From: Dean and Vice Provost of Graduate Education Brian Kite <Dean_DGE@bp.e.ucla.edu>
Sent: Friday, October 16, 2026 11:01 AM
Subject: New: Supplemental Block Funding Request Process for 2027–28



To: Deans, Department Chairs and Administrators

Key takeaways:

- DGE is creating a clear route to request one-time support for serious graduate student funding needs arising from unusual or transitional circumstances in 2027–28.
- Departments must submit requests by November 23, 2026, after Department Chair approval.
- Requests will be considered within a limited funding pool, with decisions anticipated in mid-February 2027.

Dear Colleagues:

The Division of Graduate Education (DGE) is introducing an Ad-Hoc Block Funding Request Process for 2027–28, adding a new avenue for departments to seek support beyond their regular block allocations. Even with careful planning, an unexpected funding loss or other unusual circumstance can put graduate student support at risk.

This process gives departments a clear way to bring those serious, one-time needs forward for consideration.

When to consider a request

Examples include unexpected loss of extramural funding, admissions over-yield despite conservative planning, and one-time or transitional student support needs associated with approved program growth or an approved new program. Requests must identify a specific need and its impact on graduate students; a general concern that the base allocation is insufficient is not a basis for a request.

Departments should explain the circumstances, amount of support needed, student impact, other resources considered, and the planning supporting the request. Support is one-time and does not increase the ongoing baseline allocation. Full guidance is in the FAQ linked below.

How the process works

1. Departments submit one Smartsheet request per department after the Department Chair has reviewed and approved it. Supporting documents may be attached.

2. Schools/Divisions review all submissions, assess whether they fit the process, and prioritize those recommended for funding. They identify the amount requested from DGE and any separate local contribution. The Dean approves the School/Division recommendation on every submission, including those not recommended for funding.

3. DGE reviews the recommendations against available funds and communicates decisions to departments.

Important dates

- October 15, 2026: Request form opens.

- November 2, 2026: Anticipated release of departmental block allocations, allowing departments to assess their needs before submitting.

- November 23, 2026: Department submission deadline; the form closes.
- December 18, 2026: School/Division review and Dean approval deadline.
- Mid-February 2027: Anticipated funding decisions.

Submit a request and learn more

- Submit an Ad-Hoc Block Funding Request
- Ad-Hoc Block Funding Request FAQ

Questions? Contact AskGrad@grad.ucla.edu with “Ad-Hoc Block Request” in the subject line.

Sincerely,

Brian Kite
Dean and Vice Provost of Graduate Education

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