowship.

3. Awardees are **not** permitted to hold concurrent/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]). **No exceptions.** By activating SMRF, students agree that their sole fellowship for the summer shall be SMRF only. Should an audit reveal that the student received another summer fellowship simultaneously
**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. Please contact your home academic department for more information/guidance.

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.

5. **When should students activate their SMRF funding?**
   
   Students should activate their SMRF funding the summer 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?**
   
   Yes. However, should you be awarded GSRM, you must decide which award to activate. GSRM deferrals are not allowed.

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 will be under In-Absentia registration status in Spring. Can I activate SMRF?**
    
    Yes, as In-Absentia is an officially recognized registration category. Activation is also contingent on registration/enrollment in Fall.

11. **I plan to take a leave of absence during fall term. Am I eligible to activate the SMRF during the preceding summer?**
    
    No.
12. 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.

13. Can supplemental funds be provided to SMRF awardees?
   Yes. Students can be provided additional funds.

14. Can SMRF funding be applied to the preceding spring or upcoming fall instead of summer?
   No. SMRF funding only applies to the summer period.

15. Should I transfer to another academic doctoral program, does my SMRF award move with me?
   No. You would no longer have eligibility as the award is tied to your home academic department.

16. Can SMRF funding be rescinded after the initial awarding?
   No. Once funding has been offered, it is binding and cannot be reallocated to another student.

17. I’m in my final year/third year of SMRF activation eligibility but I’ve been offered another summer fellowship. Can I defer my SMRF fellowship one final year to activate the other summer fellowship?
   No. You would need to choose which one to use. There is no recourse regarding possible fourth year extension. Once the third year of possible activation expires, the award becomes null and void.

18. I am unable to fulfill the SMRF requirements. What happens to my funding?
   Because you were unable to meet the requirements, your funding would be cancelled and you would be required to repay the funds as needed.

**Contact**

Please reach out to your dean’s office for assistance.

**Last Updated**

May 2022