Graduate Division

Department Chairs and Department Administrators:

The Graduate Division is poised to make the 2015–16 Block Grant allocations. On Tuesday, 23 December 2014, department/program allocations will be available for viewing on the Graduate Division Intranet site known as Jasmine, jasmine.gdnet.ucla.edu. Your department SAO or MSO should have a Jasmine account and can print your allocation from the site. If you need assistance, please contact Eli Levy at x5-7758 or elevy@grad.ucla.edu. We encourage you to forward this email to the applicable CAO or MSO in your academic unit.

The allocation method has been slightly modified this year. To buffer the impact of year-to-year enrollment fluctuations, the allocation was based on the three-year average eligible enrollment, rather than a single year’s eligible enrollment. The determination of eligible enrollment takes into account each student’s degree objective (which establishes how the student is weighted in the allocation formula) and whether he/she is making timely progress toward earning the degree.

If your department/program had an approved carry-forward to 2015–16, it is noted in your Jasmine account.

Conference Travel & Research allocations, Graduate Dean’s Scholar Awards, and Recruitment Visit allocations for 2015–16 will be announced in late January 2015. We anticipate that these allocations will be similar to those made in 2014–15.

All block grant funds for the 2015–16 academic year must be allocated to your students by February 1, 2016. We ask that you meet this deadline to ensure that the Graduate Division Fellowships and Financial Services Office can meet its fiscal closing deadlines.

- **Underspending the allocation**: As was the case in prior years, you may request to carry forward up to $40,000 or 10% of the Block Grant, whichever is greater, to the following academic year, 2016–17.
- **Overspending the allocation**: A department or program that commits more than its 2015–16 allocation may request an advance of up to $40,000 on its 2016–17 allocation.

In either case, please e-mail your written request to Ana Lebon, Director of Fellowships and Financial Services in the Graduate Division (alebon@grad.ucla.edu) by July 1, 2015.

Questions concerning procedures or deadlines should be directed to Assistant Vice Provost Sam Bersola (sbersola@grad.ucla.edu/ x5-4386) or Director of Fellowships and Financial Services Ana Lebon (alebon@grad.ucla.edu/ x5-1025).

With best wishes for a happy holiday season and New Year,

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

cc: UCLA Deans