

From: Dean of Graduate Education Susan L. Ettner

Sent: Friday, December 16, 2022 1:01 PM

Subject: 2023–2024 Student Support Allocations



To: Department Chairs and Department Administrators

What you need to know:

- Department/program allocations for Block Grants, Graduate Dean's Scholar Awards, Doctoral Travel Grants, and Recruitment Visits are now available for viewing on the Go.Grad website.
- All block grant funds for the 2023–24 academic year must be allocated to your students by February 1, 2024.

The Division of Graduate Education (DGE) is pleased to announce student support allocations for 2023–24. These include: 1) Block Grant allocations, 2) Graduate Dean's Scholar Awards, 3) Doctoral Travel Grants, and 4) Recruitment Visit Allocations.

Department/program allocations are available for viewing on the [Go.Grad website](#). Your department SAO or MSO should have a Go.Grad 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 CAO or MSO in your academic unit.

1. Block Grant Allocation

The Block Allocation is based on 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; summers not included). Because students on Filing Fee are not enrolled, they are not eligible for block grant funding. Note that self-supporting degree programs are not eligible for this funding.

Carry-forward to 2023–24

If your department/program had an approved carry-forward from 2022–23 to 2023–24, it is noted on the student support allocation summary sheet in your Go.Grad account.

Deadline to allocate Block Grant to individual students: February 1, 2024

All block grant funds for the 2023–24 academic year must be allocated to your students by February 1, 2024. We ask that you meet this deadline to ensure that the DGE Fellowships and Financial Services Office meets campus fiscal closing deadlines.

- *Underspending the allocation:* As was the case in prior years, departments may request to carry forward up to \$40,000 or 10% of their base Block Grant allocation (does not include carry forward from prior year), whichever is greater, to the following academic year, 2024–25.
- *Overspending the allocation:* A department or program that commits more than its 2023–24 allocation may request an advance of up to \$40,000 on its 2024–25 allocation.

In either case, please e-mail your written request and provide a brief explanation for the carry-forward/borrow to Ana Lebon, Assistant Dean of Fellowships and Financial Services in the DGE (alebon@grad.ucla.edu) by November 1, 2023.

2. Graduate Dean's Scholar Award (GDSA)

We continue to support departments' ability to compete for the most highly recruited doctoral students via the UCLA Graduate Dean's Scholar Awards. The number of awards allocated to each school/division was based on its three-year average of new doctoral enrollment, with a minimum of one per school/division, and the deans determined the number of GDSA awards each of their departments received.

3. Doctoral Travel Grants (DTG)

DGE will continue to provide \$1,000 to new doctoral students to use during their degree program. We hope that this \$1,000 guarantee will serve as an effective incentive that can help yield the top recruits to your doctoral programs. We encourage you to include language about the DTG in your informal offer letters.

4. Recruitment Visit Allocations

Beginning with the 2023–24 cohort, DGE will resume the provision of recruitment visit funding. The funds will be allocated based on a program's rolling three-year average of new enrollment counts. Doctoral and MFA enrollment will be given full weight in the allocation formula, while non-MFA master's programs will be given a 50% weight. Every program will receive a minimum allocation of \$500.

We will continue to provide supplemental recruitment visit funding for Cota Robles and Graduate Opportunity Fellowship awardees and have increased the amounts to \$800 for out-of-state and \$400 for in-state applicants.

Recruitment visit funds may be used to support campus visits and student recruitment, including the cost of travel. Funds must be spent between January 1 and April 15, 2023. Any unused funds revert back to DGE.

We have simplified and streamlined the reimbursement submission process. Beginning in 2023–24, departments will submit expense information through the campus travel expense application for approval. Departments will then provide general ledger documentation of the approved expenses to DGE. Once documentation has been received, DGE will transfer approved reimbursement funds to departments. At its discretion, the DGE may conduct audits to substantiate reimbursement requests, so departments will need to retain applicable documentation.

Details about these and all other DGE funding sources can be accessed in the [2023-24 Graduate Student Financial Support Booklet \(PDF\)](#). Questions concerning procedures or deadlines should be directed to Chief of Staff/Chief Financial Officer Kristen McKinney (kmckinney@grad.ucla.edu/ x5-4386) or Assistant Dean of Fellowships and Financial Services Ana Lebon (alebon@grad.ucla.edu/ x6-4309).

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

Susan L. Ettner
Dean of Graduate Education

The UCLA logo is displayed in white, bold, sans-serif capital letters on a solid blue rectangular background.

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