Department Chairs and Department Administrators:

The Graduate Division is pleased to announce student support allocations for 2016-17. These include: 1) Block Grant allocations under a new methodology, 2) Recruitment visit allocations, 3) Graduate Dean’s Scholar Awards and 4) a new method for allocating Conference & Research Travel funds.

Department/program allocations are available for viewing on the Graduate Division Intranet site known as Jasmine, http://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 appropriate SAO or MSO in your academic unit.

1. Block Grant Allocation

New methodology. Earlier this month, EVC/Provost Scott Waugh wrote a letter to all academic deans explaining the new method the Graduate Division will use to allocate block grant funds for 2016-17. The block grant will continue to be based on three-year average 3rd-week enrollment counts, students' degree objectives and timely progress toward earning their degrees. Important changes include a permanent increase in the amount that will be allocated for graduate student support, simplified student eligibility rules, minimum and maximum per-capita allocations for eligible master’s and doctoral students, and complete decanal control over how the funds that have been allocated to the division or school are distributed among the programs within each dean’s purview.

Eligible enrollment: The block grant for each school and division was calculated based on the three-year average eligible enrollment. Doctoral students who are registered or registered in absentia remain eligible for up to 21 consecutive quarters (7 years; summers are not counted). All master’s degree and J.D. students are considered eligible if they are registered/enrolled and within their program’s normative time-to-degree, measured in quarters (semesters for J.D. students); summers are not included. Students on Filing Fee are not enrolled and so are not eligible for block grant funding. Please note that because the eligibility rules have changed, your eligible headcount numbers may differ from those you were provided last year.

Carry-forward to 2016-17. If your department/program had an approved carry-forward from 2015–16 to 2016-17, it is noted in your Jasmine account.

Deadline to allocate block grant funds to individual students: Feb. 3, 2017

All block grant funds for the 2016–17 academic year must be allocated to your students by February 3, 2017. 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 ask to carry forward up to $40,000 or 10% of the Block Grant, whichever is greater, to the following academic year, 2017–18.

- Overspending the allocation: A department or program that commits more than its 2016–17 allocation may request an advance of up to $40,000 on its 2017–18 allocation.
To request a carry-forward or advance, please e-mail Ana Lebon, Director of Fellowships and Financial Services in the Graduate Division (alebon@grad.ucla.edu) by Nov 15, 2016.

2. Recruitment Visit Allocations
   Most programs are receiving the same allocations for Recruitment Visit allocations as last year. Reductions were made to a few programs that did not fully utilize last year’s funds. The Graduate Division will continue to provide supplemental recruitment visit funding for any applicant who is offered a Cota-Robles Fellowship or Graduate Opportunity Fellowship.

3. Graduate Dean’s Scholar Award (GDSA)
   As in previous years, the number of GDSAs each program can make is based on the three-year average of new doctoral enrollment. Departments or programs that averaged at least 6 new doctoral students can make one award; those averaging at least 17 can make two; those averaging at least 27 can make three; those averaging at least 37 can make four, and those averaging 45 or more can make five awards. For schools or divisions in which several small programs each enrolled less than 6 new doctoral students, “floating” awards have been allocated to the dean to distribute among those programs.

   In recent years, the Graduate Division has funded graduate student conference and research travel through two mechanisms: allocations to departments, and as part of individual fellowship awards to students (DYF, GRM, GSRM, Cota-Robles 2, Field Research Travel Grant Program). Starting with 2016-17, we are discontinuing both of these mechanisms.

   In their place, we are very pleased to announce a new initiative that will provide $1000 to each new and continuing doctoral student.

   The Conference, Research and Professional Development Travel Grants are designed to encourage doctoral students to present their work at conferences in their field, to support travel associated with off-campus research, and to enable students to take advantage of off-campus professional development opportunities. The reimbursement can be used, in whole or in part, at any time through their seventh year of enrollment in the doctoral program. More information on the specifics of this program, which will begin in summer 2016 for continuing students, is available in the Graduate Student Financial Support for Continuing Students. We will also be making a campus announcement to faculty and students in early 2016 to publicize this initiative.

   We encourage you to include language about the $1000 Doctoral Student Travel Grants for Conferences, Professional Development and Off-Campus Research in your informal admission offer letters. We hope that doing so will increase the yield of your top recruits.

   If you have questions concerning procedures or deadlines, please contact 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 the holidays and New Year,

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