Navigating University Funding
Financing Your Graduate Education

UC Davis
Office of Graduate Studies
09.18.2013
Today’s agenda

• Introductions
• Glossary
• Cost
• Types of funding
  • Campus Departments
  • Internal fellowships
  • External fellowships
  • Academic appointments
  • Student loans
• Tax teaser
• Reminders
• Questions?
Introductions

- **Office of Graduate Studies**
  - 250 Mrak Hall
  - Role of advocacy
  - Responsible for the administration and oversight of academic & administrative polices that impact graduate students and post doctoral scholars
- 96 Graduate Programs
- Over 4,400 academic graduate students
Office of Graduate Studies

- **OGS has 8 units with about 35 total staff:**
  - **Deans and Dean’s Staff** – Vice Provost and Dean, Associate Deans, Assistant Dean, Development (gifts and endowments), and Financial Support Specialist (Lisa Finnegan, llfinnegan@ucdavis.edu or 530 752.8864)
  - **Graduate Student Life, Professional Development, and Diversity** - This unit offers resources for career services and professional development
  - **Graduate Admissions & Academic Services** - They sent you your admission letter and keep track of your progress during your graduate career
  - **Business & Financial Services** - responsible for OGS operational budget, for supporting graduate programs with academic appointments, and for the administrative support for our Deans
  - **Information Technology** – Online Application, keep our web sight and computers running
  - **Analysis & Policy** – Report generation, data analysis, and responsible for administrative support for the Graduate Council
  - **Communications and Marketing** – Responsible for all Web, social media, print and electronic publications, and annual commencement
  - **Graduate Student Financial Support**
Graduate Student Financial Support

• **Responsibilities**
  • Assist with the entire fellowship process from:
    • Finding & applying for fellowships
    • Post award administration
  • We oversee the process of awarding fellowships
  • Provides training & support for the program staff

• **Student Support team**
  • Steven Albrecht - Director
  • Ruth Lee - Internal Fellowship Adviser
  • Deborah McCook - External Fellowship Adviser
  • Stephanie Macey-Gallow – Graduate Student Support Accountant
Other UCD departments

• **Your Graduate Program**
  • Your Graduate Program Academic Advisors and Program Coordinators should be your first contact point for any funding questions you may have.

• **Graduate & Undergraduate Departments**
  • Are responsible for hiring you for all academic appointments and processing all of the associated payroll paperwork (including payroll direct deposit)

• **Student Accounting**
  • Collects your payments and disburse your stipends and refunds that are paid through Banner (fellowship stipends for non-US Citizens paid via payroll).
  • Located in Dutton Hall, 2nd floor.
  • [http://studentaccounting.ucdavis.edu](http://studentaccounting.ucdavis.edu)
Other important UCD departments

- **Payroll Department:**
  Students with academic appointments (job) or international students receiving a fellowship stipend; your paycheck or stipend is processed through the payroll department. If you have direct deposit, your check or notice is delivered to your home department.

- **The Financial Aid Office:**
  Responsible for administering and processing your financial aid including loans and work study employment - located in Dutton Hall, first floor.

- **The Registrar’s Office:**
  CA Residency for Tuition Purposes
  Class Schedule and Registration Guide

- **Services for International Students and Scholars:**
  - A major role for SISS is to assist international students, scholars and UC Davis departments with visa and immigration issues. SISS also provides orientation, assistance, information, and referral to international students regarding financial, personal, cultural, and academic concerns.
  - [http://siss.ucdavis.edu](http://siss.ucdavis.edu)
Glossary

• **Banner**
  
  • The BANNER Student Information System is a computerized database of UC Davis student information organized into several modules, including Admissions, Registration, Billing/Accounts Receivable, Financial Aid, and Graduate Student Data.
  
  • Feeds SISWEB & MyBill
  
  • UC Davis login information (your UC Davis Login ID), please visit the Computing Accounts web page (http://computingaccounts.ucdavis.edu).
Glossary

- **Student Information System (SISWEB):**
  - enroll in classes
  - adjust your class schedule
  - view and print your class schedule
  - print your unofficial academic record
  - change your address
  - **enter your Social Security Number**
  - view your account – can see current balance at any time
  - view your financial aid status
Glossary

• Have you met MyBill?
  • Using MyBill at https://mybill.ucdavis.edu, you can:
    • Check your balance (balance updates the 22\textsuperscript{nd} of each month)
    • Make payments
    • View available payment methods
    • Set up your parents and/or other persons to view and/or pay your bill online
Calendar

• Published due date for fall 2013-14 fees is September 15th

• For Graduate Students: If your account balance is not paid by the 8th week of the quarter (November 14th):
  • $110 late fee will be charged
  • You will be dropped from winter classes
  • Or, if you haven’t registered, a hold will be placed on winter enrollment
  • http://registrar.ucdavis.edu/tuition/non-payment.cfm
Glossary

**ADP TotalPay Card**

**Direct Deposit**
- Payments made to students, through Banner, are eligible for direct deposit service: [https://accounting.ucdavis.edu/DirectDeposit/](https://accounting.ucdavis.edu/DirectDeposit/)
- No paper statements, all notification via email.

**AggieCard**
- Official UC Davis identification card
- [http://registrar.ucdavis.edu/records/aggiecard.cfm](http://registrar.ucdavis.edu/records/aggiecard.cfm)
Glossary

• **Free Application for Federal Student Aid (FAFSA)** at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - The application to determine financial need in the form of grants and loans.

• **MyAwards**
  - Continuing or new students at UC Davis will be able to view and accept your financial aid awards using MyAwards.
  - To ensure privacy, access to this site is limited to current and admitted students. You will first log in with a secured Davis LoginID and password. Then you will need to provide your UC Davis student I.D. number and date of birth.
Graduate Student Fees 2013-14

2013-14 Graduate CA resident fees
  • $16,102.60

2013-14 Graduate Nonresident fees & supplemental tuition
  • $16,102.60 tuition and fees
  • $15,102.00 supplemental nonresident tuition (NRT)
  • Total = $31,204.60

• Student Fee and Tuition Overviews – Descriptions and Uses:
## Annual Revenues by Source of Funds

### 2000-2009 (in millions)

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>State Government</td>
<td>$577</td>
<td>$533</td>
<td>$491</td>
<td>$476</td>
<td>$496</td>
<td>$537</td>
<td>$599</td>
<td>$496</td>
<td>$563</td>
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<tr>
<td>Federal Government</td>
<td>$208</td>
<td>$239</td>
<td>$261</td>
<td>$287</td>
<td>$295</td>
<td>$310</td>
<td>$315</td>
<td>$348</td>
<td>$397</td>
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<tr>
<td>Student Fees and Tuition</td>
<td>$157</td>
<td>$173</td>
<td>$233</td>
<td>$269</td>
<td>$289</td>
<td>$300</td>
<td>$304</td>
<td>$356</td>
<td>$409</td>
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<tr>
<td>Sales and Service Activities</td>
<td>$160</td>
<td>$171</td>
<td>$186</td>
<td>$199</td>
<td>$213</td>
<td>$228</td>
<td>$258</td>
<td>$261</td>
<td>$254</td>
</tr>
<tr>
<td>Private Gifts, Grants, Contracts</td>
<td>$88</td>
<td>$96</td>
<td>$124</td>
<td>$113</td>
<td>$107</td>
<td>$126</td>
<td>$138</td>
<td>$156</td>
<td>$211</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>$79</td>
<td>$80</td>
<td>$87</td>
<td>$82</td>
<td>$87</td>
<td>$93</td>
<td>$93</td>
<td>$99</td>
<td>$93</td>
</tr>
<tr>
<td>Local Government / Other</td>
<td>$16</td>
<td>$27</td>
<td>$30</td>
<td>$28</td>
<td>$33</td>
<td>$39</td>
<td>$47</td>
<td>$52</td>
<td>$65</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$1,285</strong></td>
<td><strong>$1,318</strong></td>
<td><strong>$1,411</strong></td>
<td><strong>$1,453</strong></td>
<td><strong>$1,520</strong></td>
<td><strong>$1,633</strong></td>
<td><strong>$1,756</strong></td>
<td><strong>$1,767</strong></td>
<td><strong>$1,993</strong></td>
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<tr>
<td>Medical Center</td>
<td>$698</td>
<td>$779</td>
<td>$799</td>
<td>$860</td>
<td>$860</td>
<td>$938</td>
<td>$1,026</td>
<td>$1,074</td>
<td>$1,110</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,983</strong></td>
<td><strong>$2,097</strong></td>
<td><strong>$2,210</strong></td>
<td><strong>$2,313</strong></td>
<td><strong>$2,380</strong></td>
<td><strong>$2,571</strong></td>
<td><strong>$2,781</strong></td>
<td><strong>$2,842</strong></td>
<td><strong>$3,103</strong></td>
</tr>
</tbody>
</table>

### Source of Funds, Excluding Medical Center

#### 2001-02
- **State**: 44.9%
- **Federal**: 16.2%
- **Auxiliary Enterprise**: 12.1%
- **Sales and Services**: 15.9%
- **Private**: 6.8%
- **Local / Other**: 1.2%

#### 2009-10
- **State**: 28.2%
- **Federal**: 19.9%
- **Auxiliary Enterprise**: 4.7%
- **Sales and Services**: 12.7%
- **Student Fees**: 20.5%
- **Private**: 10.6%
- **Local / Other**: 3.3%
Budget Overview

Budgeted Total Revenue, State Support and Tuition

2012–2013
UC Davis Revenue
$3.6 Billion

Base Budget Overview. UC Davis revenues come from many sources, but over 80 percent are designated or restricted. For example, revenues from the UC Davis Medical Center, campus auxiliaries such as housing, and federal, state, and private sources to fund research support only these operations. The primary source of support for the campus’ teaching mission comes from unrestricted state funds and student tuition, as represented in the highlighted slices of the pie chart.

Unrestricted state funds and student tuition are budgeted across campus units as outlined in the table below. For 2012-13, the campus has to address a shortfall of $56 million in these fund sources assuming no mid-year budget reductions.
Why does this presentation apply to you?

Table 1: The number of students who received differing types of financial support during academic year 2011-12:

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students with only fellowship support</td>
<td>664</td>
<td>13.42%</td>
</tr>
<tr>
<td>Number of students with only loans</td>
<td>83</td>
<td>1.68%</td>
</tr>
<tr>
<td>Number of students with only an academic appointment (GSR/TA/Al/Reader)</td>
<td>1,115</td>
<td>22.54%</td>
</tr>
<tr>
<td>Number of students who received no financial support processed via UC Davis</td>
<td>580</td>
<td>11.73%</td>
</tr>
<tr>
<td>Number of students who received mixed support during the academic year (any combination of loan, fellowship, and/or academic appointment)</td>
<td>2,593</td>
<td>52.43%</td>
</tr>
<tr>
<td>Number of students who received all three types of student support during the academic year (loan, academic appointment, and fellowship)</td>
<td>508</td>
<td>10.27%</td>
</tr>
<tr>
<td>Number of students who received a loan</td>
<td>1,061</td>
<td>21.45%</td>
</tr>
<tr>
<td>Number of students who received a fellowship</td>
<td>3,113</td>
<td>62.94%</td>
</tr>
<tr>
<td>Number of students with any academic appointment (GSR/TA/Reader/Al)</td>
<td>3,293</td>
<td>66.58%</td>
</tr>
<tr>
<td>Total number of students with financial activity (charges and/or payments) in 2011-12</td>
<td>4,946</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Types of Funding

- How to fund your Graduate Education?
  - Fellowships
  - Academic Appointments
  - Student Loans
  - Personal Resources
Fellowships & Grants

- **Fellowship** (used interchangeably with "grant")
  - The equivalent of "scholarship" in the undergraduate world, is an "award," that is "free money" with few, if any "strings attached."
  - Can be support for stipend or "living expense," fees, tuition, research, travel or any combination of these.
  - The value can be from $500 (e.g., a travel award) to $50,000/year.
  - Time period - can be a one-time payment, a 1-yr, 3-yr or even 5-6 yrs of support.
  - Different fellowships for different periods of your academic career, i.e., there are fellowships that you can apply for at the beginning of your graduate career, there are pre-dissertation, and dissertation research fellowships, and postdoc awards.
  - The majority are "merit based" (GPA/GRE scores/letters of reference) and there are also "need-based" (e.g. the federal criteria for financial need based on the FAFSA). There are a myriad of other eligibility factors listed in the application instructions (residency, discipline).
  - They are prestigious and make an impression on your CV. "Fellowships beget fellowships."
Fellowships & Grants

• **Timing**
  - Must look for funding every year at least a year in advance
  - Many application deadlines are in the fall for the next academic year (fall 2013 application deadline to receive funding for the school year starting in fall 2014)
  - Offers often made in Feb, March, April
  - The graduate student is, in many cases, a “commodity.” Negotiate for your support – use your external fellowship as a bargaining tool
Internal Fellowships

• Internal Fellowships are funds controlled by UC Davis
  
  • Graduate Program Fellowship Allocation
    • Fellowship funds allocated to the Graduate Programs
    • Processed by your Graduate Program Coordinator (return award letters to your program)
  
  • Restricted Endowments
    • Gifts for fellowships targeted to specific student populations
    • Processed by the Office of Graduate Studies
  
  • Travel Awards
    • Offered twice/year in Oct (for travel from July - June) & March (for travel from January - December)
Continuing Student Internal Fellowship Competition

**Deadlines**

- **December 1\(^{st}\)**: Fellowship applications from *continuing* students through our online application form.
  - Letters of reference should be submitted by December 7\(^{th}\)

- **December 17\(^{th}\)**: Graduate Programs forward nominations for *continuing* students to the Office of Graduate Studies

- **February**: The Office of Graduate Studies begins emailing offer letters to students; copies are sent to graduate programs.

- **If you did not win**: Because we award fellowships through October (due to funding timing), you will not receive notification that you did not win.
# Internal Fellowships

<table>
<thead>
<tr>
<th>Fellowship Name</th>
<th>Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cota Robles, Eugene</td>
<td>Prospective</td>
</tr>
<tr>
<td>Elliott, Marjorie and Charles</td>
<td>Prospective</td>
</tr>
<tr>
<td>Gibeling, Jeffery and Marsha</td>
<td>Prospective</td>
</tr>
<tr>
<td>Grad Scholars Fellowship</td>
<td>Prospective</td>
</tr>
<tr>
<td>Jones, Fletcher</td>
<td>Prospective</td>
</tr>
<tr>
<td>Kraft, Herbert</td>
<td>Prospective</td>
</tr>
<tr>
<td>McNair</td>
<td>Prospective</td>
</tr>
<tr>
<td>Provost's First Year Fellowship</td>
<td>Prospective</td>
</tr>
<tr>
<td>Schwall Medical Fellowship, Floyd and Mary</td>
<td>Prospective</td>
</tr>
<tr>
<td>Steindler, John F</td>
<td>Prospective</td>
</tr>
<tr>
<td>Vanderhoef Int'l Grad Student Fellowship</td>
<td>Prospective</td>
</tr>
<tr>
<td>Zolk, George and Dorothy</td>
<td>Prospective</td>
</tr>
<tr>
<td>Crosby, Donald</td>
<td>Continuing</td>
</tr>
<tr>
<td>Dissertation Year Fellowship</td>
<td>Continuing</td>
</tr>
<tr>
<td>Faulkner, Richard and Kate</td>
<td>Continuing</td>
</tr>
<tr>
<td>Foin, Theodore and Angela</td>
<td>Continuing</td>
</tr>
<tr>
<td>Gibeling, Alfred H. &amp; Marie E.</td>
<td>Continuing</td>
</tr>
<tr>
<td>Ellen Gold Epidemiology</td>
<td>Continuing</td>
</tr>
<tr>
<td>Golden International Agriculture, William G. and Kathleen</td>
<td>Continuing</td>
</tr>
<tr>
<td>Graduate Research Mentorship</td>
<td>Continuing</td>
</tr>
<tr>
<td>Hillyer, Ted and Silvia</td>
<td>Continuing</td>
</tr>
<tr>
<td>Krantz, Bert and Nell</td>
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</tr>
<tr>
<td>Lee, George</td>
<td>Continuing</td>
</tr>
<tr>
<td>Lyons, Austin Eugene</td>
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<tr>
<td>Mahan, Laura Perrott</td>
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<tr>
<td>McArthur, Frank</td>
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</tr>
<tr>
<td>McKeehan, Beatrice Oberly and S. Atwood</td>
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</tr>
<tr>
<td>Richards, Lillie May</td>
<td>Continuing</td>
</tr>
<tr>
<td>Schwalen, Emily</td>
<td>Continuing</td>
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<tr>
<td>Schwall Dissertation Year Fellowship, Floyd and Mary</td>
<td>Continuing</td>
</tr>
<tr>
<td>James and Rita Seiber Int'l Grad Student Fellowship</td>
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<td>Stacey, Malcolm</td>
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<td>Telford, Tara K.</td>
<td>Continuing</td>
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<tr>
<td>Tryon, Herbert</td>
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<td>Provost's Dissertation Year Fellowship</td>
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<tr>
<td>UCD &amp; Humanities Graduate Research</td>
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<td>UCD Dissertation Year Fellowship</td>
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<td>Velez, Miguel</td>
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<tr>
<td>Walker, Frank and Carolan</td>
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<tr>
<td>Wood, Elizabeth P.</td>
<td>Continuing</td>
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<tr>
<td>Wright, Jarena</td>
<td>Continuing</td>
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</tbody>
</table>
Internal Fellowship Application Process

- 29 restricted endowment fellowships for Continuing Students
  - descriptions of each fellowship: [http://www.gradstudies.ucdavis.edu/ssupport/continuingfellowships.html](http://www.gradstudies.ucdavis.edu/ssupport/continuingfellowships.html)
  - Approximately 100 awards (range from $1,500 research allowance to $70,000 multi-year award)
  - Application posted on Graduate Studies website

- Required Application Materials
  - 2 Essays (statement of purpose & personal history statement)
  - 3 Letters of Recommendation
  - Biographical Data

<table>
<thead>
<tr>
<th>2012-13</th>
<th>Stats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of unique students nominated</td>
<td>425</td>
</tr>
<tr>
<td>Total number of programs who nominated students</td>
<td>66</td>
</tr>
<tr>
<td>Average number of students nominated per program</td>
<td>6.1</td>
</tr>
<tr>
<td>Number of fellowships awarded (cont. only)</td>
<td>105</td>
</tr>
</tbody>
</table>
Internal Fellowship Formula

**Factors:**
- GPA
- Graduate Council Financial Support Subcommittee Member Rating (2)
- Program Rank

**Continuing student formula:**
\[ \frac{(\text{GPA score} + \text{Reviewer1 score} + \text{Reviewer2 score} + 2 \times \text{Program Rank Score})}{5} = \text{Fellowship score} \]

Faculty reviewers are assigned to students in their same broad field (Humanities, Social Sciences, and Engineering), but not from their exact major discipline, and via stratified randomization.
Travel Awards

- Offered twice/year in Oct (for travel from July - June) & March (for travel from January - December)
  - Nominations due to OGS November 15th and April 15th
  - Awards announced the week of December 15th and May 15th
- Students may only win once
- Award amount varies by destination ($250 for CA, $500 CONUS, or $1,000 OCONUS)
- $25,000 awarded twice per year
- Three nominations allowed per Grad Program
- Application form and instructions here: http://www.gradstudies.ucdavis.edu/ssupport/internal_travel.html
- Different from GSA Travel Awards - http://gsa.ucdavis.edu/Travel_Awards
Internal Fellowships

• **Tuition & Fee Fellowships**
  - Tuition & Fee fellowships may include only those University and campus fees that are required of all students ([http://budget.ucdavis.edu/studentfees](http://budget.ucdavis.edu/studentfees)).

  - Miscellaneous fees such as those for PELP, Filing Fee, advancement to candidacy, course materials, SISS services, library charges, health center charges, late fees, the new $150 Document Fee, etc. may not be paid on behalf of students as a fee fellowship. Those fees are wholly the responsibility of the student.
Graduate Student Fees 2013-14

<table>
<thead>
<tr>
<th>Graduate Student Fees</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
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<tbody>
<tr>
<td>GSA Fee</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Memorial Union Fee</td>
<td>$28.50</td>
<td>$28.50</td>
<td>$28.50</td>
<td>$85.50</td>
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<tr>
<td>Facilities and Campus Enhancements Fee</td>
<td>$134.83</td>
<td>$134.83</td>
<td>$134.83</td>
<td>$404.49</td>
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<tr>
<td>Campus Expansion Initiative</td>
<td>$64.21</td>
<td>$64.20</td>
<td>$64.20</td>
<td>$192.61</td>
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<tr>
<td>Student Facilities Safety Fee</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$66.00</td>
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<tr>
<td>Student Services Health Fee</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>Health Insurance (UC SHIP)</td>
<td>$998.00</td>
<td>$998.00</td>
<td>$998.00</td>
<td>$2,994.00</td>
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<tr>
<td>Student Services Fee (formerly Registration Fee)</td>
<td>$324.00</td>
<td>$324.00</td>
<td>$324.00</td>
<td>$972.00</td>
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<tr>
<td>Tuition (formerly Educational Fee)</td>
<td>$3,740.00</td>
<td>$3,740.00</td>
<td>$3,740.00</td>
<td>$11,220.00</td>
</tr>
<tr>
<td><strong>Subtotal - Graduate fees 2012-13</strong></td>
<td><strong>$5,367.54</strong></td>
<td><strong>$5,367.53</strong></td>
<td><strong>$5,367.53</strong></td>
<td><strong>$16,102.60</strong></td>
</tr>
<tr>
<td>Nonresident Supplemental Tuition</td>
<td>$5,034.00</td>
<td>$5,034.00</td>
<td>$5,034.00</td>
<td>$15,102.00</td>
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<tr>
<td><strong>Total - Nonresidents 2012-13</strong></td>
<td><strong>$10,401.54</strong></td>
<td><strong>$10,401.53</strong></td>
<td><strong>$10,401.53</strong></td>
<td><strong>$31,204.60</strong></td>
</tr>
</tbody>
</table>
External Fellowships

- Are offered from outside, non-campus, agencies: non-profits, state and federal government, private foundations.
  - NIH, NSF, USDE, EPA, DOT, NASA
  - Private organizations, e.g. Howard Hughes Foundation, Hertz, Packard Foundation,
  - Non-profit Groups: American Heart, American Lung, American Cancer, Nat’l Physical Science Consortium
  - INTERNATIONAL Opportunities: Fulbright, Social Science Research Council
  - Diversity Fellowships: Ford Foundation Minority Fellowships, UNCF - Merk, NASA
External Fellowships

• **Success – UC Davis currently maintains about $11.1 million in external fellowships** ($2.8 million is for post-docs)
  - NSF GRFP (118) = $4.9 million annually and $14 million in the next three years
  - NSF DDRIG and DDIG (7)
  - NIH NRSA (10)
  - American Society for Engineering (6)
  - American Heart Association (5)
  - EPA fellow's (6)
  - **We have a number of others for international students:**
    - UC Mexus / Mexus Conicyt (13)
    - Vietnam Education Foundation (9)
    - Fulbright (9)
External Fellowships

• **Application Process**
  - The Student applies directly as the Principal Investigator (P.I.) to the agency following the agency’s guidelines and application instructions - although institutional support is often required.
  - Institutional Support: Signature and/or endorsement from the affiliate university is often required, i.e., the student’s faculty mentor, chair, or an institution official might need to sign the application, offer a letter of support, or submit the application online.
  - If UC Davis institutional support required, student must complete External Fellowship/Grant Application Data Form and obtain required signatures: [http://gradstudies.ucdavis.edu/ssupport/external-fellowships-pol-proc.html](http://gradstudies.ucdavis.edu/ssupport/external-fellowships-pol-proc.html)

• **Resources for External Support**
  - Look for “Graduate Student & Postdoctoral Scholar Funding Opportunities” emails from Deborah McCook that were sent to your graduate program coordinator
  - Self-serve Online Search Engines
External Fellowships

• **Required Application Materials**
  - Campus Forms (if institutional signature required)
  - Basic Data Information
  - Statement of Research Goals or Planned Study
  - CV (Curriculum Vitae - an academic resume)
  - Letters of Reference
  - Copies of Transcripts
  - Listing of Publications, Presentations & Posters, and Fellowships received
  - Affiliate Letter (sometimes)
  - Certification & Protocols (Responsible Conduct of Research)
    - Human Subjects
    - Hazardous Materials
    - Vertebrate Animals
    - Ethics
External Fellowship Resources

**WEB RESOURCES**

- **Most Commonly Used Search Engines:**
  - **Community of Science** = The most comprehensive list of research support available is listed in the funding opportunities database, which has over 400,000 funding opportunities. Web site: [http://pivot.cos.com/funding_main](http://pivot.cos.com/funding_main)
  - Grant Forward (formerly IRIS) = Search the Grant Forward Database for funding opportunities in every field from agriculture to zoology. Web site: [https://www.grantforward.com/index](https://www.grantforward.com/index)
  - UCLA GRAPES – “Graduate & Postdoctoral Extramural Support”: [http://www.gdnet.ucla.edu/grpinst.htm](http://www.gdnet.ucla.edu/grpinst.htm)

- **Help with Grant Writing Tips**
  - The Foundation Center Web Site: grant seeking on the web, grant writing seminars and tips, sources (see URL [http://fdncenter.org/](http://fdncenter.org/))
  - Faculty & Program Advisors = "your new best friends"

- Professional Organizations
External Fellowship Resources

• Office of Graduate Studies
  • Current grants and fellowships: http://gradstudies.ucdavis.edu/ssupport/fellowships-approach-deadlines.html
  • External Fellowship Application Procedure: http://gradstudies.ucdavis.edu/ssupport/external-fellowships-pol-proc.html
  • Comprehensive list of fellowships and grants: http://www.gradstudies.ucdavis.edu/programs/external_fellowships.cfm
  • Resources: http://gradstudies.ucdavis.edu/ssupport/external-resources.html
    • Fellowship Announcements
    • International Student Resources
    • Search Engines
    • Writing Resources

• GradLink
  • A weekly e-newsletter publication (e-GradLink) that is e-mailed to graduate students and postdoctoral scholars through graduate program staff and postdoctoral listservs.
  • http://www.gradstudies.ucdavis.edu/publications/gradlink/index.html
Fellowship Essays

- All different. Answer the stated question or instructions
- Well expressed essays that demonstrate your motivation, creativity and insight
- A realistic research plan with specific aims and methods that targets a significant problem or need and is backed by the literature/previous findings
- The judging process is subjective. Reviewers read through hundreds of applications as quickly as possible
  - engage the reader with a unique story
  - demonstrate application of knowledge & skills
  - write clearly, concisely, and specifically
  - avoid jargon; avoid acronyms; use active voice
  - have consistent format and adhere to guidelines for content, outline or length
  - essays should be free of typos and grammatical errors
- Have peers unfamiliar with your work read for clarity
- Allow ample time for peer/tutor review & feedback on early drafts. Revise, revise, revise...
Letters of Reference

- Network and Build Relationships with faculty
  - Research experience beyond courses
- Ask, “Can you write me a strong, positive, detailed, letter of reference for a fellowship?”
  - Give them the opportunity to decline
- Confirm deadline for obtaining reference letters.
  - Ask at least a month in advance!
  - Provide them with a CV, draft proposal, personal statements, etc.
- Reference letters may need to be sent directly from mentors (electronic submission).
  - Reminder or “thank you note” near the due date
  - Confirm they were submitted and received
## External Fellowships - *Guidelines for Payment*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Circulate Award Notice to all parties (Student, Student’s Major Professor, Graduate Program Coordinator, and Office of Graduate Studies)</td>
<td>Awarding Agency (then Student, or Grad Program, or OGS)</td>
</tr>
<tr>
<td>2</td>
<td>Prepare Grant Transaction Form (OGS-GTF) and send to Extramural Accounting</td>
<td>Office of Graduate Studies</td>
</tr>
<tr>
<td>3</td>
<td>Initiate OP Fund number and report to Graduate Program</td>
<td>Extramural Accounting</td>
</tr>
<tr>
<td>4</td>
<td>Initiate Account(s) (FINA and/or ORES) via KFS</td>
<td>Graduate Program</td>
</tr>
<tr>
<td>5</td>
<td>Complete Banner Fund Code Request form for the FINA account and send form to the Office of Graduate Studies</td>
<td>Graduate Program</td>
</tr>
<tr>
<td>6</td>
<td>Initiate Banner Fund Code and report to Graduate Program</td>
<td>Office of Graduate Studies</td>
</tr>
<tr>
<td>7</td>
<td>Key stipend, fee, and/or NRT in Banner (Grad Track$)</td>
<td>Graduate Program</td>
</tr>
<tr>
<td>8</td>
<td>Send funds to UC Davis</td>
<td>External Agency</td>
</tr>
<tr>
<td>9</td>
<td>Budget stipend/fee/NRT funds (to FINA account) and/or research/travel funds (to ORES account) in DaFIS</td>
<td>Extramural Accounting</td>
</tr>
<tr>
<td>10</td>
<td>Process research and/or travel expenses to ORES account</td>
<td>Student and Graduate Program</td>
</tr>
</tbody>
</table>
Matching Commitments for External Fellowships

- Not all external fellowship cover the full cost of attendance.
- A *matching commitment* represents the use of institutional funds to supplement graduate student support (stipend, tuition, university and campus fees, and nonresident supplemental tuition) that is provided by an external sponsor.
- Graduate Studies provides matching commitments for the most common fellowships as grouped into three broad categories.
- The details of stipend, tuition, university and campus fees, and nonresident supplemental tuition commitments are specific to the terms and conditions of the fellowship as determined by the awarding agency.
Regulations for Receiving Fellowships

- Must report changes in major, program, deferring admissions, below minimum GPA, reduction in enrollment units, or multiple fee awards (GSR or TA fee remission), etc.

- Must be enrolled in, and maintain, 12 units each quarter

- Not eligible for fellowships if on PELP (Planned Educational Leave Program) or Filing Fee status (non-registered status when in the last stages of your degree)

- Not portable

- Required to file a Free Application for Federal Student Aid (FAFSA)

- Minimum GPA of 3.0 (on a 4.0 scale)

- Maintain satisfactory academic progress

- Can only accept a single stipend in excess of $10,000
Types of Funding

• How to fund your Graduate Education?
  • Fellowships
  • Academic Appointments
  • Student Loans
  • Personal Resources
Academic Appointments

- **Academic Appointment = Student Employment**
  - Appointment time (also called FTE or Full Time Equivalent)
    - A full-time employee is 100% and a half-time employee = 50% FTE (20 hours/week).
    - Max student appointment is 50%
  - Minimum qualifications for being employed are:
    - Full-time, registered, graduate student (12 units)
    - 3.00 GPA (on a 4.0 point scale)
    - Student must be in good academic standing
    - Maximum Length of Service restrictions = 15 quarters
Academic Appointments

- **GSR = Graduate Student Researcher**
  - A Graduate Student Researcher is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.
  - First paycheck is November 01st (always a month in arrears).
  - Usually includes fee remission as a benefit of employment.
  - GSR salaries usually follow a compensation plan and have multiple salary steps depending on the employee's level of experience and education. E.g. bachelors degree, < 1 year grad study, without extensive applicable work experience = you start at salary step 1. If you've completed your dissertation research then you could be salary step 7-10.
  - For example, gross monthly pay at lowest salary step, working 25% time, is around $710. (50% time at highest step, X, is $2,782/ month)
  - To obtain research jobs, the best way to start is to inquire within your own graduate group or department.
Academic Appointments

• **Work Study**
  - Work-study is a program for students with financial need; the federal government pays for a percentage of the costs of research employment (GSR)
  - Start with your Graduate Program Coordinator
  - There are a limited number of work study units available to graduate students at the university, so even if you are eligible, your program may not have the units to give you.
Academic Appointments

• **TA = Teaching Assistant**
  • Employed by department to assist with tasks related to teaching undergraduates.
  • Usually includes fee remission.
  • First paycheck is November 01st (always a month in arrears).
  • Students appointed to the title Teaching Assistant receive a monthly salary related to the percentage of appointment time, e.g. gross monthly pay working 25% time (10 hrs/wk) is just over $980.
  • Each department has its own applications for Teaching Assistant positions, which you should fill out annually if you are interested in a TA position.
### Fee Remission Summary

http://studentaccounting.ucdavis.edu/feeremissions.cfm

#### Fee Remission for CA residents 2013-14:

<table>
<thead>
<tr>
<th>GSR:</th>
<th>Quarter</th>
<th>Registration</th>
<th>Health</th>
<th>Amount Student Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall, Winter &amp; Spring:</td>
<td>$4,369.53</td>
<td>+</td>
<td>$0.00</td>
</tr>
<tr>
<td>TA:</td>
<td>Fall, Winter, &amp; Spring:</td>
<td>$4,108.00</td>
<td>+</td>
<td>$261.53</td>
</tr>
</tbody>
</table>

#### Fee Remission for non-residents 2013-14:

<table>
<thead>
<tr>
<th>GSR:</th>
<th>Quarter</th>
<th>Registration</th>
<th>Health</th>
<th>NRST</th>
<th>Amount Student Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall, Winter &amp; Spring:</td>
<td>$4,369.53</td>
<td>+</td>
<td>$5,034.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TA:</td>
<td>Fall, Winter, &amp; Spring:</td>
<td>$4,108.00</td>
<td>+</td>
<td>$136.00</td>
<td>$5,159.53</td>
</tr>
</tbody>
</table>
Types of Funding

• How to fund your Graduate Education?
  • Fellowships
  • Academic Appointments
  • Student Loans
  • Personal Resources
Glossary

• 2013-2014 Graduate Student Expense Budget (Non-University Housing)
  • Fees - $16,110
  • Books & Supplies - $1,160
  • Basic Living - $14,723
    • Housing
    • Food
    • Personal
  • Transportation - $1,727
  • TOTAL = $33,720

• For citizens who are not CA residents add $15,102 for supplemental nonresident tuition = $48,822
Financial Aid

• Loans
  • Loans are available to meet, but not exceed, the Graduate Student Budget.
  • Students may apply for loans throughout each academic year
  • Graduate students are eligible for Unsubsidized, Graduate Plus or Alternative loans which will need to be repaid.
  • First-time borrowers of federal loans must complete Entrance Loan Counseling and complete a Master Promissory Note (MPN), before money will be released.

• Emergency, Short-Term, and Assistant Loans
  • If you are experiencing a temporary shortage of funds, the Financial Aid Office offers Emergency, Short-Term, and Assistant Loans. Applications with instructions for applying are available online at the link below
  • [http://financialaid.ucdavis.edu/graduate/types/loans.html](http://financialaid.ucdavis.edu/graduate/types/loans.html)
Financial Aid

**Fall Quarter 2013 Disbursement Dates**

- REMINDER: All financial aid documents must be received and requirements must be satisfied before financial aid can disburse. Check the status of your financial aid through MyAwards.

- Monday, September 16\textsuperscript{th}: Fall Quarter financial aid is released to student accounts to pay fees and other university charges.

- Refunds are available on the first day of instruction, September 26, 2013. If not signed up for direct deposit, check pickup is available at the Student Accounting Window on the Second Floor of Dutton Hall.
Financial Aid

• Graduate Financial Aid Office

• The Financial Aid Office Window is open in Dutton Hall from 10 a.m. to 2 p.m., Monday-Friday. However, we have extended hours from 9 a.m. to 4 p.m. for the first two weeks of the Fall 2013 quarter.

• If you have questions for Graduate Financial Aid, we are committed to returning inquiries within a 24-48 hour time frame. You may contact us at 530-752-9246 or gradfinaid@ucdavis.edu.
Financial Aid

To be considered for grants and loans, you must apply for financial aid every year by submitting a free application for Federal Student Aid (FAFSA) at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov)

- Priority filing deadline for grant eligibility is March 2\textsuperscript{nd}. The information provided on the FAFSA will help you determine an estimate of need based-aid.

- Graduate Student Expense Budget: Fees & Tuition, Books & Supplies, Basic Living (Housing, Food, Personal), Transportation

- Student budget minus EFC = Need based-aid
Over Awards

- Only applicable if you have need-based aid (e.g. loans)

- Every student’s financial situation is unique

- If you are paid a loan and then later receive additional financial support (TA, GSR, Fellowship), you may be required to immediately repay some of the loan

- To minimize the impact of this situation, report all TA and GSR appointments, departmental fellowships, grants, and external funding to the Financial Aid Office as soon as you confirm the amount you will receive
Tax

**Prepared statement:**
- The information I'm presenting today is intended only to introduce you to the tax rules applicable to recipients of scholarships and fellowships. The University of California does not provide tax advice; you should contact your personal tax advisor with any questions or concerns.

**Taxation of Grant/Scholarship Awards:**
- The Tax Reform Act of 1986 makes taxable: scholarships, grants, fellowships, traineeships, and other forms of gift aid that exceed the costs of tuition, fees, required books, and supplies.
- Tax year (the calendar year) versus the academic year (Oct – June)

**If you had income, you may be required to file two income tax returns: (1) Federal, and (2) State**
Tax

- **Forms:**
  - **1098-T**
    - "Tuition Payments Statement"
    - sent to Resident Aliens, for Tax Purposes, and U.S. Citizens
  - **W-2**
    - W-2's are issued to everyone who worked and were paid by an employer during the previous calendar year unless all wages were exempt under a tax treaty
  - **1042-S**
    - 1042S's are issued to anyone who received a nonqualified scholarship or tax treaty benefit (which means some or all of your previous year's salary was exempt from Federal Taxes) during the previous year
  - **See IRS Publication 970 (Tax Benefits for Education)**, IRS website at http://www.irs.gov/formspubs/lists/0,,id=97819,00.html
Tax

- Internal Revenue Service (IRS) regulations, you do not have to pay taxes on a scholarship or fellowship to the extent the funds are used for required tuition, fees, books, supplies, equipment, or other mandatory fees for classes or enrollment. The amount of health insurance premiums you pay to the University in order to be enrolled is also considered a required fee. To the extent you use scholarship or fellowship funds to pay for these types of required fees and expenses, the funds should be excluded from your taxable income.

- Regardless of how the scholarship and fellowship funds are paid to you (i.e., either directly or on your behalf) you are required to maintain records and documentation showing that you used all or a portion of your scholarship or fellowship funds for these required purposes.

- Any portion of a scholarship or fellowship used to pay for other expenses (e.g., room and board, travel, and other living expenses) should be included in your taxable income for the year. Again, this would be the case regardless of how the funds were paid. Therefore, you may have to pay income taxes on the portion of your scholarship or fellowship used for such expenses. For more information on the tax treatment of scholarships and fellowships, see IRS Publication 970 (Tax Benefits for Education), which can be found on the IRS website at http://www.irs.gov/formspubs/lists/0,,id=97819,00.html.

- You should make the determination regarding whether your scholarship or fellowship is taxable based upon your individual facts, irrespective of how the University may have applied your award funds to the amounts you owed the University. To the extent that you determine that a portion or all of your scholarship or fellowship funds are not subject to tax, you should retain receipts and other documents that show the total amount of your qualifying (i.e., nontaxable) expenses.

- the University is required to file a Form 1098-T (Tuition Statement) information return to IRS for most students. If a return is filed, the University must also provide a copy of the return to the student showing the information reported. Depending on the UC campus you attend, either the amount of qualified tuition and related expenses paid or the amount billed is reported (in either Box 1 or Box 2 of the 1098-T). Among other information, the University also is required to report the amount of all scholarships and fellowships (referred to by the IRS as "scholarships or grants"), from all known sources, that the University processed on your behalf. The aggregated amount reported for these types of awards is without regard to whether any portion may be taxable. The amounts reported on the 1098-T represent a summary of the qualified tuition and related expenses, as well as any scholarships and fellowships you received, based on the information on file at the UC campus you attended. This information may be of use to you in calculating the amount of the higher education tax credit or deduction you may be eligible to claim, but your personal financial records serve as the official supporting documentation for your federal income tax return. For more information about the education tax credit or deduction, see IRS Publication 970, which is available on the IRS website shown above.
Types of Funding

• **Fellowships**
  - US Citizens: Stipend, Tuition & Fee, and NRST fellowships are paid to your student account (banner), viewable in MyBill and SISWEB. No withholding tax deducted.
  - Non-US Citizens: Tuition & Fee and NRST fellowships post to banner and viewable via MyBill and SISWEB. Fellowship stipends paid via the payroll system (not viewable via MyBill or SISWEB); withholding tax may be deducted from stipends.

• **Academic Appointments**
  - Student paychecks (salary) is paid via payroll system (does not lower your loan eligibility in banner).
  - Remission is paid to your student account in banner (remission lowers your loan eligibility) and is viewable via MyBill and SISWEB.

• **Student Loans**
  - Paid to your student account (banner); viewable in MyBill, MyAwards, and SISWEB

• **Personal Resources**
  - Your cash payments post to your student account in banner

• Travel reimbursement processed via MyTravel while research supplies/equipment reimbursed via DaFIS
Where is my money (who do I ask)?

• #1 - Your graduate program coordinator
  • http://gradstudies.ucdavis.edu/programs/

• Contact listed on your funding letter
  • GSR, TA, Fellowship, External Agency, etc.

• The PI who hired you
  • Can refer you to their appropriate accounting staff

• External Fellowship
  • Deborah McCook – dlmccook@ucdavis.edu

• Loan
  • Grad Financial Aid - 530-752-9246 or gradfinaid@ucdavis.edu

• Complex, multi-department, issue?
  • Financial Support Specialist - Lisa Finnegan - llfinnegan@ucdavis.edu or 530 752.8864
Important Dates (fall & winter)

- **Sept 16th**: Fall Financial Aid (loans) posts to student accounts
- **Sept 26th**: Fall loan remainders disburse to students and fall quarter instruction begins
- **Nov 1st**: First fall quarter fellowship stipend payment date and the first academic appointment salary payment date
- **Nov 14th**: Grad student fall fee payment deadline ($110 late fee & winter hold)
- **Dec 1st**: The second fall quarter fellowship stipend payment date and the second academic appointment salary payment date
- **Dec 1st**: UC Davis Continuing Graduate Student Internal Fellowship application due
- **Dec 6th**: Fall instruction ends
- **Dec (first week)**: Winter quarter fees assessed
- **Dec 15th**: Published winter fee payment deadline
- **Dec (last week)**: Winter Financial Aid (loans) posts to student accounts
- **Jan 1st**: The third (and final) fall quarter fellowship stipend payment date and the third academic appointment salary payment date
- **Jan 6th**: Winter quarter instruction begins
- **Feb 1st**: The first winter quarter fellowship stipend payment date and the first academic appointment salary payment date
- **Feb 27th**: Grad student winter fee payment deadline ($110 late fee & spring hold)
- **Mar 1st**: The second winter quarter fellowship stipend payment date and the second academic appointment salary payment date
- **Mar 2nd**: Priority deadline for FAFSA
- **April 1st**: The third (and final) winter quarter fellowship stipend payment date and the third academic appointment salary payment date
Important Reminders – External Fellowships

- Guaranteed not to be funded if you don’t apply
- Seek opportunities to gain research, service learning, & volunteer experience
- Analyze announcement for eligibility and restrictions.
- Apply early. Apply to SEVERAL likely sources (if allowable).
- Answer questions directly & follow instructions.
- Ask several people to give you feedback on your essay drafts.
- Develop an application plan based on due dates.
  - Submit at least three days early!
  - Anticipate last minute glitches.
- If an electronic submission (e.g. Fastlane/NSF) learn the system early.
- Letters of reference
- Look for funding every year; beginning early fall for the next academic year
Important Reminders

- Check your account balance often!
- You may not be able to hold multiple major fellowships/appointments at the same time (check restrictions)
- PELP & Filing Fee can interrupt your funding
- First stipend disbursement and/or paycheck is November 01st.
- Any additional support offered to you and not reflected on your electronic financial aid notice, may put you in an over-award situation. This could result in your being billed for aid you were not eligible to receive. To avoid this situation, report all TA and GSR appointments, block grant awards, fellowships, grants, and external funding to the Financial Aid Office as soon as you confirm the amount you will receive.
Graduate Student Support Expectations

The Ideal World

Airline industry example
- **Student** = passengers (customers)
- **OGS/Faculty/Dept Staff** = pilots and flight attendants
- **Airplane** = student support/fellowship/application = $$
Graduate Student Support Expectations

The Real World

- **Airline industry example**
  - Airplane = student support/fellowship/application = $$
  - Funding Source = airplane manufacturer
  - Graduate Program = airline
  - Graduate Program Faculty & Staff = flight instructors
  - Student = pilot and mechanic!
  - Office of Graduate Studies = combination of the Federal Aviation Administration (FAA) & the National Transportation Safety Board (NTSB)
Graduate Student Support Expectations

The Real World

- The Student is responsible for flight preparation, navigation, piloting, maintaining, and fixing their airplane (funding). UC Davis does not have enough staff to act as pilots, mechanics, or flight attendants.

- OGS (FAA/NTSB) is responsible for the oversight of hundreds of graduate programs (airlines), hundreds of fellowships applications (airplanes), and thousands of students (pilots).

- If you are applying for funding (airplane) or your airplane is broken, you must read all the owner’s manuals (UC Davis Grad Student Guide, external fellowship instructions/restrictions, etc.) and contact the manufacturer of the airplane (the funding source: external agency, FAO, your hiring department, your Graduate Program, etc.) with questions.
  - The FAA sets the rules for issuing pilots’ licenses, but flight instructors do not work for the FAA.
  - You would not contact a flight instructor or the FAA to fix your airplane. Airplane mechanics do not work for the FAA.
  - Flight instructors and the staff at the NTSB could not be expected to know how to fix all of the mechanical problems for thousands of different kinds of airplanes.
• Questions?

Thank You!