

February 2, 2009

TO: GRADUATE COORDINATORS

SUBJECT: **2009-10 Graduate Fellowship Guidelines**

Following are the 2009-10 Graduate Fellowship Guidelines and the Insurance Proposal for Fellowship Offers form. The 2009-10 Block Grant and Special Scholarship Recommendation form may be found online at <http://ogs.ucsd.edu/FinancialSupport/Pages/FacultyStaffStudentFinancialSupport.aspx>.

Please note the following:

- **Award Limits** - The maximum stipend/salary award for the nine-month academic year is \$29,000 (\$3,222 per month). OGS must approve any exception to this policy before the award is offered.
- **Deadline to Expend Block Grant Allocation** - Funds for 2009-10 must be expended or committed by April 1, 2010. Departments may not carry forward more than 10% of the current year allocation without written approval by the Dean of Graduate Studies.
- **GSRTF** - Departments that use Block Grant funds to create a Graduate Student Researcher appointment of at least 25% will be charged the monthly GSRTF rate in lieu of fees and nonresident tuition.
- **Hill Fellowship** – will not be available for 2009-10.
- **Nonresident Tuition** - U.S. citizens and permanent residents are eligible for non-resident tuition scholarships only for their first three quarters at UCSD.
- **Support Time Limits** - Departments should monitor support time limits for graduate students. **Please do not award any support for any period that extends beyond the student's maximum support time limits.** This includes employment.

Please contact a member of the OGS Financial Support Unit staff if you have any questions.

Kathryn Murphy
Director, Graduate Student Financial Support

**GRADUATE FELLOWSHIP
GUIDELINES AND PROCEDURES
FOR GRADUATE STUDENTS**

February 2, 2009

Office of Graduate Studies
University of California, San Diego

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Attachment

Form for Insurance Proposal for Fellowship Offers

SCHEDULE

The schedule for 2009-10 graduate fellowship awards is listed below. *Departments/programs are expected to meet the following deadlines for timely processing of block grant and other awards.*

January 26 - March 6, 2009	Awards declined by entering graduate students may be re-offered to other entering graduate students during this period, up to the amount of insurance approved by OGS (see pages 9-11).
March 6	Deadline for department/program <u>submission</u> of insurance proposal for over-offers to entering graduate students (see pages 9-11).
March 13	FINAL DATE for department/program nominations of entering graduate students for first-round award offers. FINAL DATE for <u>modifications</u> to department/program insurance proposals.
April 1	OGS begins processing department/program recommendations for awards to both entering and continuing students.
April 27	Deadline for nominations of continuing graduate students for the Special Scholarships described on page 6.
May 22	OGS deadline for department/program <i>nominations of continuing graduate students who are financial aid applicants.</i>
July 24	FINAL DATE for department/program nominations of <i>continuing graduate students for first round offers (no over-offers permitted).</i> Awards received after this date may not be processed in time for inclusion on the August billing statement for students.
August 28	Revised awards received after this date may not be processed in time to meet the Fall Quarter fee payment deadline. Students may be assessed a late charge.
March 16, 2009 - August 28, 2009	Awards declined may be re-offered if the department's/program's outstanding commitments are less than its available Block Grant dollars during this period.
April 1, 2010	FINAL DATE TO EXPEND DEPARTMENT/PROGRAM BLOCK GRANT FUNDS FOR 2009-10. If funds are not totally expended, department/program must indicate: (1) funds to be used to supplement research and travel grant and expended by 6/30/2010, (2) funds to be used for recruitment of new students and expended by 8/31/2010, and (3) amount to be carried forward into the following year, limited to 10% of current year allocation.

(Continued on next page)

SCHEDULE - continued

August 31, 2009
- April 1, 2010

Department/program may nominate eligible students to fill vacated awards. NO BLOCK GRANT FUNDS FOR 2009-10 MAY BE EXPENDED AFTER APRIL 1, 2010 UNLESS THE EXPENSE WAS COMMITTED, IN WRITING, BEFORE THE APRIL 1st DEADLINE.

DEFINITIONS

Entering Graduate Student

Student who is expected to enroll in graduate studies at UCSD for the first time in the Fall Quarter 2009 and who may or may not have completed graduate work elsewhere.

Continuing Graduate Student

Student who will have registered and completed some graduate work at UCSD prior to the Fall Quarter 2009.

TYPES OF AWARDS

1. **REGENTS FELLOWSHIPS** from Block Grant funds are awarded to the most outstanding graduate students. The maximum stipend award for 2009-10 is **\$22,500 plus registration fees and nonresident tuition**. These fellowships may be awarded in amounts less than the maximum stipend, but must minimally include fees and nonresident tuition. Regents Fellowships are generally awarded for a nine or 10 month period beginning in September or October through June.

These awards may be supplemented by additional Block Grant funds, department funds, teaching assistantships and/or graduate student researcher appointments. The maximum allowable award, with supplementation, is **\$29,000 for nine months**. If Block Grant funds are used to supplement the Regents Fellowship beyond the \$22,500 stipend limit, this supplemental award may be packaged as additional stipend or as a GSR appointment.

2. **RESEARCH FELLOWSHIPS** from Block Grant funds are awarded to graduate students engaged in research or creative academic activity. Awards are made in the form of Dissertation Fellowships or Graduate Research Fellowships. The amount of the stipend may vary up to **\$3,222 per month**, and may be awarded at any time during the 2009-10 academic year or Summer of 2009. Fees and tuition must be provided for all Research Fellows. Research fellowships may be used to supplement NIH and NIMH Traineeships, NSF Fellowships and other extramural awards, if permitted by the rules of the sponsoring agency.

3. **GRADUATE STUDENT RESEARCHER (GSR)** appointments are awarded to graduate students engaged in research or creative academic activity. Awards from Block Grant funds are made in the form of Dissertation GSR or GSR. The amount of monthly GSR Salary is limited to 49.99% time, based on the GSR Step level used by each department.

Block Grant GSRs appointed at 25% through 49.99% will be eligible for tuition and fee remission (GSRTF). Under GSRTF, OGS will charge the department the average monthly rate to the block grant; however, the student will receive actual fees and nonresident tuition. For departments/programs in the General Pool, any difference between the charge and the payment will be accounted for in the following year's block grant allocation.

For example, in 2008-09, a nine-month 25% GSR (Step 1) in the General Pool was:

GSR Salary:	\$ 6,079.50 (9 x \$ 675.50/month)
GSRTF Average monthly rate	<u>11,259.00</u> (9 x \$1,200.00/month)
Total Cost to Department	\$17,338.50

Fee and tuition scholarships should be provided for all Block Grant GSRs with appointments of less than 25% time.

4. **TUITION SCHOLARSHIPS** are awarded for payment of nonresident tuition for entering and continuing graduate students with a minimum GPA of 3.0 or better.

5. **FEE SCHOLARSHIPS** are awarded for payment of Registration Fees for entering and continuing graduate students with a GPA of 3.0 or better.

6. **SPECIAL SCHOLARSHIPS** are generally awarded for **continuing** graduate students with special qualifications. *Customarily, awards are for Fee Scholarships or Partial Fee Scholarships.* Special scholarship awards are not deducted from Block Grants allocations. Nominations for awards listed below may be made by using the 2009-10 Block Grant and Special Scholarship Recommendation Form and are due to OGS by April 27, 2009.

Funding is provided from University endowment income for students who self-identify as qualifying for any one of the three following scholarships:

- a. **Malcolm R. Stacey Memorial Scholarship Fund:**
Students who are of Jewish descent and have financial need. Preference is given to students in engineering and, specifically, aeronautical engineering.
- b. **Brython Davis Scholarship:**
Students whose parent is, or was, a regular member of either the United States Navy or Marine Corps. Proof of eligibility must be provided. Proof of eligibility includes a copy of a current military i.d. or a copy of military discharge papers, and a copy of the student's birth certificate.
- c. **La Verne Noyes Scholarship:**
Students who are descendants of World War I veterans. Proof of eligibility must be provided. Proof of eligibility includes a copy of proof of military service or discharge papers, and a description of the student's relationship to the veteran.

Note: Special Scholarship awards may be renewed. The student must be re-nominated; however once qualified, proof of eligibility need not be resubmitted.

7. **KENNETH AND DOROTHY HILL FELLOWSHIP** will not be available for 2009-2010.

SUPPLEMENTATION LIMITS

1. Maximum fellowship stipend:
(all campus sources) \$3,222 per **academic month**
2. Maximum total support:
(**nine months**) \$29,000 plus fees and nonresident
tuition per **academic year** (Fall, Winter, Spring)
3. Maximum **summer** support: \$3,333 per month fellowships; or 100% employment;
or the equivalent of 100% employment in fellowship
and partial employment
4. Supplementation of
TAs and GSRs: 50% employment as a TA or 49.99% as a GSR may be
supplemented with a fellowship from the Block Grant
up to a total award of \$28,000 for 9 months, plus fees
and tuition.
5. Supplementation of
Extramural Awards: If the award exceeds \$29,000 for 9 months,
the student is entitled to the full amount of the award,
but may not receive supplementation from the
university. If the award is less than \$29,000 for 9
months, the award may be supplemented with
university funds up to \$29,000 if permitted by the
terms of the extramural award.

PACKAGING AWARDS

1. Funds available for Block Grant awards:
 - a. Regents Fellowships and other funding from the Office of the President
 - Funds may be used for stipends, fees and nonresident tuition.
 - b. Graduate Student Researcher
 - Funds may be used for Block Grant GSRs only.
 - c. Other funds
 - Funds may be used for stipends, GSR appointments, fees and nonresident tuition

2. Suggested methodology for 2009-10:
 - a. Determine the percentage of entering students to be supported and make sufficient quality awards to attract the best applicants. Departments should make multiple-year awards to the most outstanding applicants.
 - b. **Award fees and tuition first.** These awards are not considered taxable income to the student. Stipends and/or GSR appointments awarded in addition to fees and tuition should be based on the type of award, the quality of the student, and the amount of available Block Grant funds.
 - c. To provide competitive awards to top students, package awards to include stipend, fees, tuition and GSR supplementation, if necessary.
 - d. Consider the availability of funds in item 1 above when packaging awards. Departments/programs with large numbers of teaching assistantships might award more fee and tuition scholarships while those with fewer teaching appointments may offer more stipend and Block Grant GSR awards.

INSURANCE AND OVER-OFFERS

OGS has established an insurance plan in order to provide a sound financial basis for departments to make a reasonable number of over-offers of fellowships to entering students. The plan's objectives are to 1) assist departments in recruiting the best students by making timely first-round offers, and 2) meet departments' financial obligations in the event that the acceptance rate is greater than anticipated.

For 2009-10 the insurance plan will cover fellowships, fees and nonresident tuition awarded from departmental Block Grants.

The insurance plan has three components:

1. Insurance Proposal

Departments will submit a proposal for insurance over-offers to the Director, Graduate Student Financial Support, for approval no later than March 6, 2009, using the form attached at the end of these guidelines. A completed sample form follows this section.

2. Process

- a. Departments may submit the insurance proposal any time before the deadline of March 6, 2009 – for recruitment activities, the earlier, the better. Modifications to the proposal may be submitted up to the deadline of March 13, 2009.
- b. Within **five** business days, OGS will review the department's proposal, and will communicate to the department its approval of the proposal or make suggestions for revisions.
- c. Offers and re-offers to entering students will be processed up to the amounts approved for insurance through the March 13, 2009, deadline.
- d. Departments may continue to re-offer awards that have been declined up to the amount of their departmental Block Grant through August 28, 2009; no over-offers may be made after March 13, 2009.
- e. If a department is over-committed on its Block Grant at the beginning of Fall Quarter 2009, OGS will allocate **approved** "insurance" funds to cover the financial obligation.

INSURANCE AND OVER-OFFERS -- continued

3. Pay-Back

Any over-awards that are funded by OGS (i.e., any “insurance” money allocated to departments who have more students than there is money available from their Block Grant) must be paid back from the department’s future years’ Block Grant allocations. The schedule of repayments will be negotiated between the department and OGS.

In the event that a student vacates an award during 2009-10 in a department that has had to draw on insurance funds, the department may not fill that vacated award. Instead, OGS will reduce the payback amount by the amount of the vacated award.

If you have any questions or need assistance in preparing your insurance proposal, please call Kathryn Murphy at extension 43724.

**SAMPLE INSURANCE PROPOSAL
FOR FELLOWSHIP OFFERS
TO ENTERING STUDENTS
FALL 2009**

Department Zoology

Prepared by I. M. Optimistic

Date 2/15/09

1. Targeted number of new students: 20
2. Proposed division of departmental block grant:

Funds for Entering Students: \$ 60,000 (Available for offers)

Funds for Continuing Students: \$ 42,000 (Committed)

Total Available Funds: \$ 102,000

(Allocation + GSRTF Adjustment + carry forward) = Total Available Funds

3. Please enter below the amount of funds you propose to offer from your departmental block grant to **entering** students by type of award, award amount, and number of offers. Please indicate for each award type the amount of any supplementation from departmental funds you will be providing.

The total amount offered will ordinarily exceed the total of your departmental allocation used for entering students (item 2 above); by what amount depends upon your department's recent history of support offers and accepts.

Award Type	Award Amount	Proposed Offers		OGS Action
		#	\$	
10 Mo. Fellowship w/Tuition @ \$1,500/Mo/ + \$25,861.50	\$40,861.50	2	\$81,723.00	
10 Mo. Fellowship w/Fees @ \$1,500/Mo/ + \$10,822.50	\$25,822.50	2	51,645.00	
3 Qtrs. Tuition to Augment 9 Mo., 50% TAsip	\$14,694.00	3	44,082.00	
Fee Scholarship for 3 Quarters	\$10,822.50	6	64,935.00	
TOTAL		13	\$242,385.00	
TOTAL OVER-OFFER			\$182,385.00	

This proposal may be submitted at any time before March 6.
Deadline for submission of original proposal is March 6.
Deadline for modifications to proposal is March 13.

OGS/Feb. 2009

<p style="text-align: center;">PROCEDURES FOR RECOMMENDING STUDENTS FOR AWARDS</p>

The 2009-10 Block Grant and Special Scholarship Recommendation form may be found online.

Departmental letters to entering students should indicate only that the student has been **nominated** for an award. The “Graduate Appointment Letter” issued by OGS represents the student’s official award letter.

Please provide required information as listed below for each nominee:

I. ENTERING GRADUATE STUDENTS

A. **Entering** graduate students who are being recommended simultaneously for admission and fellowship consideration for Fall 2009. Send to Graduate Admissions at M/C 0086.

1. Block Grant and Special Scholarship Recommendation Form
2. Official transcripts
3. Copy of departmental offer letter

Note: If a student declines admission, a revised Block Grant and Special Scholarship Recommendation Form canceling all awards must be submitted to OGS.

B. **Entering** graduate students who have received letters of admission from OGS for Fall 2009, and who have accepted admission. Send to OGS Financial Support Unit at M/C 0003.

1. Block Grant and Special Scholarship Recommendation Form
2. Photocopy of department offer letter of support if not previously forwarded to OGS.

II. CONTINUING GRADUATE STUDENTS

A. Required for all **continuing** graduate students for any available award.

1. Block Grant and Special Scholarship Recommendation Form for awards from block grant funds

B. Kenneth and Dorothy Hill Fellowship: see page 6.

If you have any questions, please call Kathryn Murphy at extension 43724.

**INSURANCE PROPOSAL
FOR FELLOWSHIP OFFERS
TO ENTERING STUDENTS
FALL 2009**

Department _____

Prepared by _____

Date _____

1. Targeted number of new students: _____
2. Proposed division of departmental block grant:

Funds for Entering Students: \$ _____

Funds for Continuing Students: \$ _____

Total Available Funds: \$ _____

(Allocation + GSRTF Adjustment + carryforward) = Total Available Funds

3. Please enter below the amount of funds you propose to offer from your departmental block grant to **entering** students by type of award, award amount, and number of offers. Please indicate for each award type the amount of any supplementation from departmental funds you will be providing.

The total amount offered will ordinarily exceed the total of your departmental allocation used for entering students (item 2 above); by what amount depends upon your department's recent history of support offers and accepts.

Award Type	Award Amount	Proposed Offers		OGS Action
		#	\$	
TOTAL				
TOTAL OVER-OFFER				

This proposal may be submitted at any time before March 6.
Deadline for submission of original proposal is March 6.
Deadline for modifications to proposal is March 13.

Insurance Proposal for Fellowship Offers
Page 2

Department _____

4. Justification for the over-offers proposed in 3.

The justification should include your best assessment of the percentage of entering students who will accept your offers. Please provide:

- your recent history of offers and accepts (yield rate),
- the percentage of admitted students who register, and
- the amount of support you are offering.