Graduate Student Support SDPS Class

November 17, 2020
AGENDA

- Introductions
- Cost
- Types of Funding
  - Internal Fellowships
  - Grad Studies Allocation Programs
  - Fellowship Competition
  - External Fellowships
  - Academic Appointments
  - Student Loans
- Financial Systems
- Award Letter Best Practices
- Miscellaneous
- Calendars
- Questions
Other Training Opportunities

- **Banner system training**
  - Part of Graduate Program Coordinator onboarding

- **Slate system training**
  - Admission & fellowship application system

- **Payroll Policy and Employment Eligibility**
  - SDPS Class
  - About graduate student and post-doc employment
  - Owned by Tracey Pereida, Academic Personnel Specialist

- **External Fellowship SDPS Class**
  - Taught by Yvette Garcia and Ryan Bixenmann
FINANCIAL SUPPORT UNIT

Responsibilities

• Assist with the entire fellowship process from finding & applying for fellowships to post award administration
• We oversee the process of awarding fellowships
• Provides training & support for the program staff

Student Support team

Yvette Garcia – External Fellowship Adviser

College of Letters & Sciences, the College of Biological Sciences, the School of Nursing, the School of Education

Ryan Bixenmann – External Fellowship Adviser

College of Agriculture & Environmental Sciences, the College of Engineering, the School of Medicine, or the School of Veterinary Medicine

Ruth Lee - Internal Fellowship Adviser

College of Agriculture & Environmental Sciences, the College of Engineering, the School of Medicine, or the School of Veterinary Medicine

Heidi West - Internal Fellowship Adviser

College of Letters & Sciences, the College of Biological Sciences, the School of Nursing, the School of Education

Steven Albrecht – Director
Graduate Program Academic Advisors and Program Coordinators should be the student’s first contact point for any funding questions they may have.

**Graduate Program Coordinators’ Financial Responsibilities**

- Contact information listed on our Graduate Studies Program web pages
- Manage Graduate Studies Fellowship Allocation Programs
- Manage their program’s local fellowships (endowments)
- Manage admission and fellowship offers to prospective students
- Have Banner access to enter fellowship transactions
- Assist students with identifying external fellowship opportunities and applying
- Involved to varying degrees with TA and GSR selection and appointment
- Track student budgets to coordinate fellowships, TA, and GSR appointments for their Program’s student financial support budget

<table>
<thead>
<tr>
<th>Year Term</th>
<th>Res</th>
<th>Citz</th>
<th>Teaching Assistant</th>
<th>Graduate Student Researcher</th>
<th>Fellowship**</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>Salary</td>
<td>Tuition</td>
<td>Stipend</td>
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<tr>
<td></td>
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<td>Y</td>
<td>$6,884.34</td>
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<td>$12,572.10</td>
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<td>2017-18</td>
<td>Spring 18</td>
<td>R</td>
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<tr>
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<td>2017-18</td>
<td>Fall 17</td>
<td>R</td>
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<tr>
<td>2017-18</td>
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<tr>
<td>2017-18</td>
<td></td>
<td></td>
<td>$20,653.02</td>
<td>$17,063.29</td>
<td>$37,716.31</td>
</tr>
</tbody>
</table>
OTHER UC DAVIS DEPARTMENTS

Hiring Departments (Graduate & Undergraduate Departments)
- Are responsible for hiring students for all academic appointments and processing all of the associated payroll paperwork (including payroll direct deposit)

Student Accounting
- Collects student payments and disburse student stipends and refunds that are paid through Banner. Located in Dutton Hall, 2nd floor.

Payroll Services
- Paychecks for students with academic appointments (job) are processed through the payroll department.

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

Registrar’s Office
- CA Residency for Tuition Purposes, Class Schedule and Registration Guide

Services for International Students and Scholars
- Assists 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.
SCENARIO

You are a student and it’s November 2\textsuperscript{nd}. Your rent is due and you want to know where your money is. Who should the student ask for help?

1. **They should contact their graduate program coordinator first**

2. Contact listed on funding letter
   a. GSR, TA, Internal Fellowship, External Agency, etc.

3. The PI who hired the student
   a. Can refer students to their appropriate accounting staff (hiring department)

4. External Fellowships
   a. Yvette or Ryan

5. Complex, multi-department, issue?
   a. Financial Support Specialist: \textit{to be hired}
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  - Student Loans
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- Award Letter Best Practices
- Miscellaneous
- Calendars
- Questions
Distribution of Graduate Student Support Types -

- **Loan Only -** 80 Students
- **Fellowship Only -** 511 Students
- **Employment Only -** 1,665 Students
- **Multiple forms of support -** 1,854 Students
Financial Support to Grad Students

FELLOWSHIPS

Managed by the Office of Graduate Studies

Allocated to Programs
- Graduate Program Fellowship Allocation (Includes Dean’s Grad Support Allocation) $16.9M
- PhD Supplemental NRST $2.3M
- Master’s Supplemental NRST $0.2M
- Provost Fellowship in Arts, Humanities, & Social Sciences (1st year) $1.3M

Allocated to Students Directly
- Post Candidacy Supplemental NRST $0.7M
- External Fellowships (Includes Match) $5.5M
- Training Grants & Misc Match $1.3M
- Provost fellowship in Arts, Humanities, & Social Sciences (Dissertation Year) $0.6M
- Designated Fellowships Diversity $2.0M
- Merit/Donor Criteria $2.1M

Managed by Dean/Program

Allocated within College or Program
- Extramural Grants $4.1M
- Graduate Tuition and NRST $0.4M
- Private Funds & Endowments $3.5M
- State Funds & UC Tuition $1.3M
- Students Fees & Other Campus Funds $1.0M

2015-16 Actuals

- State Funds & UC Tuition $20.7M
- Graduate Tuition and NRST $12.2M
- Private Funds & Endowments $10.2M
- Extramural Grants $42.5M
- External Fellowships (Includes Match) $16.9M
- Training Grants & Misc Match $2.3M
- Provost fellowship in Arts, Humanities, & Social Sciences (Dissertation Year) $0.2M
- Designated Fellowships Diversity $1.3M
- Merit/Donor Criteria $0.7M
- Post Candidacy Supplemental NRST $0.6M
- PhD Supplemental NRST $5.5M
- Master’s Supplemental NRST $1.3M
- Provost Fellowship in Arts, Humanities, & Social Sciences (1st year) $2.1M

State Funds & UC Tuition | Campus
State Funds & UC Tuition | Deans
Graduate Tuition and NRST
Student Fees & Other Campus Funds
Private Funds & Endowments
Extramural Grants
<table>
<thead>
<tr>
<th></th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,814.00</td>
<td>$3,814.00</td>
<td>$3,814.00</td>
<td>$11,442.00</td>
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<tr>
<td>Student Services Fee</td>
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<td>$376.00</td>
<td>$376.00</td>
<td>$1,128.00</td>
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<td>Campus-based Fees</td>
<td>$342.70</td>
<td>$342.69</td>
<td>$342.69</td>
<td>$1,028.08</td>
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<tr>
<td><strong>TOTAL, California Residents</strong></td>
<td><strong>$4,532.70</strong></td>
<td><strong>$4,532.69</strong></td>
<td><strong>$4,532.69</strong></td>
<td><strong>$13,598.08</strong></td>
</tr>
</tbody>
</table>

Health Insurance [1] | $1,708.00 | $1,708.00 | $1,708.00 | $5,124.00

**TOTAL** | **$6,240.70** | **$6,240.69** | **$6,240.69** | **$18,722.08**

Finance and Business website: https://financeandbusiness.ucdavis.edu/student-resources/tuition-fees
## TUITION & FEE FELLOWSHIPS

### National and International Students

<table>
<thead>
<tr>
<th>Full-Time Graduate Fees [2]</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Annually</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$3,814.00</td>
<td>$3,814.00</td>
<td>$3,814.00</td>
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<tr>
<td>Nonresident Supplemental Tuition</td>
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<td>$5,034.00</td>
<td>$5,034.00</td>
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<tr>
<td>Student Services Fee</td>
<td>$376.00</td>
<td>$376.00</td>
<td>$376.00</td>
<td>$1,128.00</td>
</tr>
<tr>
<td><strong>Campus-based Fees</strong></td>
<td>$342.70</td>
<td>$342.69</td>
<td>$342.69</td>
<td>$1,028.08</td>
</tr>
<tr>
<td><strong>TOTAL, Nonresidents</strong></td>
<td>$9,566.70</td>
<td>$9,566.69</td>
<td>$9,566.69</td>
<td>$28,700.08</td>
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<td>Health Insurance [1]</td>
<td>$1,708.00</td>
<td>$1,708.00</td>
<td>$1,708.00</td>
<td>$5,124.00</td>
</tr>
</tbody>
</table>

**Finance and Business website:** https://financeandbusiness.ucdavis.edu/student-resources/tuition-fees
Pelp: $70.00
- Withdrawal from the university through the Planned Educational Leave Program (PELP) is available to graduate students who need to take a leave from their academic program for various reasons, including health-related issues, family crises, or to clarify educational goals. Charged to student account.
- WARNING: If a student withdraws or breaks registration without filing for PELP they are not guaranteed readmission.

Filling Fee Status: $162.00
- The Filing Fee program was established expressly to assist those students who have completed all requirements for degrees except filing theses and dissertations and/or taking final examinations and are no longer using university facilities. The Filing Fee is a reduced fee, paid in lieu of registration fees. It is assessed only once. You are no longer considered a full-time registered student by the university and are not entitled to the same benefits and privileges as a registered student. Not charged to your student account, pay the Filing Fee at the Cashier’s Office.

In Absentia Registration: $2,336 per academic quarter (2020-21)
- (15% of Tuition & the Student Services Fee plus Health Insurance) Nonresident Alien students must also pay NRST ($5,034), if applicable. Available to regularly enrolled and registered students who have an academic need to conduct research or study outside of California for at least one full academic term. Promotes continuous enrollment of graduate and professional degree students by providing an appropriate enrollment incentive. Charged to the student’s account.
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Graduate Studies Fellowship Allocation Programs

FELLOWSHIPS  ACADEMIC APPOINTMENTS  STUDENT LOANS  PERSONAL RESOURCES
FELLOWSHIPS

Free money!

- Can be paid as stipend (living allowance paid directly to student)
- Tuition & Fees paid on the student’s behalf
- Research, travel or any combination of these.
- The value can be from $500 (e.g., a travel award) to $70,000/year
- Can be a one-time payment, a 1-yr, 3-yr or even 5-6 yrs of support.

Fellowships often target different periods of the student’s academic career, i.e., there are fellowships that they can apply for at the beginning of their 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).
Fellowship Stipends for Graduate Students

• **Stipends**
  - Awarded every quarter as One-time or Monthly
    - Recommended minimum stipend is $500
  - First fall quarter payment is Nov 1\textsuperscript{st}
  - Paid via Banner
    - Disbursements post to student accounts on Mon, Wed, & Fri.
      - **Direct Deposit** (post to student’s bank account three business days after posting to UC Davis student account)
      - Paper check from Student Accounting (pick up paper checks in Dutton Hall)
    - No same-day or next-day checks possible
    - Tax withholding for Nonresident Alien students
    - Outstanding student balance deducted from payment
Stipends for Nonresident Alien Graduate Students

Stipends paid via Banner effective January 1, 2019

• Glacier record required annually for each tax year
  o Student will need to complete the Access Request Form and will receive an email from support@online-tax.net with a link to set up their Glacier account
    • https://financeandbusiness.ucdavis.edu/systems/glacier/access-
      req
  o If the process is not completed by the time of the initial fellowship payment, the payment will be held
  o The student will need to check UCD Student for the “Relationship” and check Scholarship/Fellowship:Award for the “Income Type”
Banner

Tuition & Fee Fellowships
- Full or partial
- Fee due dates: [http://registrar.ucdavis.edu/calendar/index.cfm](http://registrar.ucdavis.edu/calendar/index.cfm)
- Disbursement Dates (Sept 18th, Dec 28th, and March 15th)
- UC SHIP – If the student opts out of UC SHIP, a student cannot keep a refund (over-award) that paid in error.

Nonresident Supplemental Tuition (NRST) Fellowships
- Full or partial
- Zero for three calendar years after advancement to candidacy. The fourth and fifth years, after advancement to candidacy, paid by Post-candidacy NRST Fellowship program.
TUITION & FEE FELLOWSHIP

- Tuition and fee fellowships may include only those University and campus fees that are required of all students.

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

- If a student’s Tuition & Fee and/or NRST charges are reduced, their award or remission must also be reduced. A student cannot receive a refund for a Tuition & Fee or NRST fellowship over-award. This most commonly happens when students opt-out of UC SHIP after the Tuition & Fee payment has posted.
Regulations for Receiving Fellowships

- Enroll in, and maintain 12 units each quarter
- GPA 3.0 or higher
- Good Academic Standing
- Verify citizenship / residency status
- Student’s responsibility to immediately report, to their graduate program and to the agency that is providing them with financial support, of any changes

- 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 the fellowship.
  - Existing financial support may be cancelled or reduced to accommodate alternate, more advantageous, funding.

Please check the above items for every student. If there are eligibility issues / conflicts, please discuss it with the student. If you have further questions, please contact your internal fellowship analyst – Ruth Lee (rlee@ucdavis.edu) or Heidi West (hewest@ucdavis.edu).
Exercise

*Is a student eligible for a fellowship?*

<table>
<thead>
<tr>
<th>Degree</th>
<th>Student Details</th>
<th>Term History</th>
<th>GPA / Units</th>
<th>Exams</th>
<th>Prior Ed</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Historical Summary</th>
<th>Fellowship Awards</th>
<th>Payroll Funding</th>
</tr>
</thead>
</table>
The UC Regents mandates that all students have health insurance. UC Davis automatically enrolls all registered students in the UC Student Health Insurance Plan (UC SHIP).

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 ($1,708 per quarter for 2020-21).

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. Check TSAAREV for the credit before posting fellowship!

To avoid an over-award, students need to report their intent to opt out of UC Ship at their earliest convenience.

Information about UC Davis health insurance can be found on the health and Counseling Services website.
Graduate Studies Fellowship Allocation Programs

- Internal Fellowships are funds controlled by UC Davis
  - Graduate Program Fellowship Allocation (GPFA)
  - Masters Enrollment Incentive Program (MEIP)
  - Dean’s Distinguished Graduate Fellowship Program (DDGF)
  - Supplemental PhD NRST Allocation Program
  - Post-candidacy NRST Fellowship Program
  - Restricted Endowments
    - Internal Fellowship Competition
  - Miscellaneous Fellowships
    - Travel Awards
    - Summer GSR
    - OGTA
Graduate Program Fellowship Allocation

- Awards may be in the form of stipend (living allowance) fellowship, Tuition & Fees fellowship, or Nonresident Supplemental Tuition fellowship
- “Regulations for Graduate Students Receive Fellowships” does apply
- As of 2014-15, GPFA can be awarded during the summer term (stipends to continuing students only). Summer is the beginning quarter of the fiscal year. Summer stipends for Aug – Oct, 2020, are paid from your 2020-21 allocation.

- **Cannot** be used to:
  - Bring students to campus for pre- or post-admissions recruitment visits
  - Fund research costs
  - To fund TA or GSR appointments
    - No expectation of research or teaching effort can be tied to a Graduate Program Fellowship.
Graduate Program Fellowship Allocation

• Graduate programs receive an allocation of funds to award fellowships to new and continuing students
  • Allocation calculation is based on three year, weighted, average enrollment
  • Masters weight = 1, MFA = 1.75, PhD = 2
  • For 2020-21, we use 2017-18, 2018-19, 2019-20 actual enrollment at time of Fall Census

• Dean makes additional adjustments based on special circumstances (e.g. new programs)

• Beginning in 2015-16, program metrics data included in allocation calculation
GPFA Methodology: Base Component

- Existing allocation methodology used to allocate same amount of funding as allocated for 2014-15 = $14,787,400.00.
- The goal is that this amount will be locked in as a base that is not adjusted each year for enrollment growth.
- Will be indexed for increases in fees, tuition, nonresident supplemental tuition, and changes in cost of living.
- Will be reviewed every 3 years to ensure that goals of the program are being met.
GPFA Methodology: Program Metric Component

• The goal of introducing metrics in the GPFA allocations is to draw attention to key factors that are relevant to the success of our students and programs.
• Applied to the GPFA increase from 2014-15 to 2015-16 ≈ $1,000,000 ($14,787,400.00 to $15,787,400.00)
• In the future, the allocation amounts to the programs will be adjusted annually using available data
• This use of metrics has been endorsed by the Graduate Council and the Task Force on Graduate Education, beginning with those that are readily measured and adding others as data collection efforts become more robust
Graduate Program Fellowship Allocation

Examples of Program Metrics

- Time to Degree (TTD)
- Student Progress Assessment (SPA) Completion
- Completion Rates in an Expected Timeframe
- Holistic Review
Graduate Program Fellowship Allocation

Budgeting and Allocation Consistency

• The amount of centrally managed student support funds available to be allocated is currently based on enrollment numbers and Tuition & Fee levels, hence, allocations have steadily risen over the past decade.

• If enrollments in your program have remained steady or have been rising, it is safe to estimate that your student support funds for future years will be the same, or higher, than your current year allocation.

• Based on this knowledge, we encourage programs to develop multi-year student support budgets with two goals in mind:
  • 1) to increase the number of multi-year offers to recruit top tier students, and
  • 2) to be better able to spend your annual allocations to zero.
Graduate Program Fellowship Allocation

Carry-forward Policy for 2020-21 to 2021-22

• This policy applies to the following fellowship programs:
  • Graduate Program Fellowship Allocation (GPFA)
  • Supplemental Graduate Program NRST Allocation (SGPNA)
  • Masters Enrollment Incentive Program (MEIP)

• For 2020-21, programs will be permitted to carry forward 5% of the allocations under each of these programs without requesting permission.

• Should your program wish to carry forward funds in excess of 5% from any of the above programs for your use in 2021-22, please email an exception request with justification to Steven Albrecht.
  • Carry-forward exception requests must be submitted by May 15, 2021.
  • A reminder (with current account balance information) will be sent to all programs in the spring.
Masters Enrollment Incentive Program (MEIP)

https://grad.ucdavis.edu/about-us/priorities-initiatives/masters-enrollment-incentive

Revenue of increased Master’s enrollment, over a base year, distributed to the Provost, the program’s Dean’s Office, administrative support for the program, and student financial support for the program.

<table>
<thead>
<tr>
<th></th>
<th>Unit Dean</th>
<th>Program Fellowships via OGS</th>
<th>Provost</th>
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</thead>
<tbody>
<tr>
<td>Tuition-total</td>
<td>40%</td>
<td>50%</td>
<td>10%</td>
</tr>
<tr>
<td>Nonresident Supplemental Tuition (NRST)</td>
<td>80%</td>
<td>n/a</td>
<td>20%</td>
</tr>
<tr>
<td>Tuition $/student</td>
<td>$4,488</td>
<td>$5,610 Every 7-8 Students=1 graduate student fellowship**</td>
<td>$1,122</td>
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<tr>
<td>NRST $/student</td>
<td>$12,082</td>
<td>n/a</td>
<td>$3,020</td>
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</table>
Dean’s Distinguished Graduate Fellowship (DDGF)

• Graduate Studies revised two matching initiative fellowship programs (the single year Graduate Scholars Fellowship program and the Deans Graduate Support Allocation program) to create a new, multi-year, fellowship program. Objectives:
  • Improve the recruitment of top applicants via a multi-year fellowship
  • Increase student support via collaboration and matching initiatives
  • Streamline student support by combining two programs into one
• Modeled after the NSF Graduate Research Fellowship Program (NSF GRFP), in that it will be awarded as a five year fellowship with a certain number of Tenure Years of financial support and optional Reserve Years. The funding must be used in a five year period.
• After ramp-up period, the program will have a steady-state of 60 to 70 DDGF Fellows and a total annual budget of $3.5 million.
  • Cost is shared between Grad Studies, each Dean’s Office, and the Provost and doubles the student support of the previous two programs.
NRST funding programs

• Overall purpose of these programs is two-fold:
  1. Level the playing field between US and international PhD/MFA students. This is a direct result of faculty/student input.
  2. Add transparency to the allocation process.

• Yes, allocations are based on enrollment numbers. However, the use of the funds does not need to be tied to the specific students who generated the revenue, because:
  • You receive the funds a year, or more, later.
  • Decentralized fellowship allocations should be aggregated to use for your program’s individual funding priorities/needs.

• Difficult to predict your allocation in advance:
  • For the PhD/MFA Supplemental NRST Allocation, to determine your allocation for 2018-19 you would need to know your number of 2nd & 3rd year NRA PhD/MFA students and how many have fall GSR appointments.
Supplemental Grad Program NRST Allocation

• New funding began in 2014-15.
• Based on the enrollment numbers of your students who meet the following criteria:
  o Citizenship = Nonresident Alien
  o Degree Objective = PhD or MFA
  o Enrollment = Pre-candidacy and in their second or third year (4th through 9th quarters)
• The funding may be used for two purposes:
  • **Graduate Fellowships:** Stipend (living allowance) fellowship, Tuition & Fees, and/or NRST fellowship via banner
    o Not required to pay these funds to the students included in the enrollment allocation calculation
    o You are encouraged to prioritize covering the NRST for those international PhD and MFA students whose NRST is not being paid by another source. For example, as you know, TA appointments do not include NRST remission.
  • **Graduate Instruction:** To buy-out a regular lecturer or to hire a faculty member to teach a course.
    o This option is primarily intended to assist graduate groups with funding core courses.
Supplemental Grad Program NRST Allocation

Distributed in two ways:

1. GSR Remission Buy-down Program: For the students in your program who meet the criteria, the GSR Buy-down program has been expanded to cover 100% of their assessed NRST remission (up from 25%).
   o The buy-down program does not require any action by departmental or graduate program staff, as the rebate is automatic and posts to the eligible GSR fund source in the same fiscal period as the remission expense.

2. Supplemental Grad Program NRST Allocation: For the students in your program who meet the criteria, this allocation is calculated as follows: “Supplemental Grad Program NRST Allocation” = “Total amount of NRST assessed in a three quarter period” minus “Total NRST remission rebated via the buy-down program, for those same students, in the same three quarter period”.

Page 36
# Supplemental PhD NRST Allocation

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Student's Year Count</th>
<th>Quarter</th>
<th>Student's Quarter Count</th>
<th>Eligible for Supplemental Allocation</th>
<th>Allocation Available</th>
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<td>2019-20</td>
<td>First</td>
<td>Fall</td>
<td>1</td>
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<tr>
<td>2019-20</td>
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<tr>
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<td>Winter</td>
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<td>2021-22</td>
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</tr>
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<td>Spring</td>
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<td>Fifth</td>
<td>Fall</td>
<td>13</td>
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</table>
Post-Candidacy NRST Fellowship Program

- UC policy is that nonresident doctoral students are not charged NRST for a period of three calendar years after they advance to candidacy.
- Doctoral students who remain in candidacy beyond the three calendar year waiver period will be eligible to receive a non-competitive NRST fellowship for two calendar years.
  - $800,000 annually
  - The NRST fellowship must be applied for each year
  - Via email, an application will be sent to all eligible students
- Typical funding timeline: 2-3 years prior to candidacy with NRST paid from a grant (if they are a GSR), the 3 calendar year waiver period, and up to 2 calendar years of post-candidacy NRST fellowship.
  - GSRs are eligible for NRST remission as a benefit of employment only prior to advancing to candidacy
  - Students who are beyond this time will be eligible to receive NRST fellowships, but not NRST remission (no longer a mandatory benefit)
NRST Fellowships

Nonresident Supplemental Tuition (NRST) Programs

- For US Citizens who are CA Residents, never charged NRST (both Masters & PhD)
- For US Citizens who are not CA Residents, charged NRST your first year, then charged zero NRST after establishing CA Residency (both Masters & PhD)
- For non-US Citizen Masters Students: charged NRST every year
- For non-US Citizen PhD Students (Average time-to-degree ≈ 6 years):

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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</thead>
<tbody>
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<td>not advanced to candidacy</td>
<td>advance to candidacy</td>
<td>2nd year after advancing</td>
<td>3rd year after advancing</td>
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<tr>
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<td>$5,034</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>Non-merit Fellowship</td>
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<td>n/a</td>
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<td>UCOP Waiver</td>
<td>UCOP Waiver</td>
<td>UCD Post-candidacy Fellowship</td>
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</table>
INTERNAL FELLOWSHIPS

Internal Fellowships are funds controlled by UC Davis

Departmental Fellowships

• Managed by individual graduate departments and groups for their own students

Campus Internal Fellowship Competition (*Restricted Endowments*)

• Managed by Graduate Studies
  o Graduate Studies administers specific fellowships because students from multiple disciplines are eligible
• Restricted Endowments (donor gifts) that fund fellowships targeted to specific student populations
$6.6 million awarded in 2020-21
- 68 fellowship opportunities awarded to 325 students
- 11 open to nonresident alien students

**Deadlines**

- **January 15th**: Fellowship applications from students through Slate.
  - Best if letters of reference are also submitted by January 15th. Students can register recommenders before they submit the application.
  - Prospective student deadline could be earlier, if the program has final application deadline prior to January 15th. **Deadlines:** [https://grad.ucdavis.edu/programs](https://grad.ucdavis.edu/programs)
- **February 5th**: Graduate Programs forward nominations to Graduate Studies
- **March**: Graduate Studies begins emailing offer letters to students; copies are sent to graduate programs.
- **April 15th**: Final date for prospective students to accept or decline fellowship award offers, in writing
- Because we award fellowships through October (due to funding timing), students will not receive notification if they did not win.
Continuing Student and Prospective Student Internal Fellowship Competition

1. Students apply and self nominate via Slate (also the admission application system): https://apply.grad.ucdavis.edu/manage/

2. Programs rank and nominate students
   - On-line review by the program via Slate
   - Will students be competitive?
   - Meet deadlines for submission: Continuing and Prospective = Feb 5th
   - Evaluate in a timely fashion, assemble committees and schedule meetings well before deadlines
     - Meet between Jan 22nd and Feb 02nd for ranking
Slate

• **Fellowship process highlights**
  • **Manage Users in PRM (will translate to Slate)**
    • Faculty reviewer access
  • **Audit and nomination**
    • Verify GPA for prospective students is in the admissions Reader Review form
    • 3 letters of reference
    • Transcripts (Continuing students required to upload before submission)
    • “Add a Fellowship” link in Reader Review
      • Add Dean’s Distinguished Graduate Fellowship (prospective PhD & MFA Only)
    • Consider Applicant (move to next Slate Bin)

• **Overall Ranking**

• **Final Submission**
  • Notify Graduate Studies (email) if your program has decided to not submit any nominations
<table>
<thead>
<tr>
<th>Browser</th>
<th>Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td>F: Awaiting Submission</td>
<td>F: Program Review - CF</td>
</tr>
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<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Program Review - Cont.</td>
<td>Program Review - Prosop.</td>
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<td>F: Program Review - CF</td>
<td>F: Program Ranking</td>
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<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Awaiting Materials</td>
<td>Program Ranking - CF</td>
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<tr>
<td>Fellowship Chair Submission</td>
<td>Fellowship Chair Sub - CF</td>
</tr>
<tr>
<td>F: Fellowship Chair Submission</td>
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</tr>
</tbody>
</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.
Internal Fellowship Formula

• **Factors:**
  - GPA
  - Support subcommittee member rating (2) = S1 and S2
  - Program Rank = Prog Rank

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

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

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.
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 $1,100 to $1,600 per quarter for child care expense

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: [https://grad.ucdavis.edu/financial-support/internal-fellowships/dean-witter-fund](https://grad.ucdavis.edu/financial-support/internal-fellowships/dean-witter-fund)
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 as GSR employment (not banner)
- Programs must commit to two quarters of equal support during next academic year
- Dates
  - Nominations to GS by May 1
  - Awards announced week of June 1
- Summer GSR Award Nomination Form
- Contact is Ruth Lee (rlee@ucdavis.edu)
Outstanding Graduate Teaching Award

- The Outstanding Graduate Student Teaching Award (OGTA) recognizes the contributions of graduate student Teaching Assistants to teaching and learning at UC Davis.
- Award approximately eight $500 fellowships
- Anyone may nominate a TA
  - Faculty
  - Peer graduate students
  - Undergraduate students are especially encouraged to submit
- Three part application
  - Initial Nomination Form, Supporting Recommendation Form (from faculty member), Teaching Philosophy Form from the nominee
- Dates
  - Initial nominations due to GS by March 26th
  - Recommendation and Nominee’s form due April 9th
- Contact is Heidi West (hewest@ucdavis.edu)
Travel Awards

- Offered twice/year in Oct (for travel from July - June) & March (for travel from January - December)
  - Nominations due to GS 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 ($500 for CA and virtual conferences, $1,000 CONUS, or $1,500 OCONUS)
- $25,000 awarded twice per year
- Two nominations allowed per Grad Program –
  - Please inform those not nominated that they didn’t win!
- Application form and instructions here: https://grad.ucdavis.edu/current-students/financial-support/internal-fellowships/travel-awards
- Different from the GSA Travel Award - https://gsa.ucdavis.edu/funding/travel-awards/
• Introductions
• Cost
• Types of Funding
  • Internal Fellowships
    • Grad Studies Allocation Programs
    • Fellowship Competition
  • External Fellowships
  • Academic Appointments
  • Student Loans
• Financial Systems
• Award Letter Best Practices
• Miscellaneous
• Calendars
• Questions
EXTERNAL FELLOWSHIPS TEAM

- Provides pre- and post-award support for projects with graduate student or postdoctoral scholar principal investigators
- Provides training and support for graduate program staff and department contracts & grants managers
- Resolves student award issues
- Maintains resources and makes referrals to other offices as needed
EXTERNAL FUNDING SOURCES
CAYUSE SP

- Required when there is an agreement between the Regents and the sponsor or where the funds will be administered by campus
  - Select “New-Graduate Studies” as the proposal type and “Training/Instruction” as the activity type
  - The admin unit is the home department of the major professor or faculty sponsor

- Full proposals, IPF and access to the application in the submission system, must be received five business days before the sponsor deadline
  - Minimum components required: scope of work, budget, and budget justification
  - First in, first out
  - Late proposals will be subject to limited review

- Current policy is for scholarships to route through Cayuse SP
GENERAL GUIDANCE

- Check the RFP to confirm who should be listed as the PI
  - If a graduate student or postdoc is listed as the PI, they will need to complete a PI Exception Form

- Applicable COI forms must be completed before submission

- Please use the SPO budget templates or the sponsor budget worksheet

- Document all required cost share and upload commitment letters

- Upload all required subaward documents
SEARCH RESOURCES

Grants.gov
Pivot
Philanthropy News Digest
Immigrants Rising
Grapes @ UCLA
A-Z Listing @ UC Davis
GradLink

WRITING RESOURCES

GradPathways – Writing and Publishing Track
- Workshops, courses for credit, graduate writer’s retreats, writing partners program, and writing consultations
What’s Next?

Now that your student is funded by an external sponsor, what happens next?
What’s Next?

1. Student or agency notifies our office of the award, sending us all documentation.
2. Student will be asked to fill out an Internal Processing Form in Cayuse SP (if they didn’t already do so at the time of application).
3. External Fellowships Adviser reviews award terms, negotiates if necessary, and assists in acceptance of award.
4. External Fellowships Adviser works with CGA & your department to have a fund code and account number set up for the award. Graduate coordinator and account manager will be contacted by External Fellowship Adviser with award details.
5. Matching Commitment should be filed, if applicable.
6. Award is paid to student.
7. Ongoing: award will be monitored throughout the award period for reporting and compliance. External Fellowships Adviser assists in closeout when award period is over.
Matching Commitment Program

Institutional funds that supplement the tuition and fee support provided by external sponsors.
Matching Commitment Program

Category 1: Major External Fellowships
- Competitive and prestigious.
- Open to students in multiple fields of study.
- Graduate Studies awards 100% of shortfall not covered by award.

Category 2: Split Matching Commitment External Fellowships
- Competitive and prestigious.
- Limited to single fields of study.
- Graduate Studies splits the shortfall not covered by the award 50/50 with the department.

Category 3: External Agency or Home Government Awards to International Students
- Competitive and prestigious awards to international students from their home government or external agencies.
- Graduate Studies will provide 2 years of NRST for doctoral students, 1 year for Master’s students.
Learn More!

Want to know more about external fellowships? Sign up for our in depth class, External Fellowships: Policies, Procedures, & Best Practices.
10 minute break
TYPES OF SUPPORT

- FELLOWSHIPS
- ACADEMIC APPOINTMENTS
- STUDENT LOANS
- PERSONAL RESOURCES
ACADEMIC APPOINTMENTS

Academic Appointment = Student Employment
• Managed by the Hiring Department (Grad or Undergrad)
• Appointment time (also called FTE or Full Time Equivalent)
  o A full-time employee is 100% and a half-time employee = 50% FTE (20 hours/week).
  o Max student appointment is generally 50%
  o Academic appointment salary scales

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 = 18 quarters for teaching titles and 21 quarters for research titles
• Must satisfactorily perform the duties of the job

More information in our Payroll Policy and Employment Eligibility SDPS class
• About graduate student and post-doc employment
• Owned by Tracey Pereida, Academic Personnel Specialist
ACADEMIC APPOINTMENTS

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

For examples:

- A sample GSR appointment letter: https://grad.ucdavis.edu/resources/faculty-staff-resources/academic-personnel/appointment-guide

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 01\textsuperscript{st} (always a month in arrears).
- Usually includes Tuition & Fee remission and NRST 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 = student starts at salary step 1. If they've completed their dissertation research then they could be salary step 7-10.
- For example, gross monthly pay at lowest salary step, working 25% time, is around $864. (50% time at highest step, X, is $3,387 per month)
- To obtain research jobs, the best way to start is to inquire within their own graduate group or department.
ACADEMIC APPOINTMENTS

TA = Teaching Assistant

• Employed by department to assist with tasks related to teaching undergraduates.
• Represented by a union.
  • Other teaching appointments are Associate_In, Tutor, and Reader.
• Usually includes partial Tuition & 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 $1,147.
• Each department has its own applications for Teaching Assistant positions, which students should fill out annually if they are interested in a TA position.
ACADEMIC APPOINTMENTS

Remission

- Academic Appointments
  - Tuition & Fee and NRST Remissions
    - Benefit of employment if FTE is 25% or more
    - Remission takes precedence over Graduate Program fellowship
      - If fellowship blocking remission, we will notify you to remove the award
    - Amounts per title code vary:
      - GSR: Full Tuition & Fee remission and full nonresident supplemental tuition (NRST) remission
      - TA: partial Tuition & Fee remission and **zero** NRST remission
        - Student responsible for partial Tuition & Fees
        - Programs may pay the partial NRST and Tuition & Fees with their GPFA
        - [https://studentaccounting.ucdavis.edu/sites/g/files/dgvnsk4871/files/inline-files/website1819%20Revised.pdf](https://studentaccounting.ucdavis.edu/sites/g/files/dgvnsk4871/files/inline-files/website1819%20Revised.pdf)
  - NRST diversion exceptions based on salary fund source:
# Tuition & Fee Remission Summary

**Remission Summary for CA Residents 2020-21**

<table>
<thead>
<tr>
<th>Appt Type</th>
<th>Quarter</th>
<th>Tuition &amp; Fees</th>
<th>Insurance</th>
<th>NRST</th>
<th>Amount Student Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR</td>
<td>fall</td>
<td>$4,478.27</td>
<td>$1,762.43</td>
<td>n/a</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>winter &amp; spring</td>
<td>$4,478.26</td>
<td>$1,762.43</td>
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<tr>
<td>TA</td>
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<td>$4,290.00</td>
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<td>$188.27</td>
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<tr>
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<td>winter &amp; spring</td>
<td>$4,290.00</td>
<td>$1,762.43</td>
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<td>$188.26</td>
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## Tuition & Fee Remission Summary

### Remission Summary for non-CA Residents 2020-21

<table>
<thead>
<tr>
<th>Appt Type</th>
<th>Quarter</th>
<th>Tuition &amp; Fees</th>
<th>Insurance</th>
<th>NRST</th>
<th>Amount Student Pays</th>
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<tbody>
<tr>
<td>GSR</td>
<td>fall</td>
<td>$4,478.27</td>
<td>$1,762.43</td>
<td>$5,034.00</td>
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<tr>
<td>TA</td>
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<td>$4,290.00</td>
<td>$1,762.43</td>
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<td>winter &amp; spring</td>
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<td>$5,222.26</td>
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</table>
## Tuition & Fee Remission Summary

<table>
<thead>
<tr>
<th>Amount of fees CA Resident pays with TA appt</th>
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<th>Winter</th>
<th>Spring</th>
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<td>$12.91</td>
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<td>$150.07</td>
<td>$150.07</td>
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<td>Student Facilities Safety Fee</td>
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<td>$22.00</td>
<td>$22.00</td>
<td>$66.00</td>
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<tr>
<td>ASE/BX contract remission</td>
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<td>($100.00)</td>
<td>($100.00)</td>
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<tr>
<td><strong>Total amount student owes</strong></td>
<td><strong>$188.27</strong></td>
<td><strong>$188.26</strong></td>
<td><strong>$188.26</strong></td>
<td><strong>$564.79</strong></td>
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</tbody>
</table>
GSR Remission Buy-Down Program

- As part of our continuing effort to improve graduate student support at UC Davis, the Provost allocates funds to partially buy-down fees and tuition for GSRs supported on extramural sources. Under the GSR Buy-Down Program, the campus pays 25% of the tuition, fees and NRST for a GSR appointment paid by certain extramural funds; the balance is charged to the extramural contract or grant.
  - NRST Remission charged to object 8970 and the 25% buy-down rebate is object 897R

- Effective fall 2014, the Buy-Down Program was expanded: 100% of the NRST for pre-candidacy, 2nd & 3rd year international PhD and MFA students who are supported by an extramural GSR appointment will be paid by central funds.
  - NRST Remission for 2nd & 3rd year int’l PhD & MFA students charged to object 8972 and the 100% buy-down rebate is object 897N
GSR Buy-down

Which account sub-fund types are included in the buy-down?

- C - Federal Contracts
- F - Federal Grants
- J - Private Contracts
- L - Local Government
- N - State Government Federal Flow Through (FFT)
- P - Private Grants
- S - State Government
- V - Local Government FFT
- W - Private Grants FFT
- X - Private Contracts FFT
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 supplemental stipend fellowship
  - “25% FTE or above TA” and a partial Tuition & Fee fellowship and/or a NRST fellowship ($5,034)
  - Fellowship stipend, Tuition & Fee 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 Tuition & Fees 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:
  - For example: fall GSR appointment (25% FTE or above) and a winter fellowship that provides full support.
Can you combine Academic Appointments and Fellowships?

Scenario

- A faculty member is very excited to hire a student as a GSR because their Tuition & Fees are already covered by a fellowship.
  - Will they remain happy? Definitely not!
  - What must happen to the Tuition & Fee fellowship?

- A student has a 25% FTE TA appointment
  - What fellowships can you award to this student?
    - Supplemental stipend fellowship
    - Partial Tuition & Fee fellowship ($188)
    - Full or partial NRST fellowship
Work Study

• Graduate Studies allocates Federal Work-Study (FWS) awards to graduate programs to be used for Graduate Student Researcher (GSR) positions.
  o This allocation is designed to give graduate programs additional funds that may be used for the support of quality graduate students who show financial need. Financial Aid manages the awarding process.

• Awards to students must be made in work study “units”. Each unit of work study is set at a value of the approximate gross salary of a 25% GSR at Step III for one full academic quarter ($3,192 at 2020-21 salary rates). Each unit of FWS results in a cost savings for the hiring department of up to 75% of the salary per quarter (for 2020-21, 75% of $3,192 is $2,394).

• The maximum annual award per student is six units (two units for each of the three quarters during the academic year).
  o In order to fully maximize the cost savings potential of awarding two units to a single student in a single quarter, the student’s gross salary should be at least $6,384.
1. Graduate Studies allocates work study units to graduate programs

2. Coordinator identifies eligible students
   a. GSR appointment
   b. Sufficient financial need (RPAAWRD and Work Study Calculation worksheet)

3. Coordinator submits online Request Form to Financial Aid

4. Financial Aid
   a. Declines authorization
   b. Requests additional information
   c. Confirms eligibility
      1. Communicates approval to coordinator and payroll contact and adds award to banner

5. Payroll processor hires student with associated work study coding

<table>
<thead>
<tr>
<th>Priority submission for the FAFSA</th>
<th>March 2nd (every year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for fall quarter submission</td>
<td>September 28, 2020</td>
</tr>
<tr>
<td>Deadline for winter quarter submission</td>
<td>January 08, 2021</td>
</tr>
<tr>
<td>Deadline for spring quarter submission</td>
<td>March 22, 2021</td>
</tr>
</tbody>
</table>
For a GSR hired at 25% FTE, or above, with a gross quarterly salary of $3,192 or less (or $6,384 or less when awarded two units of work study) the costs are shared as follows:

- 75% of the salary will be covered by FWS funds from the US Department of Education.
- 75% of the Tuition & Fee remission will be covered by UC Davis central campus funds.
- 25% of the salary, 25% of the Tuition & Fee remission, 100% of vacation, sick, and holiday pay, and 100% of any applicable nonresident supplemental tuition (NRST) remission will be charged to the salary fund source (affiliated department account or an individual faculty research grant).

Once the work study dollar limit has been reached ($2,394 or $4,788), payroll will automatically charge the departmental account the remaining wages.
Grant cost-accounting requires that charges be in proportion to the effort devoted to that project. Thus, when a GSR appointment is split between multiple fund sources, the apportionment of benefits costs must be allocated according to the FTE allocated to each fund source, as reflected by the percentage appointment. For GSRs participating in the FWS Program, this policy requirement has an impact on the cost sharing of Tuition & Fee remission between Central Campus funds and the program fund source.

If you choose to pay a student participating in the FWS Program a gross salary above $3,192, your program fund source will be responsible for the salary cost above $2,394 and more than 25% of the Tuition & Fee remission. The individual gross salary paid will determine the remission cost above 25% for which your fund source will be responsible.
Work Study

- Graduate Studies created an excel worksheet to assist coordinators and faculty calculate the estimated cost savings when using work study units and its impact to the GSR funding source.
  - GSR Cost Calculator:
  - As the required boxes are filled in, the calculator estimates GSR costs and related work-study savings.

<table>
<thead>
<tr>
<th>UC Davis GSR Direct Cost Calculator - 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Salary rates and 2019-20 Tuition &amp; Fee amounts</td>
</tr>
<tr>
<td>GSR Variables</td>
</tr>
<tr>
<td>Residency Status?</td>
</tr>
<tr>
<td>GSR Salary Step? (2019-20 rates)</td>
</tr>
<tr>
<td>FTE %?</td>
</tr>
<tr>
<td>Quarter</td>
</tr>
<tr>
<td># of Work Study Units?</td>
</tr>
</tbody>
</table>

- The yellow colored cells have a drop down menu to select the applicable variables for your GSR.
To be eligible to receive work study, a student must be a US citizen or permanent resident who qualifies for need-based financial aid.
  - Non-resident alien students (generally on a J-1 or F-1 Visa) are not eligible for work study.
  - Students must have filed a current Free Application for Federal Student Aid (FAFSA).
  - The student’s financial need must be equal to or greater than the combined salary and fees for the requested appointment.
  - TIP: use RPAAWRD to determine financial need for work study eligibility.
## Work Study

### California Residents

**Academic Year Work-Study Appointments October 1, 2020 – June 30, 2021**

<table>
<thead>
<tr>
<th>Work-Study Unit(s) awarded &amp; FTE percentage per quarter</th>
<th>Salary per quarter (3 months)</th>
<th>Tuition &amp; Fees per quarter(s)</th>
<th><strong>MINIMUM ELIGIBILITY</strong> (Includes salary and tuition &amp; fees for a CA resident)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit @ 25% for 1 Qtr.</td>
<td>$3,192.00</td>
<td>$6,240.00</td>
<td>$9,432.00</td>
</tr>
<tr>
<td>1 units @ 25% for 2 Qtrs.</td>
<td>$6,384.00</td>
<td>$12,480.00</td>
<td>$18,564.00</td>
</tr>
<tr>
<td>1 units @ 25% for 3 Qtrs.</td>
<td>$9,576.00</td>
<td>$18,720.00</td>
<td>$28,296.00</td>
</tr>
<tr>
<td>2 units @ 50% for 1 Qtr.</td>
<td>$6,384.00</td>
<td>$6,240.00</td>
<td>$12,624.00</td>
</tr>
<tr>
<td>2 units @ 50% for 2 Qtrs.</td>
<td>$12,768.00</td>
<td>$12,480.00</td>
<td>$25,248.00</td>
</tr>
<tr>
<td>2 units @ 50% for 3 Qtrs.</td>
<td>$19,152.00</td>
<td>$18,720.00</td>
<td>$37,872.00</td>
</tr>
</tbody>
</table>

### Non-California Residents

(Must be US Citizen or Permanent Resident)

<table>
<thead>
<tr>
<th>Work-Study Unit(s) awarded &amp; FTE percentage per quarter</th>
<th>Salary per quarter (3 months)</th>
<th>Nonresident Supplemental Tuition (<em>not paid by work-study</em>)</th>
<th>Tuition &amp; Fees per quarter(s)</th>
<th><strong>MINIMUM ELIGIBILITY</strong> (Includes salary, Tuition &amp; Fees, and NRST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit @ 25% for 1 Qtr.</td>
<td>$3,192.00</td>
<td>$5,034.00</td>
<td>$6,240.00</td>
<td>$14,466.00</td>
</tr>
<tr>
<td>1 units @ 25% for 2 Qtrs.</td>
<td>$6,384.00</td>
<td>$10,068.00</td>
<td>$12,480.00</td>
<td>$28,932.00</td>
</tr>
<tr>
<td>1 units @ 25% for 3 Qtrs.</td>
<td>$9,576.00</td>
<td>$15,102.00</td>
<td>$18,720.00</td>
<td>$43,398.00</td>
</tr>
</tbody>
</table>
Work Study

Budget: Cost of Attendance for one year.
EFC: Expected Family Contribution based on FAFSA.
Gross Need: “Budget” minus “EFC” = “Gross Need”
Unmet Need: “Budget” minus “EFC” minus “Offered” = “Unmet Need”*

*Unmet need adjusts as offers are “accepted” or “declined”

Unmet Need: A grad student is eligible for nomination if the “Unmet Need” is equal or greater than the minimum eligibility requirements listed in the Work-Study Awarding Guidelines.

In this example, the student has fellowships and accepted financial aid loans that total $18,020.36. This reduced the unmet need from $37,630 to $19,609.64. EFC = zero means a FAFSA was submitted and determined no EFC contributions. If this field is null (blank) the student has not submitted a FAFSA and is not eligible for work study.

How many units of work study is this student eligible for with unmet need of $19,609.64?
TYPES OF SUPPORT

FELLOWSHIPS

ACADEMIC APPOINTMENTS

STUDENT LOANS

PERSONAL RESOURCES
Loans are managed by the Financial Aid and Scholarships Office

- The Financial Aid Office Window is open in Dutton Hall from 10 a.m. to 2 p.m., Monday-Friday. However, they have extended hours from 9 a.m. to 4:00 p.m. for the first two weeks of the fall quarter.

- If students have questions for Financial Aid, they are committed to returning inquiries within a 24-48 hour time frame. They may contact Financial Aid at (530) 752-9246 or the Financial Aid website (https://financialaid.ucdavis.edu/contact).

- California Dream Act Application
  - The application to determine financial need to determine student eligibility for educational loans.
  - Students will receive a Student Aid Report (SAR) that provides them with an Expected Family Contribution (EFC).
Loans
- Loans via UC Davis are available to US Citizens & Permanent Residents
- 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 Direct 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 students 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.

MyAwards
- Continuing or new students with a valid Student Aid Report (SAR) will be able to view their UC Davis aid package and requirements using MyAwards.
Over Awards

• Only applicable if the student has need-based aid (e.g. loans)

• Every student’s financial situation is unique

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

• Repayment
  o Currently, already disbursed loan funds (excluding the Campus Fee Grant) are not impacted by additional, non-loan, financial support. However, scheduled future term loan disbursements can be cancelled
Campus Fee Grant

- Current amount is $600 per academic year ($200 for fall, winter, and spring quarters)
- It is offered to students via MyAwards and must be accepted (it can be declined)
- Budget is from return-to-aid funds of campus based fees
- The UC Davis Campus Fee Grant is the only graduate student grant (fellowship) administered by the Financial Aid and Scholarships.
- It is a need-based award for students who establish and maintain sufficient financial need
- Please note, the Campus Fee Grant funding is not guaranteed. Financial Aid and Scholarships strongly recommends that every FAFSA filing student report all anticipated external and academic funding (Grants, Fellowships, TA ships, GSR’s etc.) to their office so they can accurately determine their financial aid eligibility.
  - For example, if a Campus Fee Grant is paid to a student for fall quarter and they receive a large amount of new fellowship funding in the winter quarter, they may have to repay the fall Campus Fee Grant ($200)
### Banner

- **Financial Need - RPAAWRD**

#### Fund Awards

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Status</th>
<th>Offered</th>
<th>Accepted</th>
<th>Declined or Cancelled</th>
<th>Method or Authorized</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHGR</td>
<td>UCD Campus Fee Grant GD</td>
<td>ACPT</td>
<td>660.00</td>
<td>660.00</td>
<td>440.00</td>
<td>N</td>
<td>N-No</td>
</tr>
<tr>
<td>DSGU</td>
<td>Fed Direct Unsub Loan Grad</td>
<td>DECL</td>
<td>500.00</td>
<td>500.00</td>
<td>20,500.00</td>
<td>Y</td>
<td>Y-Yes</td>
</tr>
<tr>
<td>FBEI</td>
<td>Fremont Gadberry Award</td>
<td>ACPT</td>
<td>500.00</td>
<td>500.00</td>
<td>20,500.00</td>
<td>N</td>
<td>N-No</td>
</tr>
<tr>
<td>FEYT</td>
<td>1926 Grad Prog Fellow-Grant</td>
<td>ACPT</td>
<td>3,150.00</td>
<td>3,150.00</td>
<td>700.00</td>
<td>Y</td>
<td>Y-Yes</td>
</tr>
<tr>
<td>GHTF</td>
<td>Grad TA 1th Rem Fee-Fall-GD</td>
<td>ACPT</td>
<td>64.43</td>
<td>64.43</td>
<td>64.43</td>
<td>N</td>
<td>N-No</td>
</tr>
<tr>
<td>GHTV</td>
<td>Grad TA 1th Rem Fee-Winter-GD</td>
<td>ACPT</td>
<td>64.43</td>
<td>64.43</td>
<td>64.43</td>
<td>N</td>
<td>N-No</td>
</tr>
<tr>
<td>GTF</td>
<td>Grad TA Fee Remission-Fall-GD</td>
<td>ACPT</td>
<td>4,290.00</td>
<td>4,290.00</td>
<td>4,290.00</td>
<td>N</td>
<td>N-No</td>
</tr>
</tbody>
</table>

**Totals:**
- Budget: 12,998.86
- EFC: 2,336
- Gross Need: 35,646.00
- Unmet Need: 22,646.14
Online Financial Applications and Systems

UC Davis has three separate accounting systems. Each of these three financial systems is used to deliver student support to academic graduate students.

- **Kuali Financial System (KFS)**
  - System of record for income and expense

- **Banner Student Information System (SIS)**
  - System of record for student accounts
  - Used to pay student fellowships
  - Contains the transaction detail and feeds expense data to KFS

- **Payroll System (UC Path)**
  - Used to pay academic employees
  - Contains the transaction detail and feeds expense data to KFS

Students are responsible for viewing the most up-to-date status of their student account via the **Recent Account Activity screen on MyBill** and/or **SISWEB**.

- MyBill – Check student account balance, make payments
- SISWEB – View student financial account (can see current balance at any time), view financial aid (loan) status
Glossary

- Direct Deposit – TSAAREV EFT field
Fellowship Transaction Life Cycle

1. Initiate KFS Account
   a. Allocate funds to the account (via KFS BA document)

2. Banner Fund Code Request form
   a. Banner fund code connects fellowship to KFS account

3. Enter fellowship in Banner

4. Fellowship disburses to student via Banner

5. Banner feeds the expense transactions to the associated KFS accounts with the following object codes:
   - 72GF = Tuition & Fee fellowship expense
   - 72GN = NRST fellowship expense
   - 72GS = Stipend fellowship expense

   777N = Heritage object for fellowship stipend expense for Int’l students (used prior to January 1, 2019) paid via PPS.
Fellowship payment with Departmental Funds

• **KFS Account Requirements**
  • Higher Education Function Code: FINA
  • Before a fellowship can be processed in Banner, a Banner Fund Code must be initiated to link the banner payment to the KFS account.
  • Student fellowship expense (object codes 72GS, 72GF, and 72GN) can only be charged to KFS accounts with Higher Education Function Code of "FINA".
  • Also, the six-digit UC Account Number should begin with "79" (Student Financial Aid-Grad).
  • For information on how to initiate a KFS account, visit the Finance Department’s How Do I Create an Account page.
Fellowship payment with Departmental Funds

• Grad Studies Banner Fund Code Request Form
  • Account must have Higher Ed Function Code of “FINA”
  • Transfer funds, via KFS BA, to FINA account
  • OGS will enter allocation into Grad Track$ and program staff will enter awards

• Grad Studies Fellowship Payment Request Form
  • Intended for staff who do not have Grad Track$ access

• How To Pay a Fellowship: https://grad.ucdavis.edu/faculty-staff/student-financial-support/how-pay-fellowship
Exercise

Fund Code Request Form

Graduate Studies Banner Fund Code Request Form

This form is to be used to initiate a new Banner Fund Code associated with a KFS account to pay Stipend Fellowships, Tuition & Fee fellowships, and/or Nonresident Supplemental Tuition (NRST) fellowships to [academic graduate students](https://grad.ucdavis.edu/financial-support/financial-support-information-faculty-and-staff/how-pay-fellowship/graduate-0)

https://grad.ucdavis.edu/financial-support/financial-support-information-faculty-and-staff/how-pay-fellowship/graduate-0

1. Your identifying information
2. KFS Account information (use FIS11)
3. Fellowship information
4. Graduate program
5. Total dollar amount to be awarded in the academic year
Graduate Program Fellowship Allocation

Grad Track$ Web Reports

- Graduate Program Coordinators have access
- Use to monitor account balances as there are no accruals in KFS for banner entries
  - Does not include NRSTR diversion expenses!
- Zero small balances before June 1st
- Audit the eligibility of your awarded students at the beginning and end of each quarter

<table>
<thead>
<tr>
<th>Major</th>
<th>Aid Year</th>
<th>Account Number</th>
<th>Amount Allocated</th>
<th>Amount Awarded</th>
<th>Amount Pending</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMAJ '1415'</td>
<td>3 5020095</td>
<td>$49,829.00</td>
<td>$50,000.00</td>
<td>$0</td>
<td>($171)</td>
<td></td>
</tr>
<tr>
<td>GMAJ '1415'</td>
<td>3 79DGSUP</td>
<td>$31,297.75</td>
<td>$30,000.00</td>
<td>$0</td>
<td>$1,297.75</td>
<td></td>
</tr>
<tr>
<td>GMAJ '1415'</td>
<td>3 DGS1213</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>GMAJ '1415'</td>
<td>3 DGS8900</td>
<td>$44,888.00</td>
<td>$45,000.00</td>
<td>$0</td>
<td>($112)</td>
<td></td>
</tr>
<tr>
<td>GMAJ '1415'</td>
<td>3 7920095</td>
<td>$32,679.19</td>
<td>$33,233.29</td>
<td>$0</td>
<td>($554.10)</td>
<td></td>
</tr>
</tbody>
</table>

$163,693.94 | $163,233.29 | $0 | $460.65
GradTrack$ Web Reports Update

Grad Track$ Web Reports

- Website
  - https://gradtracks.gs.ucdavis.edu/gs
- Added citizenship and residency fields to the detail report
- Added sorting and filtering
- New Fund Code lookup report
Graduate Student Support Allocation Information/Tools

**Allocation emails/letters**
- GPFA from Grad Studies (activated in GT$ in July)
- Work Study unit allocations

**Grad Track$ Web Reporting Tool**
([https://grad.ucdavis.edu/faculty-staff/student-financial-support/online-applications-systems](https://grad.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

**GradHub** ([https://gradhub.ucdavis.edu/student/search](https://gradhub.ucdavis.edu/student/search))
- Various financial tabs for each student (Historical, Fellowships, UC Path)
- Electronic copies of award letters
Graduate Student Support Allocation Information/Tools

- Code = Job Title Code (TA = 002310, GSR = 003282)
- Title = Name of the Title Code
- Department = Position department (not the student’s major)
- Position # = UCPath unique identifier of the position
- Step = Salary step (GSR can be 1 to 10, TA will always show as 1)
- Effective Date = Start date of the job
- Expected End Date = This date is a “note” or “comment” field and does not stop salary from being paid unless Auto Term Date = Y
- Auto Term Date = If “Yes”, Expected End Date will stop salary. If “No”, Expected End Date will not stop salary
- Termination Date = This can be used to stop salary from being paid if Auto Term Date is not used
- FTE = Percentage of job
- Monthly = Monthly salary at 100% FTE (multiply this by FTE to determine the student’s gross monthly salary)
- Comp Freq = This field identifies if the Annual Salary amount is for nine months or twelve months (UC_9M = nine months, UC_FY = twelve months)
- Annual = Nine month or twelve month (depending on Comp Freq) total salary of the position at 100% FTE
- Schedule = Frequency of salary payments (M = monthly)
Graduate Studies Website

Financial Support

› Internal Fellowships
› External Fellowships
› Academic Employment
› Tuition and Fees
› Financial Aid
› Financial Systems
› Information for Faculty and Staff

› Information for Faculty and Staff

  GSR Buy-Down Program
  Online Applications & Systems
  How To Pay a Fellowship
  External Fellowships
  Work Study for Graduate Students
  Award Letter Best Practices
  Training Grant Support
  NRST Waiver/Fellowship Programs
  Graduate Program Coordinator Resources
AGENDA

• Introductions
• Cost
• Types of Funding
  • Internal Fellowships
    • Grad Studies Allocation Programs
    • Fellowship Competition
  • External Fellowships
  • Academic Appointments
  • Student Loans
• Financial Systems
• Award Letter Best Practices
• Miscellaneous
• Calendars
• Questions
Award Letter Best Practices


Offer in writing

- Acknowledge named endowments
- Grad Program Fellowship Allocation 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 or one lump sum)
• The effective period of the award (e.g. October 1, 2020, to June 30, 2021)
• Your program contact information for questions (your award letters should not refer the student to Graduate Studies)
• Award letter templates on Graduate Studies website: https://grad.ucdavis.edu/faculty-staff/student-financial-support/award-letter-best-practices
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

- Your stipend will be paid monthly in nine equal installments of $1,000.00 through the Student Accounting Office, 2100 Dutton Hall, beginning November 1, 2020, and ending July 1, 2021. 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.

- This financial support offer is based, in part, on estimated tuition, fees, and charges based on currently approved amounts. These figures may not be final. Actual tuition, fees, and charges are subject to change by the Regents of the University of California, as authorized, by the President of the University of California. Accordingly, final approved levels may differ from the amounts shown and your final financial award may be adjusted to reflect those changes.

- Over-awards (refunds made in error of Tuition & Fee or health insurance 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 Student Fellowships document enclosed with this offer.
AGENDA

- Introductions
- Cost
- Types of Funding
  - Internal Fellowships
    - Grad Studies Allocation Programs
    - Fellowship Competition
  - External Fellowships
  - Academic Appointments
  - Student Loans
- Financial Systems
- Award Letter Best Practices
  - Miscellaneous
- Calendars
- Questions
Student Eligibility – Undocumented Students & California Dream Act

- **AB 540**
  - Not subject to nonresident supplemental tuition
  - Attended CA high school for three, or more, years and graduated
  - Residency Deputy must make determination
  - Can be undocumented (but cannot be on J-1 or F-1 Visa)

- **AB 130 & 131**
  - Undocumented, AB540, students qualify for UC gifts and endowments designated for scholarships by the donor.
  - Makes undocumented AB 540 students eligible for awards from other institutional aid funds, including tuition and fee revenue.
    - Eligible for GPFA, MEIP, applicable Internal Fellowships as of 01/01/2013.

- **Federal “Deferred Action for Childhood Arrivals (DACA)”**
  - Undocumented persons allowed to apply for a Employment Authorization Document (work permit).
  - If they receive work permit, undocumented students can work as TA or GSR

- **SB 77**
  - Until June 30, 2021, UC may provide a scholarship as established by the university or a campus of the university, derived from nonstate funds (gifts and endowments received for the purpose of awarding scholarships) received for that purpose, to any of its enrolled students who meet the eligibility requirements for that scholarship (this includes Undocumented students who do not qualify for AB540)
Federal “Deferred Action for Childhood Arrivals (DACA)”
- Undocumented persons allowed to apply for a Employment Authorization Document (work permit).
- If they receive work permit, undocumented students can work as TA or GSR

- AB 540 and Undocumented Student Center

- Graduate Studies info for AB 540 and Undocumented Students
# Student Eligibility

<table>
<thead>
<tr>
<th></th>
<th>CA Resident US Citizens and Permanent Residents (+ Documented AB 540)</th>
<th>Nonresident US Citizens and Permanent Residents</th>
<th>AB 540 Undocumented Students</th>
<th>Non-AB 540 Undocumented Students</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>Charged Tuition and Student Services Fee (SSF)</td>
<td>Charged Tuition and SSF plus Nonresident Supplemental Tuition (NRST) in first year of program</td>
<td>Charged Tuition and SSF, but exempted from NRST in first year of program</td>
<td>Charged Tuition and SSF plus NRST in first year of program</td>
<td>Charged Tuition and SSF plus NRST</td>
</tr>
<tr>
<td><strong>Federal Financial Aid</strong> (Grants, Loans, Work-Study)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>State Financial Aid</strong></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>University Need-based Grant</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>UC Scholarships, Fellowships, and Locally-Funded Grants</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Depends</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>UC Loans</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>UC Work-Study</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>DACA Only</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>DACA Only</td>
<td>DACA Only</td>
<td>With work authorization</td>
</tr>
<tr>
<td><strong>Private Outside Awards</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
CA Residency for Tuition Purposes

- **The Registrar’s Office:**
  - CA Residency for Tuition Purposes

- **Resident or Nonresident, all incoming students must complete a Statement of Legal Residence (SLR) so that a residence determination can be made.**
  - Statements of Legal Residence (SLR) are submitted by new students after acceptance of an offer of admission.
  - If a student does not complete the SLR or submit the necessary documents, the student will be classified as a Nonresident and will be assessed Nonresident Supplemental Tuition.

- **Petition for Classification to Resident**
  - Petitions for Classification are filed online and are used by continuing UC Davis Students classified as Nonresident in a prior quarter who are seeking Resident classification.
    - Status of petition can be checked online.
  - Filing Period to be classified as a resident for fall quarter is June 1st through the First Day of Instruction for the applicable quarter.
    - Do not wait until September! NRST for the fall quarter will be charged if the student enrolls prior to an approved petition – which could impact their summer funding.
TYPES OF SUPPORT

- FELLOWSHIPS
- ACADEMIC APPOINTMENTS
- STUDENT LOANS
- PERSONAL RESOURCES
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

• **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

**UC Davis Finance website:** [https://studentaccounting.ucdavis.edu/student-resources/accounting/tax-info](https://studentaccounting.ucdavis.edu/student-resources/accounting/tax-info)

See IRS Publication 970 (Tax Benefits for Education) on the IRS website.
REFERENCES

Some Light Reading

For your next book club:

• Graduate Student Employment Handbook
• Graduate Studies Policies
• IRS Publication 970 (Tax Benefits Education)
• Registration Information
AGENDA

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  - Questions
CALENDAR

Summer – July, August, September

- **July**: Access to fellowship funding (GPFA, etc.) activated for coordinators in banner
- **July 25th**: First summer quarter fellowship stipend disbursement date
- **Second week of September**: It is strongly suggested that fall fellowships be entered into banner before fall Tuition & Fees are due
- **Sept 15th**: Published payment due date for fall Tuition & Fees
- **Sept 16th**: Fall Financial Aid (loans) post to student accounts to pay Tuition & Fees and other university charges
- **Sept 18th**: Fall NRST and/or Tuition & Fees paid if student has a fellowship or qualifying academic appointment
- **Sept 23th**: Fall loan refunds (direct deposit or checks) available to students
- **Sept 25th**: Fall quarter instruction begins
- **Sept 27th**: Deadline for fall quarter (or full year) work study submissions
October 15th: Fall Travel Award student applications due to programs

Nov 1st: First fall quarter fellowship stipend payment date and the first academic appointment salary payment date

November 15th: Fall Travel Award nominations due to Graduate Studies

November 19th: For Graduate Students: If their fall term account balance is not paid by the 8th week of the quarter
  - $110 late fee will be charged
  - They will be dropped from winter classes, or if they haven’t registered, a hold will be placed on winter enrollment

Mid-Nov to mid-Dec: Winter quarter Tuition & Fees and/or NRST charged (when student enrolls)

December: Prospective student fellowship application deadline (if the program has final application deadline prior to January 15th).

December 15th: Fall Travel Awards announced this week

Dec 28th: Winter NRST and/or Tuition & Fees paid if student has a fellowship or qualifying academic appointment
**CALENDAR**

*Winter – January, February, March*

- January 8\(^{th}\): Deadline for winter quarter work study submissions
- January 15\(^{th}\): Fellowship applications due from students via Slate.
  - Prospective student deadline could be earlier, if the program has final application deadline prior to 1/15.
- Between Jan 22\(^{nd}\) and Feb 02\(^{nd}\): Faculty committees need to meet for fellowship ranking
- February 5\(^{th}\): Grad Programs forward ranked fellowship nominations to Grad Studies
- February 25\(^{th}\): If winter term account balance is not paid by the 8\(^{th}\) week of the quarter
  - $110 late fee will be charged
  - Student will be dropped from spring classes, or if not registered, a hold will be placed on spring enrollment
- March: Grad Studies begins emailing offers to students; copies sent to grad programs.
- March 2\(^{nd}\): Priority Deadline for students to file a FAFSA.
- March 5\(^{th}\): Deadline for spring Work Study nominations to Financial Aid
- March 15\(^{th}\): spring NRST and/or Tuition & Fees paid if student has a fellowship or qualifying academic appointment
- March 15\(^{th}\): Spring Travel Award student applications due to programs
• April 15th = Programs cannot require prospective students to respond to fellowship offers prior to this date (CGS Resolution).

• April 15th: Spring Travel Award nominations due to Graduate Studies

• May 1st: Summer GSR Award nominations due to Graduate Studies

• May 15th: Spring Travel Awards announced this week

• May 15th: Final day to post fellowships in Banner

• May 15th: Due date for carry-forward exception requests

• May 20th: If spring term account balance is not paid by the 8th week of the quarter
  o $110 late fee will be charged
  o Student will be dropped from fall classes, or if not registered, a hold will be placed on fall enrollment

• June 1st: Zero small fellowship account balances in banner

• June 1st: Summer GSR Awards announced this week
QUESTIONS?