March 12, 2010

Dear Department Chairs and Administrative Staff:

I am pleased to announce that effective immediately the Graduate Division is able to provide special, one-time funding for recruitment visits of your 2010–2011 Cota-Robles and Graduate Opportunity Fellowship Program (GOFP) awardees who are U.S. citizens or permanent residents. Your department/program will be able to be reimbursed up to $500 for each awardee’s travel. Eligible expenses are:

- Travel within the United States
- One night’s lodging (if traveling more than 50 miles one way from home)
- Food and beverage (regular UC regulations apply)

To submit reimbursements, please use forms designated for this program found on our Intranet website, Jasmine. Forms will be available within one week.

Note that this funding source is supplemental to your regular recruitment visit funds. Thus, you will not have to use that source for your Cota-Robles and GOFP awardees.

Given the late notification of this supplemental funding, the deadline for submitting your Recruitment Visit Funding Proposals has been extended until Thursday, April 1, 2010. This is a day after we expect to announce the GOFP awardees. As such, please include your GOFP nominees in your proposals. If the nominees become awardees, we will move your request(s) to the one-time supplemental fund source.

Please contact Arlene Ortiz at aortiz@gdnet.ucla.edu / x55702 for details on processing these reimbursements.

Sincerely,

Claudia Mitchell-Kernan
Vice Chancellor Graduate Studies
Dean, Graduate Division