

March 5, 2018

TO: GRADUATE COORDINATORS  
SUBJECT: **2018-19 Graduate Fellowship Guidelines**

Following are the [2018-19 Graduate Fellowship Guidelines](#) and the [Insurance Proposal for Fellowship Offers](#) form. The Graduate Division Online Financial Support Tool may be found at: <http://grad.ucsd.edu/financial/forms/index.html>

Please note the following:

- **Award Limits** - The maximum stipend/salary award for the nine-month academic year is \$34,650 (\$3,850 per month). Graduate Division must approve any exception to this policy before the award is offered.
- **Deadline to Expend Block Grant Allocation** - Funds for 2018-19 must be expended or committed by April 1, 2019. Programs may not carry forward more than 20% of the current year allocation.
- **GSRTF** - Programs 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 tuition and fees and nonresident supplemental tuition.
- **Hill Fellowship** – The Hill Fellowship will be offered for 2018-19.
- **Nonresident Supplemental Tuition** - U.S. citizens and permanent residents are eligible for nonresident supplemental tuition scholarships for their first three quarters at UCSD, only.
- **Support Time Limits** - Programs 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 Graduate Division Financial Support Unit staff if you have any questions.

Kathryn Murphy  
Director, Graduate Student Financial Support

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

March 5, 2018

Graduate Division  
University of California, San Diego

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### *Attachment*

Form for Insurance Proposal for Fellowship Offers

## SCHEDULE

The schedule for 2018-19 graduate fellowship awards is listed below. Programs are asked to meet the following deadlines for timely processing of Block Grant and other awards.

### **Entering Graduate Students**

January 15 - February 23, 2018 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 Graduate Division (see pages 9-11).

February 23 Deadline for program submission of insurance proposal to Graduate Division for over-offers to entering graduate students (see pages 9-11).

March 2 **FINAL DATE** for program nominations of entering graduate students for first-round award offers.  
**FINAL DATE** for modifications to program insurance proposals.

### **Continuing Graduate Students**

April 13 Deadline for nominations of continuing graduate students for the Special Scholarships described on page 6.

May 11 **Graduate Division deadline** for program nominations of continuing graduate students who are *financial aid applicants*.

July 13 **FINAL DATE** for program nominations of **continuing** graduate students for first round offers (no over-offers permitted). **Note:** Payment requests received after this date may not be processed in time for inclusion on the August student billing statement.

### **All Graduate Students**

March 3, 2018  
- August 10, 2018 Declined awards may be re-offered if the program's outstanding commitments are less than its available Block Grant dollars during this period.

April 2 Graduate Division begins processing program payment requests for awards to entering and continuing students for 2018-19.

**August 10** Payment requests 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 and/or dropped from enrollment.

August 11, 2018  
- March 31, 2019 Program may nominate eligible students to fill vacated awards. No Block Grant funds for 2018-19 may be expended after March 31, 2019 unless the expense was committed in writing before the April 1, 2019 deadline.

**(Continued on next page)**

**SCHEDULE - continued**

April 1, 2018

**FINAL DATE TO EXPEND BLOCK GRANT FUNDS FOR 2018-19.**

If funds are not totally expended, program must indicate:

- (1) funds to be used to supplement research and travel and to be expended by 6/30/2019,
- (2) funds to be used for recruitment of new students and expended by 8/31/2019, and
- (3) amount to be carried forward into the following year, **limited to 20% of current year allocation.**

**DEFINITIONS**

<b>Graduate Student</b>	Doctoral, MFA or MIA student
<b>Entering Graduate Student</b>	Doctoral, MFA or MIA student who is expected to enroll in graduate studies at UCSD for the first time in the fall quarter 2017 and who may or may not have completed graduate work elsewhere.
<b>Continuing Graduate Student</b>	Doctoral, MFA or MIA student who will have registered and completed some graduate work at UCSD prior to the fall quarter 2018.
<b>Summer</b>	July through September
<b>Academic Year</b>	October through June

**TYPES OF AWARDS**

1. **REGENTS FELLOWSHIPS** from Block Grant funds are awarded to the most outstanding graduate students. The maximum stipend award for 2018-19 is **\$34,000 plus tuition and fees and nonresident supplemental tuition**. These fellowships may be awarded in amounts less than the maximum stipend, but must minimally include tuition and fees and nonresident supplemental tuition.

These awards may be supplemented by additional Block Grant funds, program funds, teaching assistantships and/or graduate student researcher appointments. The maximum allowable award, with supplementation, is **\$34,650 for nine months**. If Block Grant funds are used to supplement the Regents Fellowship beyond the \$34,000 stipend limit, this supplemental award may be packaged as an additional stipend.

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 **\$3,850 per month**. Tuition and fees must be provided for all Research Fellows. Research fellowships may be used to supplement NIH Fellowships/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. A Graduate Student Researcher performs research related to the student's degree program in an academic program or research unit under the direction of a faculty member or authorized Principal Investigator. The amount of monthly GSR salary is limited to 49.99% time, based on the GSR step level used by each program.

Block Grant GSRs appointed at 25% through 49.99% will be eligible for tuition and fee remission (GSRTF). Under GSRTF, Graduate Division will charge the program the average monthly rate to the Block Grant; however, the student will receive actual tuition and fees and nonresident supplemental tuition. For 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.

In 2018-19, the cost of a three-month 49.99% Step 4 GSR in the General Pool (Title Code 3284) was:

GSR salary	\$ 6,309.24 (3 x \$2,103.08/month)
GSRTF monthly rate	<u>6,825.00</u> (3 x \$2,275.00/month)
Total cost	\$13,134.24

**Note: Tuition and fee scholarships should be provided for all Block Grant GSRs with appointments of less than 25% time.**

4. **NONRESIDENT SUPPLEMENTAL TUITION SCHOLARSHIPS** are awarded for payment of nonresident supplemental tuition for entering and **eligible** continuing graduate students with a **minimum GPA of 3.0**.

5. **TUITION AND FEE SCHOLARSHIPS** are awarded for payment of registration fees for entering and continuing graduate students with a **minimum GPA of 3.0**.

6. **SPECIAL SCHOLARSHIPS** are generally awarded to **continuing** graduate students with special qualifications. Awards are for tuition and fee scholarships or partial tuition and fee scholarships. Special scholarship awards are not deducted from Block Grants allocations. Nominations for awards listed below may be made by using the Graduate Division Online Financial Support Tool, and are due to Graduate Division by **April 13, 2018**.

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 - 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:**  
Student who is a United States citizen who is a direct blood descendant of a United States Army or Navy World War I veteran, who served for at least four months prior to November 11, 1918, and whose military service was terminated by death or an honorable discharge. 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 KENNETH AND DOROTHY HILL FELLOWSHIP** will be available for 2018-19. Eligible doctoral students may come from Humanities, Social Sciences, SIO, Biomedical Sciences and Neuroscience. The award will include a minimum stipend of \$12,000 for 12 months plus resident tuition and fees. A nominee must provide a statement of proposed research and demonstrate that a significant portion of research will be in the Mandeville Special Collections Library. Two letters of recommendation are also required. Note: Before applying, students should contact Lynda Claassen re. materials available at the Mandeville Special Collections Library. **The deadline for nominations is March 30, 2018.**

<b>SUPPLEMENTATION LIMITS</b>
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1. Maximum fellowship stipend:  
(all campus sources)                      \$3,850 per **academic month**
  
2. Maximum total support:  
**(nine months)**                                \$34,650 plus fees and nonresident  
tuition per **academic year** (fall, winter, spring)
  
3. Maximum **summer** support:                \$3,850 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 \$34,650 for 9 months, plus fees and tuition
  
5. Supplementation of  
Extramural Awards:                        If the award exceeds \$34,650 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 \$34,650 for 9 months, the award may be supplemented with  
university funds up to \$34,650 if permitted by the terms of the  
extramural award



## PACKAGING AWARDS

1. Fund sources available for Block Grant awards:
  - a. Regents Fellowship funds
    - Funds may be used for stipends, tuition and fees and nonresident supplemental tuition.
  - b. Other SOFI funds (99100A)
    - Funds may be used for stipends, tuition and fees, GSR salary and associated GSR tuition/fee remission.
  - c. Endowment and gift funds
    - Funds may be used for stipends, tuition and fees and nonresident supplemental tuition – no employment.
  
2. Suggested methodology for 2018-19:
  - a. Determine the percentage of entering students to be supported and make sufficient quality awards to attract the best applicants. Programs should make multiple-year awards to the most outstanding applicants.
  - b. **Award tuition and fees and nonresident supplemental tuition first.** Stipends and/or GSR appointments awarded **in addition** to tuition and fees and nonresident supplemental 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, tuition and fees, nonresident supplemental tuition and GSR supplementation, if necessary.
  - d. Consider the availability of funds in item 1 above when packaging awards. Programs with large numbers of teaching assistantships might award more tuition and fee and nonresident supplemental tuition scholarships. Those programs with fewer teaching appointments may offer more stipend and Block Grant GSR awards.

## INSURANCE AND OVER-OFFERS

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

For 2018-19 the insurance plan will cover fellowships, tuition and fees and nonresident supplemental tuition awarded from program Block Grants.

### **The insurance plan has three components:**

#### **1. Insurance Proposal**

Programs should submit a proposal for insurance over-offers to the Director, Graduate Student Financial Support, for approval no later than February 23, 2018. A completed sample form follows this section.

#### **2. Process**

- Programs may submit the insurance proposal any time by the deadline of February 23, 2018. Modifications to the proposal may be submitted up to the deadline of March 2, 2018.
- Within **five** business days, Graduate Division will review the program's proposal, and will communicate to the program its approval of the proposal or make suggestions for revisions.
- Programs may make offers and re-offers to entering students up to the amounts approved for insurance through the March 2, 2018, deadline.
- Programs may continue to re-offer awards that have been **declined** up to the amount of their program Block Grant through August 10, 2018; no **over-offers** may be made after March 2, 2018.
- If a program is over-committed on its Block Grant at the beginning of fall quarter 2018, Graduate Division will allocate **approved** "insurance" funds to cover the financial obligation.

**3. Pay-Back**

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

In the event that a student vacates an award during 2018-19 (in a program that has had to draw on insurance funds), the program may not fill that vacated award. Instead, the Graduate Division will reduce the payback amount by the amount of the vacated award.

**SAMPLE INSURANCE PROPOSAL  
FOR FELLOWSHIP OFFERS  
TO ENTERING STUDENTS  
FALL 2018**

Program Zoology

Prepared by I. M. Optimistic

Date 2/15/18

1. Targeted number of new students: 10

2. Proposed division of program Block Grant:

Total Available Funds	<b>(1)</b>	\$ <u>250,000</u>	(Available for offers)
Less: Funds for Continuing Students	<b>(2)</b>	\$ <u>62,000</u>	(Committed)
Equals: Funds for Entering Students	<b>(3) = (1) - (2)</b>	\$ <u>188,000</u>	

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

3. Please enter below the amount of funds you propose to offer from your program 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 program funds you will be providing.

The total amount offered will ordinarily exceed the total of your program allocation used for entering students (item 2 above); the actual amount depends on your program's recent history of support offers and accepts.

Award Type	Award Amount	Proposed Offers		Graduate Division Action
		#	\$	
9 Mo. Fellowship w/ NR T/F @ \$1,500/Mo. + \$32,121.18	\$45,612.18	2	\$ 91,242.36	
9 Mo. Fellowship w/ resident T/F @ \$1,500/Mo. + \$17,019.18	\$30,519.18	2	61,038.36	
3 Qtrs. NRST to Augment 9 Mo., 50% TAsip	\$15,102.00	3	45,306.00	
Resident T/F for 3 Quarters	\$17,019.18	6	102,115.10	
<b>TOTAL</b>		13	\$299,701.80	<b>(4)</b>
<b>TOTAL OVER-OFFER</b>			(\$111,701.80)	<b>(5) = (4) - (3)</b>

This proposal may be submitted at any time before February 23.  
Deadline for submission of original proposal is February 23.  
Deadline for modifications to proposal is March 2.

<b>PROCEDURES FOR RECOMMENDING STUDENTS FOR AWARDS</b>
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Program letters to entering students should indicate only that the student has been **nominated** for an award. The Graduate Appointment Letter issued by Graduate Division 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 2018: provide to Graduate Admissions
  - 1. Official transcripts
  - 2. Copy of program offer letter
  
- B. **Entering** graduate students who have received letters of admission from Graduate Division for fall 2018, and who have accepted admission: payment request should be entered in the Graduate Division Online Financial Support Tool at: <http://grad.ucsd.edu/financial/forms/index.html>

**II. CONTINUING GRADUATE STUDENTS**

- A. Payment requests should be entered in the Graduate Division Online Financial Support Tool at: <http://grad.ucsd.edu/financial/forms/index.html>
  
- B. Kenneth and Dorothy Hill Fellowship: see page 6.

If you have any questions, please contact the Graduate Division Financial Support Unit.

**INSURANCE PROPOSAL  
FOR FELLOWSHIP OFFERS  
TO ENTERING STUDENTS  
FALL 2018**

Program \_\_\_\_\_

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

1. Targeted number of new students: \_\_\_\_\_

2. Proposed division of program Block Grant:

Total Available Funds:	\$ _____
Funds for Continuing Students:	\$ _____
Funds for Entering Students:	\$ _____

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

3. Please enter below the amount of funds you propose to offer from your program 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 program funds you will be providing.

The total amount offered will ordinarily exceed the total of your program allocation used for entering students (item 2 above); the actual amount depends on your program's recent history of support offers and accepts.

Award Type	Award Amount	Proposed Offers		Graduate Division Action
		#	\$	
<b>TOTAL</b>				
<b>TOTAL OVER-OFFER</b>				

This proposal may be submitted at any time before February 23.  
Deadline for submission of original proposal is February 23.  
Deadline for modifications to proposal is March 2.

**Insurance Proposal for Fellowship Offers**

**Page 2**

**Program** \_\_\_\_\_

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.