Internal Fellowship Competition Process & Award Letter Best Practices – Graduate Student Support Fall 2016 Workshop Series

October 04 and 10, 2016
Today’s agenda

- Introductions
- Internal Fellowship Competition Process
- Award Letter Best Practices
- Miscellaneous Fellowships
- Questions?
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
  - Lisa Finnegan – Graduate Student Support Specialist
  - Ruth Lee - Internal Fellowship Adviser
  - Deborah McCook - External Fellowship Adviser for Post-docs and graduate students in programs under the CA&ES Dean’s Office
  - Maria Garcia – External Fellowship Adviser for all graduate students in programs not under the CA&ES Dean’s Office
Types of Funding

• How to fund your Graduate Education?

• Fellowships
  • Internal
    • OGS Competition

• Academic Appointments

• Student Loans

• Personal Resources
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)
Internal Fellowship Application Process

- 55 restricted endowment fellowships
  - 19 for Prospective Students: [https://gradstudies.ucdavis.edu/prospective-students/financial-support/about-internal-fellowships/details-internal-fellowships](https://gradstudies.ucdavis.edu/prospective-students/financial-support/about-internal-fellowships/details-internal-fellowships)
  - Approximately 150 awards (range from $1,500 research allowance to $70,000 multi-year award) for an annual $6 million total

- Required Application Materials
  - 2 Essays (statement of purpose & personal history statement)
  - GRE scores and transcripts (Prospective students only)
  - 3 Letters of Recommendation
  - Biographical Data

### 2014-15 Continuing Students Stats

<table>
<thead>
<tr>
<th>Stat</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of unique students nominated</td>
<td>352</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>5</td>
</tr>
<tr>
<td>Number of fellowships awarded (cont. only)</td>
<td>137</td>
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</table>
### Internal Fellowships

<table>
<thead>
<tr>
<th>Fellowship Name</th>
<th>Eligible</th>
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<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>Graduate Scholars Fellowship</td>
<td>Prospective</td>
</tr>
<tr>
<td>IRT Undergrad Preparation</td>
<td>Prospective</td>
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<tr>
<td>Jones, Fletcher</td>
<td>Prospective</td>
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<tr>
<td>Kraft, Herbert</td>
<td>Prospective</td>
</tr>
<tr>
<td>McCalla, Alex and Phyllis Int'l Grad Student Support Award</td>
<td>Prospective</td>
</tr>
<tr>
<td>McNair</td>
<td>Prospective</td>
</tr>
<tr>
<td>NIH Undergrad Preparation (RISE, NIGMS, MARC U-STAR)</td>
<td>Prospective</td>
</tr>
<tr>
<td>NSF Undergrad Preparation (LSAMP, UC CAMP)</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>
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<tr>
<td>Zolk, George and Dorothy</td>
<td>Prospective</td>
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<tr>
<td>Bilinski, Russell &amp; Dorothy Educational Foundation</td>
<td>Continuing</td>
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<tr>
<td>Crosby, Donald</td>
<td>Continuing</td>
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<tr>
<td>Dissertation Year Fellowship</td>
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<td>Faulkner, Richard and Kate</td>
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<td>Foin, Theodore and Angela</td>
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<tr>
<td>Gibeling, Alfred H. &amp; Marie E.</td>
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<td>Godoy, Loreto Memorial Fellowship</td>
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<td>Ellen Gold Epidemiology</td>
<td>Continuing</td>
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<tr>
<td>Golden International Agriculture, William G. and Kathleen</td>
<td>Continuing</td>
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<tr>
<td>Graduate Research Mentorship</td>
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<tr>
<td>Hillyer, Ted and Silvia</td>
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<tr>
<td>Jacobsen, Stanley &amp; Werner, Emily</td>
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<tr>
<td>Krantz, Bert and Nell</td>
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<td>Lee, George</td>
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<td>Lyons, Austin Eugene</td>
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<td>Mahan, Laura Perrott</td>
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<td>McArthur, Frank</td>
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<td>McKeehan, Beatrice Oberly and S. Atwood</td>
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<td>Richards, Lillie May</td>
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<td>Saxon, Leland Roy &amp; Georgia Wood</td>
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<td>Schwalen, Emily</td>
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<td>Schwall Dissertation Year Fellowship, Floyd and Mary</td>
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<td>James and Rita Seiber Int'l Grad Student Fellowship</td>
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<td>Shoemaker, Charles and Sharon Int'l Grad Student</td>
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<td>Stacey, Malcolm</td>
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<td>Telford, Tara K.</td>
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<td>Tryon, Herbert</td>
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<td>Provost’s Dissertation Year Fellowship</td>
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<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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<td>Walker, Frank and Carolan</td>
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<td>Wood, Elizabeth P.</td>
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<tr>
<td>Wright, Jarena</td>
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</table>
Internal Fellowships

- Awards are a mark of honor, primarily on the basis of scholarship and promise of outstanding academic and professional contribution. Students demonstrate this via:
  - Essays (Statement of Purpose & Personal History Statement) and Letters of Reference.
  - Extent and quality of previous graduate work.
    - Transcripts
  - Evidence of ability in research or other creative accomplishment.
  - Evidence of intellectual capacity.
  - Promise of productive scholarship.
  - The importance of their work/contribution to the specific field.
Internal Fellowships

Diversity Criteria

To be eligible for a fellowship that promotes diversity, applicants must have an interest in an academic career in teaching and research, be a United States Citizen or Permanent Resident, and meet one or more of the following criteria:

1. Demonstrate potential to bring to their academic research the perspective that comes from their understanding of the experiences of groups historically underrepresented in higher education or under-served by academic research generally.
2. Provide evidence of academic achievement while overcoming barriers such as economic, social or educational disadvantage.
Internal Fellowships

Diversity Criteria

3. Demonstrate potential to contribute to higher education through the understanding of the barriers facing women, domestic minorities, students with disabilities, and members of other groups underrepresented in higher education careers, as evidenced by life experiences and educational background. Examples include, but are not limited to:

- attendance at a minority serving institution;
- ability to articulate the barriers facing women, racial minorities and other groups in fields where they are underrepresented;
- participation in higher education pipeline programs, such as Puente, MESA, Summer Research Opportunity Programs or McNair Scholars.

4. Exhibit a record of service to advance equitable access to higher education for women, racial minorities, and other groups in fields where they are underrepresented.
Internal Fellowships

Diversity Criteria

5. Exhibit a record of leadership or significant experience teaching and mentoring students from groups that have been historically underrepresented in higher education.

6. Express a commitment to research focusing on historically under-served populations and understanding issues of racial or gender inequalities. For example:

- research that addresses issues such as race, gender, diversity, and inclusion;
- research that addresses topics such as health disparities, educational access and achievement, political engagement, economic justice, social mobility, civil and human rights, and other questions of interest to historically underrepresented groups;
- artistic expression and cultural production that reflects culturally diverse communities or voices not well represented in the arts and humanities.
Continuing Student and Prospective Student Internal Fellowship Competition

1. Students apply and self nominate via ApplyYourself (also the admission application system)

2. Programs rank and nominate students
   - On-line review by the program via GARD
   - Do students meet criteria?
   - Meet deadlines for submission: Continuing = Dec 15th; Prospective = Feb 6th
   - Evaluate in a timely fashion, assemble committees and schedule meetings well before deadlines
     - Meet between Dec 2nd and Dec 12th for continuing ranking
     - Meet between Jan 23rd and Feb 02nd for prospective ranking
GARD
Graduate Application Review Database

- GARD Fellowship Process Training Session
  - Held in November
- Fellowship process highlights
  - Manage Users
    - Faculty reviewer access
  - Audit and nomination
    - 3 letters of reference
    - Transcripts (for prospective students)
    - Consider Applicant
    - Nominate Functionality – “Add a Fellowship” link
      - Add Graduate Scholars Fellowship (PhD & MFA Only)
    - GRE score verification (for prospective students)
      - One official or one verified required
      - Verify Fellowship GPA (see calculator)
  - Overall Ranking
  - Final Submission
Internal Fellowship Formula

• **Factors:**
  - GPA
  - Support subcommittee member rating (2) = S1 and S2
  - Program Rank = Prog Rank
  - GRE Verbal = GREv
  - GRE Analytical = GREa
  - GRE Quantitative = GREq

• **Prospective student formula:**
  - \( \frac{(GPA \text{ score} + \text{GRE average} + S1 \text{ score} + S2 \text{ score} + 2 \times \text{Program Rank Score})}{6} = \text{Fellowship score} \)

• **Continuing student formula:**
  - \( \frac{(GPA \text{ score} + S1 \text{ score} + S2 \text{ score} + 2 \times \text{Program Rank Score})}{5} = \text{Fellowship score} \)

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.
Continuing Student and Prospective Student Internal Fellowship Competition

• **Deadlines**
  
  • **December 1\textsuperscript{st}:** Fellowship applications from *continuing* students through ApplyYourself
    - Letters of reference should be submitted as close to the 1\textsuperscript{st} as possible
  
  • **December 15\textsuperscript{th}:** Graduate Programs forward nominations for *continuing* students to OGS via GARD
  
  • **January 15\textsuperscript{th}:** Fellowship applications from *prospective* students through ApplyYourself (Individual Programs could have earlier deadline)
    - Letters of reference and transcripts should be submitted as close to the 15\textsuperscript{th} as possible
  
  • **February 6\textsuperscript{th}:** Graduate Programs forward nominations for *prospective* students to OGS via GARD
  
  • **March:** The Office of Graduate Studies begins emailing offer letters to students; copies are sent to graduate programs
  
  • **April 15\textsuperscript{th}:** Final date for *prospective* students to accept or decline fellowship award offers, in writing
Letters of Reference

- **Deadlines:**
  [https://gradstudies.ucdavis.edu/prospective-students/admissions-application/deadlines](https://gradstudies.ucdavis.edu/prospective-students/admissions-application/deadlines)

- **Prospective Student Fellowship Deadline** - The deadline by which applicants must submit their graduate application (including the fellowship section) to be considered for Graduate Studies fellowships.
  - Note: The letters of recommendation for prospective student fellowship applicants must be received no later than three business days following this deadline.
  - **Recommenders for prospective students need to be registered at least two weeks prior to the deadline!**

- **Continuing Student Fellowship Deadline** - For current UC Davis graduate students only. Current students must submit the online fellowship application by December 1st, 11:59pm PST, to be considered for Graduate Studies fellowships.
  - Note: The letters of recommendation for continuing student fellowship applicants must be received no later than Tuesday, December 6, 2016.
  - **Recommenders for continuing students need to be registered by November 15th!**
Award Letter Best Practices

- **Award letter best practices and attachments:**

- **Offer in writing**
  - Acknowledge named endowments
  - Grad Program FellowshipAllocation Summary:
    - UC Davis Graduate Program Fellowship Allocation $ amount 7920095
    - **R. Pardow Hooper Fellowship** $ amount 7947144
  - List academic appointments separately
  - Attachments to offer letters:
    - Regulations
    - CGS Resolution (for Prospective students)
  - All subsequent changes must be in writing
  - Recheck Student Eligibility at award time
Council of Graduate Schools

Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support *(such as a graduate scholarship, fellowship, traineeship, or assistantship)* for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2009.
Award Letter Best Practices

- **Multi-Year Offers of Support to Graduate Students**
  - Graduate Studies encourages graduate programs to package multi-year offers to recruit and retain the brightest and best graduate students.

- **Example wording:**
  We are pleased to offer you a multi-year funding package. <<You could specify the number of years (4 or 5)>>
  Our students will receive financial support of at least $x,xxx paid over each twelve month academic year and full payment of your California resident Tuition & Fees, including major medical health and dental insurance coverage through the University of California Student Health Insurance Plan.
  This support may be paid as fellowship or as salary from any combination of Graduate Student Researcher (GSR) or Teaching Assistantships (TA) throughout the funding period.
  You are also welcome to apply for future fellowship opportunities as they are announced.
  By July of each academic year, you will receive a new letter of support which provides the details for the following academic year.
Award Letter Details

- The full name of the student
- The date of the letter
- Student ID number
- Name of specific fellowship offered (e.g. the Earl C. Anthony or Edward Wickson Fellowship)
- Type of fellowship: Stipend (or "living allowance"), Tuition & Fees, and/or Nonresident Supplemental Tuition
- Amount of fellowship
- Method of payment (e.g., paid in equal monthly installments through Student Accounting)
- The effective period of the award (e.g. October 1, 2017, to June 30, 2018)
- Your program contact information for questions (your award letters should not refer the student to Graduate Studies)
Dear «First_Name»,

Congratulations! On behalf of the Office of Graduate Studies and the <<Graduate Program Name>>, I am pleased to offer you financial support in the form of the 201x-1x <<Fellowship Name >> Fellowship. The details of your award are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>201x-1x &lt;&lt;full or partial&gt;&gt; Tuition &amp; Fees (estimated)</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>201x-1x &lt;&lt;full or partial&gt;&gt; Nonresident Supplemental Tuition</td>
<td>$5,034.00</td>
</tr>
<tr>
<td>Total Amount of Fellowship (approximation)</td>
<td>$31,034.00</td>
</tr>
</tbody>
</table>
Award Letter Best Practices

• **For domestic students:** Your stipend will be paid monthly in nine equal installments of $1,000.00 through the Student Accounting Office, 2112 Dutton Hall, beginning November 1, 2017, and ending July 1, 2018. For tax information please refer to the enclosure “Regulations for Graduate Students Receiving Fellowships”. Information about Direct Deposit may be found here: [http://afs.ucdavis.edu/our_services/account_payable/help-and-resources/direct-deposit.html](http://afs.ucdavis.edu/our_services/account_payable/help-and-resources/direct-deposit.html).

• **For international students:** Your stipend will be paid monthly in nine equal installments through the UC Davis Payroll System beginning November 1, 2017 and ending July 1, 2018. Depending on your individual circumstances, withholding tax may be deducted from each of your monthly stipend payments. For tax information, please refer to the enclosed “Regulations for Graduate Students Receiving Fellowships”. Information about Direct Deposit may be found at [http://afs.ucdavis.edu/our_services/account_payable/help-and-resources/direct-deposit.html](http://afs.ucdavis.edu/our_services/account_payable/help-and-resources/direct-deposit.html).
Award Letter Best Practices

• Because Tuition & Fee levels are subject to gubernatorial, legislative and Regental action, adjustments will be made to your award for actual 201x-1x Tuition & Fee amounts. Over-awards (refunds made in error of Tuition & Fee payments) must be repaid.

  • <<Use this sentence for full Tuition & Fee and/or NRST fellowships>>: Your billing statement should reflect a credit for full Tuition & Fees. If there is a discrepancy, please contact <<grad program contact name & email>>.

  • <<Use this sentence for partial Tuition & Fee and/or NRST fellowships>>: Your billing statement should reflect a credit for Tuition & Fees in the amount shown above. If there is a discrepancy, please contact <<grad program contact name & email>>.
Award Letter Best Practices

• The purpose of the Fellowship is to enable you to devote full-time to the pursuit of your graduate degree. Therefore, please note: You are not permitted to hold employment during the tenure of this fellowship. Under certain circumstances, however, exceptions for teaching requirements may be considered. Should you wish an exception be made, you must make a request in writing and submit a letter of support from your adviser or your graduate program chair.

• Please note that fellowships do not disburse until you enroll in classes.

• Continued eligibility for this fellowship depends on your maintaining satisfactory academic progress, research progress, and maintaining a minimum GPA. For a complete list of general fellowship regulations and for tax information please refer to the enclosure “Regulations for Graduate Students Receiving Fellowships”.

• If you accept this fellowship, your signature also serves as verification that you have read and accept the terms of the Regulations for Graduate Students Fellowships document enclosed with this offer.
Regulations for Receiving Fellowships

- It is the student’s responsibility to immediately report any change in their student status to the agency (e.g. your Graduate program or Graduate Studies) that awarded them a fellowship. Changes in status include (but are not limited to): major, program, deferring admissions after receiving an award, below minimum GPA, reduction in enrolled units, plans to apply for PELP status, plans to apply for Filing Fee status, or plans to withdraw from the university.

- Fellowship recipients are expected to devote full time to graduate study and/or research. To be considered full time, graduate students must be enrolled in, and maintain, 12 units each quarter (any combination of upper division or graduate course units, group study [298], and research [299] as permitted by the graduate programs).
Regulations for Receiving Fellowships

- It is the student’s responsibility to immediately report, to their graduate program and to the agency that is providing them with financial support, the receipt of an offer of additional funding. Additional funding includes another fellowship, an academic appointment, a training grant, or multiple fee awards (including fee remission paid by a GSR or TA Appointment).
  - Depending on the unique restrictions of each agency/fellowship, students may not be allowed to accept multiple funding offers during the same term. For example, many agencies restrict academic employment during the tenure of their fellowship.
  - Existing financial support may be cancelled or reduced to accommodate alternate, more advantageous, funding.
  - Students who have been awarded a fellowship with a financial eligibility restriction may lose that fellowship support if additional funding is accepted.
Regulations for Receiving Fellowships

- In order to be paid a fellowship, graduate students must have an eligible citizenship status (US Citizen, Permanent Resident, F1 or J1 Visa, California AB 540). Fellowship offers made to students without an eligible citizenship status will be void.
- Students taking Planned Education Leave (PELP), going on Filing Fee, or withdrawing from the university are not eligible for fellowships.
- Depending on the specific restrictions of the funding, fellowships may not transfer from one program to another. For example, if a student enrolled in the Mathematics graduate program is awarded a fellowship, the student could become ineligible to keep that fellowship if they transfer to Economics.
- Students are required to meet and maintain minimum GPA criteria, established by the Graduate Council. The minimum GPA required for students receiving stipend (living allowance) fellowships, Tuition & Fee fellowships, nonresident supplemental tuition (NRST) fellowships, or an academic appointment is 3.0.
- Continued eligibility for financial support depends on your maintaining satisfactory academic progress.
Regulations for Receiving Fellowships

- Students who receive research or travel awards will have their funds transferred to their graduate program. Research funds may be used only for specific needs vital to the success of your research. Authorized purchases of supply items are only allowed under the departmental delegation level using one of the standard methods (http://afs.ucdavis.edu/our_services/contracting-services/buying-goods/index.html).

- Acquisition of products or services on behalf of the university requires approval by your department before the purchase is made. Approval is secured by using the requisition/purchase order, the purchasing card, UCD Buy, or purchasing from the various campus service units. Paying for something out of pocket and asking for reimbursement is considered an unauthorized purchase and counter to policy.
  - Research funds may be used only for specific needs vital to the success of the research. Allowable supplies and expenses may include laboratory supplies, office supplies, photocopying, equipment, etc. UC Davis P&PM 350-10 Procurement http://manuals.ucdavis.edu/PPM/350/350-10.pdf.
  - Travel funds may be used for transportation expenses, registration, incidentals, meals, lodging, etc. UC Davis P&PM 300 – Travel and Transportation http://manuals.ucdavis.edu/ppm/300/300-10.pdf.
Regulations for Receiving Fellowships

- The UC Regents mandates that all students have health insurance. UC Davis automatically enrolls all registered students in the UC Student Health Insurance Plan.
  - If students have comparable insurance and do not want to be enrolled in UC SHIP, they must apply for a waiver. If the waiver is approved, the student’s Tuition & Fee charge will be reduced by the amount of UC SHIP.
  - If full Tuition & Fees were paid on the student’s behalf via fellowship or academic appointment remission prior to the waiver approval, the Tuition & Fee reduction could generate a refund in error. This is considered an over-award and the refund must be repaid.
  - To avoid an over-award, report your intent to opt out of UC Ship at your earliest convenience.
Academic Appointments

• We strongly encourage hiring units to provide each employed graduate student with an appointment letter.

• For examples:
  • A sample TA appointment letter (Academic Student Employee Letter): http://hr.ucdavis.edu/elr/elr_forms.html
Can you combine Academic Appointments and Fellowships?

• Administratively, it is very difficult to combine a fellowship and academic appointment in the same quarter. Here are the main options:
  • 25% FTE or above GSR and a small fellowship stipend
  • 25% FTE or above TA and a partial NRST fellowship ($4,898)
  • Fellowship stipend, fee & tuition fellowship, NRST fellowship and low % FTE GSR (<25%) to supplement the fellowship
  • If an non-US student comes with a foreign government sponsorship, Student Accounting will occasionally use those funds as first source of payment for fees & tuition and NRST, even if the student is employed. This is very rare.

• If programs want to cost share between fellowship funds and academic appointments, we encourage them to alternate quarters, e.g. fall GSR appointment that covers all costs and a winter fellowship that covers all costs.
Types of Funding

• How to fund your Graduate Education?

  • Fellowships
    • Miscellaneous
  
  • Academic Appointments

  • Student Loans

  • Personal Resources
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 Dec 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 –
  • Please inform those not nominated that they didn’t win!
• Application form and instructions here: http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/travel-awards
• Different from the GSA Travel Award - http://gsa.ucdavis.edu/Travel_Award
Summer GSR Awards

• 100% GSR support for Engineering or Computer-related Applications and Methods
  • Three months (July, Aug, Sept) of support at Step 1
  • Awarded through PPS not GT$
• Programs must commit to two quarters of equal support during next academic year
• Dates
  • Nominations to OGS by May 1, 2015
  • Awards announced week of June 1, 2015
• Summer GSR Award Nomination Form
Miscellaneous Funding

UC Davis Student Parent Child Care Funding Program

Student Parent Child Care Funding has two sources:
1. Community Based Care Grant (CBCG): (for undergraduate, graduate and professional students)
2. Graduate Student Child Care Grant (GSCCG): (for graduate and professional students only)
   • Provides $600 to $1,300 per quarter for child care expense
   • Apply here: http://worklife-wellness.ucdavis.edu/family_care/children/childcaresub.html

Dean Witter Fund

A limited amount of money is available through the Dean Witter Fund to help offset the cost of room rental and food & beverage expenses for events intended to promote faculty/student academic interaction in informal settings
• Graduate students or faculty may act as a sponsor and apply for Dean Witter funds
• The sponsor may be reimbursed for up to $10 per individual with a maximum of $100 per event.
• Apply here: http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/dean-witter-fund
Graduate Student Support Allocation Information/Tools

- **Allocation emails/letters**
  - Grad Program Fellowship Allocations from OGS in January (activated in GT$ in July)
  - DGSA from Dean’s Offices in February (activated in GT$ in July)
  - Work Study unit allocations in April

- **Summary worksheets emailed by OGS**
  - Final Balances from previous academic year and Beginning Balances for current academic year
  - Includes Grad Program Fellowship, DGSA, and carry-forward

- **Grad Track$ Web Reporting Tool** ([http://gradstudies.ucdavis.edu/faculty-staff/student-financial-support/online-applications-systems](http://gradstudies.ucdavis.edu/faculty-staff/student-financial-support/online-applications-systems))
  - Account summary and award detail available 24/7
  - Official system for establishing annual (current) student support budget
  - Official system to monitor and evaluate student support financial transactions

- **Nonresident Supplemental Tuition Diversion Forms**
  - Programs must manually deduct NRSTR diversions from allocation balances
  - Grad Studies deducts from GradTrack$ web report balances quarterly
Student Support Timeline

- **October 1** – deadline for fall and full year Work Study nominations to the Financial Aid Office (FAO)
- **October 15** – Fall Travel Award applications due to programs
- **November 15** – Fall Travel Award nominations due to OGS
- **December 1** - Continuing Student Internal Fellowship applications due in ApplyYourself
- **December 15** - Continuing Student Internal Fellowship nominations due to OGS via GARD
- **December 15** – Fall Travel Awards announced this week
- **January 15** – Deadline for winter Work Study nominations to FAO
- **January 15** – Prospective Student Internal Fellowship applications due in ApplyYourself
- **February 6** – Prospective Student Internal Fellowship nominations due to OGS via GARD
- **March** - First round of Continuing Student Internal Fellowships announced
- **March 2** – Priority filing date for FAFSA
- **March 7** – First round of Prospective Student Internal Fellowships announced
- **March 15** – Spring Travel Award applications due to programs
- **March 15** – Deadline for spring Work Study nominations to FAO
- **April 15** – Earliest acceptance deadline for entering student offers
- **April 15** – Spring Travel Award nominations due to OGS
- **April 15** – 2017-18 Work Study allocations communicated to programs
- **May 1** – Summer GSR Award nominations due to OGS
- **May 12** – Spring Travel Awards announced this week
- **June 1** – Summer GSR Awards announced this week
Important Dates

- **For Financial Aid:**
  [http://financialaid.ucdavis.edu/graduate/gradstudies/dates.html](http://financialaid.ucdavis.edu/graduate/gradstudies/dates.html)
- **Drop for Non-Payment, Graduate Students:**
  [http://registrar.ucdavis.edu/tuition/non-payment.cfm](http://registrar.ucdavis.edu/tuition/non-payment.cfm)
- **Quarter Dates and Deadlines:** [http://registrar.ucdavis.edu/calendar/quarter.cfm](http://registrar.ucdavis.edu/calendar/quarter.cfm)

- **Sept 11th:** Fall NRST and/or Tuition & Fees paid if you have a fellowship or qualifying academic appointment
- **Sept 13th:** Fall Financial Aid (loans) posts to student accounts
- **Sept 19th:** Fall loan remainder checks available to students
- **Sept 21st:** Fall quarter instruction begins
- **Nov 1st:** First fall quarter fellowship stipend payment date and the first academic appointment salary payment date
- **Nov 10th:** Grad student fall fee payment deadline ($110 late fee & winter hold)
- **Mid-Nov to mid-Dec:** Winter quarter Tuition & Fees and/or NRST charged (when you enroll)
- **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 30th:** Winter NRST and/or Tuition & Fees paid if you have a fellowship or qualifying academic appointment
- **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
Questions?

Thank You!
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.