To:     Department Chairs and Department Administrators

Re:     Additional Graduate Student Support Funds for 2011-12

In December 2010, the Graduate Division allocated $26M to departments in the form of unrestricted block grants for the 2011-12 academic year. As a direct result of the most recent tuition increases, the Graduate Division received additional graduate student support funds for the current year. We are happy to announce that $7.885M is now being distributed to departments and schools.

The supplemental block allocation for your unit is available on the Graduate Division Intranet site, http://jasmine.gdnet.ucla.edu. Your department SAO or MSO should have a Jasmine account and can access and print your data for you. If she/he needs assistance, please contact Eli Levy at x5-7758 or elevy@grad.ucla.edu.

Allocation Methodology
Consistent with past policy and practice, these supplemental unrestricted funds are being distributed based on third-week enrollment counts and the degree objective of enrolled students. Students beyond normative time-to-degree or advancement to candidacy are not included in the count. Deans have been consulted about the proposed distribution to departments and programs in their areas and some adjustments were made in response to their recommendations.

Using the Supplemental Allocation
The supplemental funds must be allocated by 1 February 2012, the same deadline as for the regular 2011-12 block grant allocation. Because it may be challenging for some departments to fully utilize the supplemental funds at this stage in the academic year, we are offering increased flexibility in how they may be used.

Using supplemental block grant funds for conference travel & research
If your department would like to use funds from the supplemental block allocation for conference travel and research, the department chair may submit a petition to the Graduate Division to transfer funds between categories. Only one
adjustment per department will be allowed, so you are encouraged to think broadly about your conference travel and research needs rather than submitting a series of ad hoc requests.

**Carrying forward up to 1/3 of the 2011-12 supplemental block grant funds to 2012-13**

Up to 33% of the supplemental funds may be carried forward to FY 2012-13. If your department wishes to do so, the chair should send a brief petition to Ana Lebon in the Graduate Division. The deadline for receipt is 1 February 2012.

Please contact me if you have any general questions or concerns (rgarrell@grad.ucla.edu/ x5-4383). Specific questions concerning procedures or deadlines should be directed to Ana Lebon, Director of Fellowships and Financial Services (alebon@grad.ucla.edu/ x5-1025).

Thank you very much for your leadership in advancing excellence in graduate education at UCLA.

Sincerely,

**Robin L. Garrell**
Vice Provost for Graduate Education
Dean, Graduate Division