Dear Department Chairs and Administrators,

Last December you received from the Graduate Division notification of your unrestricted Block Grant for 2012-13. The source of these funds is tuition revenue, and the expectation is that the grant will be fully utilized to support new and continuing students in fiscal year 2012-13. Nevertheless, I recognize that the admissions process is imprecise, and that it can be very challenging for departments to predict the exact number of students who will accept offers of admission. Departments should benefit from having the flexibility to over-commit funds and borrow from the following year’s allocation, or to carry forward some of their allocation to the following year. Consequently, the guidelines for using the 2012-13 Block Grants have been revised as follows.

**Updated policy for use of 2012-13 Unrestricted Block Grants**

- **Underspending the allocation**: A department or program may carry forward up to $40,000 or 10%, whichever is greater, of its 2012-13 Unrestricted Block Grant to the 2013-14 fiscal year.
- **Overspending the allocation**: A department or program that commits more than its 2012-13 Unrestricted Block Grant allocation may request an advance on its 2013-14 allocation. The amount can be up to $50,000.

In either case, a written request from the department or program must be e-mailed to Ana Lebon, Director of Fellowships and Financial Services in the Graduate Division (alebon@grad.ucla.edu), by July 1, 2012.

**Reminders about the original and supplemental 2011-12 Block Grant allocations**

The original Block Grants that were distributed to departments in December 2010 for 2011-12 should be allocated to students by **Wednesday, February 1, 2012**.

The Supplemental Block Grants for 2011-12 that were distributed to departments in November 2011 should also be allocated to students by February 1, 2012. Departments or programs wishing to carry forward up to one-third of this supplement should submit their requests to Director Ana Lebon (alebon@grad.ucla.edu) by February 1, 2012.

I hope that the greater flexibility in committing 2012-13 block grant funds will be helpful to faculty and staff who are involved in the admissions process, and will enhance your ability to attract the most outstanding applicants to your programs. You may also wish to consider how this added flexibility could support multi-year graduate enrollment planning.
I invite your feedback on the effectiveness of this and other changes in the allocation process that were implemented this year. Please feel free to call or write.

Wishing you great success in your recruiting efforts,

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

cc: Deans