
GRADUATE PROGRAM FELLOWSHIP INSTRUCTIONS

Graduate programs receive an allocation from the Graduate Program Fellowship Allocation Funds to award fellowships to new and continuing students. These funds **are restricted for use as stipend fellowships (living allowance), Tuition & Fee fellowships, or Nonresident Supplemental Tuition fellowships**. Graduate Program Fellowship Allocation funds cannot be used to bring students to campus for pre- or post-admissions recruitment visits, research costs, or to fund student appointments such as research and teaching assistantships. No expectation of research or teaching effort can be tied to a Graduate Program Fellowship Allocation award.

IMPORTANT DATES TO REMEMBER

- March 2** Priority Deadline for students to file a FAFSA. Students may file the FAFSA after this date, but may not receive a Graduate Studies award until the FAFSA is on record. All domestic graduate students must file the FAFSA to receive Graduate Program Fellowships or internal fellowships.
- April 15*** Programs cannot require students to respond to fellowship offers prior to April 15. Programs may withdraw a fellowship offer *in writing* if a student has not accepted the award by the specified date. The following statement must be included in the offer letter *“Failure to respond by April 15, 20xx will be interpreted as a declination and this award may be withdrawn.”* Awards made March 16th or later should indicate that the student has 30 calendar days in which to make a decision to accept the award.
- 8th week of the quarter** If a student has an outstanding account balance at the end of the eighth week of enrollment, the student’s registration status for the following quarter will be inactivated. The student will also be dropped from any course work s/he has enrolled in for the following quarter and her/his employment or fellowship for that quarter may be jeopardized.
- June 1** Last day to enter Graduate Program Fellowship Allocation awards in Grad Track\$.

* If the deadline does not fall on a weekday, the deadline will be extended until the following business day.

TYPES OF AWARDS

Graduate Program Fellowship funds can be awarded as:

- A. Stipend fellowship (Living Allowance)
- B. Tuition & Fee fellowship
- C. Nonresident Supplemental Tuition (NRST) fellowship

A. Stipend fellowship (Living Allowance)

1. The stipend fellowship can be awarded in one to twelve month increments, August 1st through June 30th. Payments are made one month in arrears (**e.g., October stipend is paid November 1**) in order to put Graduate Program Fellowship Allocation awards on the same schedule as teaching or research employment salary.
2. Students must be registered and enrolled before payment will be issued.
3. One-time payments can be issued when the stipend total is less than \$3,000. This ceiling can be removed, but with the understanding on the part of those programs authorizing the one-time payments that Graduate Studies will not recover stipends that have already been paid to students if those students fail to enroll for the fall term. A *One-time Payment Agreement* form, signed by the program chair, must be on file with Graduate Studies and updated every year (see attachments).
4. US Citizen and Permanent Resident students, both residents and nonresidents of California, will be paid through Student Accounting. Any outstanding student account balance will be deducted from the stipend fellowship payment.
5. Stipend fellowships for Nonresident Alien students are required by the IRS to be paid through the campus payroll system (PPS). Graduate Studies will notify the department of required PPS entry for students paid through payroll.

B. Tuition & Fee fellowships

1. Award amounts quoted in offer letters may be estimated to cover the cost of Tuition & Fees for the upcoming year. Fees include registration, education, health insurance, Graduate Student Association and Memorial Union fees, etc. For the current fee structure, please see <http://budget.ucdavis.edu/studentfees/index.html>.
2. Awards may be made to cover full **or** partial Tuition & Fees.
3. The award letter should clearly describe how a change in fees would be addressed by the fee fellowship. For example, if you award "full Tuition & Fees" and the student later receives a TA appointment, you may indicate that your fee fellowship will be reduced to cover only the balance owed after the fee remission and will not generate a refund to the student. Please refer to *Graduate Student Appointments (pages 5-6)* to see what effect (if any) academic appointments may have on fees.
4. The University of California Student Health Insurance Plan (UC SHIP) fee is \$1,318 per quarter, or \$3,954 per year, for 2015-16 with an expected increase for 2016-17. Students who opt out of health insurance will have their Tuition & Fee awards reduced by the amount of the insurance cost. Students who opt out of the campus health insurance will not receive a refund in the amount of the reduced Tuition & Fee charges.

C. Nonresident Supplemental Tuition (NRST) fellowships

1. Awards may be made to cover part or all of the cost of NRST.
2. U.S. citizens and permanent residents are ineligible for NRST fellowships after the first year at UC Davis. ***Students must begin the process of establishing residency immediately to avoid missing required deadlines.***
3. New and continuing international students may be awarded NRST fellowships.
4. The award letter must clearly describe that should the student receive a GSR appointment during the effective period of the GPFA award, NRST remission is provided as a non-taxable benefit to all eligible GSR's and supersedes the GPFA NRST award funding.
5. **Reduced NRST After Advancement To Candidacy:** Effective Fall 2006, a policy was implemented to reduce the nonresident supplemental tuition charged to doctoral students who have advanced to candidacy by the first day of the quarter. The reduction is 100% of the current charge. The student is eligible for the reduction for up to three calendar years after advancement to candidacy. If the student has not completed his/her degree after three years, the charge will revert to the full current nonresident supplemental tuition amount. Please note that time spent on PELP counts in the three-year limit.
6. **Post-Candidacy NRST Fellowship Program:** Current UC policy stipulates that nonresident doctoral students do not pay NRST for a period of three years after advancement to candidacy. After this three year period, nonresident doctoral students are again charged NRST until they complete their degrees. Effective Fall 2013, to offset the NRST charge during this time frame, UC Davis offers a non-competitive fellowship program intended to mitigate the NRST challenge during the fourth and fifth years after advancement to candidacy. Eligible students will receive a non-competitive fellowship to offset the cost of NRST so that they are able to complete their degrees in a timely manner without the added pressure of accounting for NRST.

Each Spring Quarter, Graduate Studies identifies all eligible international doctoral students for the upcoming academic year; those eligible students are then e-mailed the fellowship application and the instructions for submitting the completed application. The Major Professor and Program Chair are required to endorse the application.

Students are eligible to apply for Filing Fee status during their final quarter; however, to be safe, all eligible students should still submit the NRST fellowship application even if they believe they will go on filing fee status in future quarters. Should a student be approved for filing fee status, the Post-Candidacy NRST Fellowship will not be needed and will not be credited to the students account.

Questions regarding the program should be directed to Lisa Finnegan, Graduate Financial Support Specialist: lfinnegan@ucdavis.edu or (530) 752-8864.

STUDENT ELIGIBILITY FOR GRADUATE STUDIES AWARDS

- A. All domestic students must have filed a FAFSA to receive fellowship support.
- B. Students must be registered, enrolled and maintain a minimum of 12 units. Students who do not meet the minimum unit requirement are subject to withdrawal of the award. Students on PELP or Filing Fee do not meet the registered status requirement.
- C. Recipients must meet the minimum GPA criteria established by the Graduate Council for eligibility. A GPA of 3.0 is required for a living allowance/stipend fellowship, a fee and tuition fellowship and for a nonresident supplemental tuition fellowship (NRSTF). Students who do not meet the minimum GPA requirement are subject to withdrawal of the award.

PROCEDURES FOR AWARDING NEW AND CONTINUING STUDENT GRADUATE PROGRAM FELLOWSHIPS

- A. **Applications:** Each program should develop its own internal application process for Graduate Program Fellowship Allocation awards. The Graduate Programs may develop their own unique Graduate Program Fellowship application. Please include clear instructions to submit the Graduate Program Fellowship application directly to the Graduate Program, not to Graduate Studies.
- B. **Review and Nomination:** Student applications and supporting materials should be sent directly to Graduate Programs. The Graduate Program staff should prepare all materials for review by their fellowship committee. The fellowship committee ranks the applicants and awards the fellowships.
- C. **Notification of Awards:** Programs send award letters directly to students.
 - 1. **Award letter must specify:** full name, date of letter, student ID number, name of specific fellowship offered (e.g. the Earl C. Anthony or Edward Wickson Fellowship), type (living allowance (stipend), fees and tuition, and/or nonresident supplemental tuition), amount, method of payment (e.g., paid in equal monthly installments through Student Accounting), the effective period of the award (e.g. October 1, 2014 to June 30, 2015) and program contact information for questions (the award letter should not refer the student to the Office of Graduate Studies). The notification should also include the FAFSA filing requirement for domestic students.
 - 2. TA/GSR appointments are **not** considered fellowships and should be listed as a separate form of support on offer letters.
 - 3. Programs **must** enclose a copy of *Regulations for Graduate Students Receiving Fellowships* and *Council of Graduate Schools Resolution* (for prospective student offers) with the award letter (see attachments).
 - 4. In accordance with the Council of Graduate Schools Resolution, students cannot be required to accept or decline their award offer prior to **April 15th**. Awards made March 16th or later should indicate that the student has 30 calendar days in which to make a decision to accept the award.
 - 5. Student must be registered and enrolled full time (12 unit minimum) with fees paid before payment will be issued.
 - 6. For information regarding tax regulations, recipients should be referred to the form *Regulations for Graduate Students Receiving Fellowships* or a commercial tax consultant.

D. Changes in Awards

Changes to an award must be entered in Banner using Grad Track\$ (Graduate Award Tracking System). Programs must notify students, in writing, of such changes and maintain signatures from students and the program chair in program files.

E. Use of Graduate Program Fellowship Allocation Funds

Programs are reminded that Graduate Program Fellowship Allocation funds are considered to be fellowships awarded by the program to students. The appropriate uses are to provide fellowship stipends, nonresident supplemental tuition fellowships, and Tuition & Fee fellowships. The latter category includes only those University and campus fees that are required of all students (<http://budget.ucdavis.edu/studentfees/index.html>). Miscellaneous fees such as those for PELP, Filing Fee, advancement to candidacy, course materials, SISS services, the \$150 Office of the University Registrar Document Fee, library charges, health center charges, etc. may not be paid on behalf of students by directly charging them to Graduate Program Fellowship Allocation funds. Those fees are wholly the responsibility of the student. Furthermore, there is no accounting mechanism to charge those costs to Graduate Program Fellowship Allocation accounts as fee awards. In theory, programs could award small (taxable) stipends to students to cover miscellaneous fees. However, considering the workload and transaction costs, Graduate Studies will not process small miscellaneous stipends (generally not less than \$500).

GRADUATE STUDENT APPOINTMENTS

A. Tuition & Fee Remissions

Students who have an appointment as a graduate student researcher (GSR), teaching assistant (TA), or other teaching title, which together total 25% or more, will have all or a portion of their Tuition & Fees paid as a remission.

If a Tuition & Fee Fellowship or NRST fellowship was awarded in Grad Track\$ prior to the initiation of the appointment in PPS, the fellowship award will block the remission. The Office of Graduate Studies will contact you to remove the award so the fee remission can post appropriately.

For current fee remission amounts please see: http://afs.ucdavis.edu/our_services/student-accounting-for-departments/remission-fees.html

B. GSR Appointments

1. All GSRs are eligible for remission of the University of California Student Health Insurance Program (UC SHIP) fee, the education fee, the registration fee, and campus based fees specified in campus policy.

2. **Nonresident Supplemental Tuition Remission (NRSTR):** Beginning Fall 2004, NRSTR is provided as a non-taxable benefit to all eligible GSRs. **The cost of nonresident supplemental tuition remission is charged as a direct cost to the fund source that supports an eligible GSR's salary.** This program does not modify fee remission policy for GSRs that were in place as of July 1, 2004.

Exception: Principal investigators, with the written permission of their graduate program and the Office of Graduate Studies, may divert the NRSTR expense from the GSR salary fund source to another fund source where the NRSTR is allowable. An exception may be requested only when the following circumstances **apply to the salary fund source:**

- If the granting agency considers nonresident supplemental tuition to be an allowable expense, then NRSTR must be charged to the fund source that provides the GSR's salary. This category includes most federal agencies such as NIH and NSF. For proposals submitted prior to October 1, 2003, the NRSTR expense may be diverted to another fund source under the control of the hiring unit or the student's graduate program (i.e., Graduate Program Fellowship, gift account, research and education fund, indirect cost return fund, etc.) provided that fund allows the NRSTR charge. These NRSTR charges may not be diverted to another sponsored program fund source; NRSTR charges must be based on the effort and salary allocated to a sponsored award.
- If a granting agency or if a specific fund source does not permit nonresident supplemental tuition to be charged, the NRSTR charge must be diverted to a program-controlled fund source where NRSTR is allowable (i.e. Graduate Program Fellowship, gift account, research and education fund, indirect cost return fund, etc.). Information regarding agencies that do not permit payment of nonresident supplemental tuition is available from the Sponsored Programs Office. Most prominent on this list are awards from state agencies (CalTrans, California Water Resources Board, etc.) and some USDA awards (structured as cooperative agreements).
- If a student is hired as a GSR on a non-federal fund source and the budget is insufficient to fund NRSTR, that expense may be diverted to another non-sponsored fund source where NRSTR is allowable (i.e., Graduate Program Fellowship, gift account, research and education fund, indirect cost return fund, etc.).

NRSTR diversions must not be entered through Grad Track\$. NRSTR for GSRs supersedes any Graduate Program Fellowship nonresident supplemental tuition fellowship awards. (More information available online at <https://gradstudies.ucdavis.edu/faculty-staff/academic-personnel/tuition-and-fee-remission/diverting-nrst-remission>)

C. TA/AI Appointments

1. Fee Remission

TA/AI Appointments of 25% or greater will receive a partial fee remission. Per the labor contract, TA fee remission includes 100% of the education and registration fees. With the exception of the Student Services Health Fee, campus-based fees are **not** included in the partial fee remission provided to students with TA appointments. This amount for 2015-16 is \$264.11 for fall quarter and \$264.09 for winter and spring quarters.

2. Nonresident Supplemental Tuition Remission (NRSTR): Beginning Fall 2011, a partial NRSTR in the amount of \$136 is provided as a non-taxable benefit to all eligible TA/AIs. **The cost of nonresident supplemental tuition remission is charged as a direct cost to the fund source that supports an eligible TA/AI's salary.**

3. TA Fee Remission and Other Awards

As TA appointments only pays partial fees, if your fellowship offer awards "full fees and tuition" and the student later receives a TA appointment, indicate whether or not the fee fellowship will cover the balance owed after the fee remission.