

From: Dean of Graduate Education Susan L. Ettner
Sent: Friday, December 15, 2023 2:31 PM
Subject: 2024–2025 Student Support Allocations



To: Administrative Officers, Deans, Department Chairs and Directors

What you need to know:

- Department/program allocations for Block Grants, Graduate Dean’s Scholar Awards, and Recruitment Visits are now available for viewing on the [Go.Grad website](#).
- All block grant funds for the 2024–25 academic year must be allocated to your students by Feb. 1, 2025.
- Doctoral travel grants will continue at \$1K per eligible student.

Dear Colleagues:

The Division of Graduate Education (DGE) is pleased to announce student support allocations for 2024–25. These include:

1. Block Grant Allocations
2. Graduate Dean’s Scholar Awards
3. Doctoral Travel Grants
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 email AskGrad@grad.ucla.edu or submit a request on the [Graduate Education Portal](#). We encourage you to forward this email to the appropriate CAO or MSO in your academic unit.

1. Block Grant Allocation

As a reminder, per the [Jan. 30 BruinPost \(PDF\)](#), this year's block allocations were frozen at the same amount your school/division received in for the 2023–24 academic year. Deans then determined how the available funds were distributed among the programs within their purview. Self-supporting degree programs are not eligible for this funding.

Carry-Forward to 2024–25

If your department/program had an approved carry-forward from 2023–24 to 2024–25, it is noted on the student support allocation summary sheet in your Go.Grad account.

Deadline to Allocate Block Grant to Individual Students: Feb. 1, 2025

All block grant funds for the 2024–25 academic year must be allocated to your students by Feb. 1, 2025. 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 (not including carry forward from prior year), whichever is greater, to the following academic year, 2025–26.
- *Overspending the allocation* : A department or program that commits more than its 2024-25 allocation may request an advance of up to \$40,000 on its 2025–26 allocation.

In either case, please submit your written request and provide a brief explanation for the carry-forward/borrow to the [Graduate Education Portal](#) or via email to AskGrad@grad.ucla.edu by Nov. 1, 2024 with the subject line “Block Carryforward/Borrow Request.”

2. Graduate Dean’s Scholar Award (GDSA)

We continue to support the ability of department 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 deans determined the number of GDSA awards each of their departments received. Departments may not nominate more than the total number of GDSA awards allocated to them.

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. This information will be included in admission letters for eligible doctoral students.

4. Recruitment Visit Allocations

Recruitment visit funds are allocated based on a program’s rolling three-year average of new enrollment counts. Doctoral and MFA enrollment are given full weight in the allocation formula, while non-MFA master’s programs are 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 Program awardees in the amounts of \$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 for travel between Jan. 1 and April 15, 2024. Any unused funds revert to the DGE. Completed recruitment visit fund requests must be submitted to the DGE by no later than May 17, 2024. Applicable forms for this process can be found on the [Go.Grad website](#).

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 the DGE. Once documentation has been received, the 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 [2024–25 Graduate Student Financial Support Booklet](#). Questions concerning procedures or deadlines should be directed to the [Graduate Education Portal](#) or via email to AskGrad@grad.ucla.edu.

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.