**Matching Funds
Description:**

To be eligible to receive Matching Funds from the Graduate Division, the grant must include funds for graduate student support. The Graduate Division will match no more than 15% of the student-support portion of the grant. This support can be in the form of stipends, summer support, fees, etc. Portions of the grant that are ineligible for Matching Funds are those not directly in support of the student (e.g., postdoctoral fellows, visiting lecturers, professional development classes, travel, refreshments, etc.). The amount and type of Matching Funds the Graduate Division can provide will depend on the availability of funds and will be determined on a case-by-case basis.

Eligibility Criteria

- The fellowship is awarded directly to a program or department faculty member
- Match is provided for the student support portion of the grant
- The fellowship is awarded from outside UCLA (NIH, NSF-IGERT, GAAN, NRSA, etc.) from a US source. Awards from other countries do not qualify.

UCLA GRADUATE DIVISION

Request for Matching Funds for Extramural Graduate Student Training Grants

To be eligible to receive Matching Funds from the Graduate Division, the grant must include funds for graduate student support. The Graduate Division will match no more than 15% of the student-support portion of the grant. This support can be in the form of stipends, summer support, fees, etc. Portions of the grant that are ineligible for Matching Funds are those not directly in support of the student (e.g., postdoctoral fellows, visiting lecturers, professional development classes, travel, refreshments, etc.). The amount and type of Matching Funds the Graduate Division can provide will depend on the availability of funds and will be determined on a case-by-case basis.

Check all that apply:

☐ New Award   ☐ First time   ☐ Proposal   ☐ First time
                 ☐ Renewal   ☐ Renewal
                                                       ☐ Resubmit

Please submit the following documentation with your matching funds request (if applicable):
   (1) Copy of Goldenrod and/or EPASS (2) Copy of grant budget   (3) Copy of most recent award synopsis

Principal Investigator (PI) and Co-PIs	
Administering Department/ORU	
List of participating graduate programs (if more than one program)	
Funding Agency and Program Name	
Proposal Title	
Abstract or Précis Concerning Overview/Objectives	

Grant Number:			
Grant Start Date:		Grant End Date:	
Total Direct Cost:		Total Student Support Amount	
Yearly Direct Cost:		Yearly Student Support Cost:	
Total amount of request in relation to student support (may not exceed 15%)			
Proposed Number of Students Supported with Matching Funds			
Please explain how the matching funds will be used for graduate student support (e.g., supplemental stipends, students' fees, to support additional trainees, etc.)			

Staff Contact Person (i.e., Fund Manager, SAO)			
Contact Phone Number:		Contact Email:	

Award Description: The Graduate Division will provide 50% of the shortfall between the extramural award amount and UCLA's cost of education, defined as the sum of tuition, student services fees, and campus fees, NRST for first year only, excluding PDST/NRPDST when applicable. The student's graduate program is required to contribute the other 50% and when applicable subsequent years of NRST at 100% should student fail to obtain California residency. In addition the department is responsible for covering 100% PDST/NRPDST.

Eligibility Criteria for individual external fellowships

- The fellowship is awarded directly to a UCLA student and not to a program, department faculty member

- Newly awarded external fellowship (funding to begin with academic year 2014-15) are eligible for the cost sharing only. Prior/existing fellowships will not be honored, including awards that may have been reserved for future payment

- The fellowship is awarded from outside UCLA. The student is registered and enrolled full time toward completion of his/her degree during the full award period. Students enrolled *in absentia* are eligible.

- Employment during the award period of more than 10 hours a week (25% time) makes the student ineligible for cost sharing support. Employment under Academic Apprentice Titles (ASE/GSR) at 25% time or more will replace the Graduate Division coverage of the Cost of Education (COE).

GD Fellowships allowable combinations with Individual Extramural Support

Cota Robles Recipients Only

	Option 1	Option 2	[3]Option 3	Option 4
Year 1	CR	CR	Extramural Fellowship	Department
[1]Year 2	Extramural Fellowship	CR 2	Extramural Fellowship	GRM (Extramural Fellowship reserved)
Year 3	Extramural Fellowship	Extramural Fellowship	Extramural Fellowship	Extramural Fellowship
Year 4	Extramural Fellowship	Extramural Fellowship	CR	Extramural Fellowship
Year 5	CR 2	Extramural Fellowship	CR2	Extramural Fellowship
[2]Year 6	Department/DYF	Department/DYF	Department/DYF	DYF
Year 7	Department	Department	Department	

[1]Cota-Robles recipient is eligible to apply in yr 1 for GRM support for yr 2, but student forfeits GRM if he/she is awarded an NSF fellowship.

[2]Eligible to apply for a DYF year 6 only. Cannot apply after year 6.

[3]Student wins NSF as an incoming Grad and also wins a CR. Student has option to reserve CR for any subsequent year.

Can apply for a GRM only once

Purpose These fellowships are for students admitted to a UC PhD program after participating in a UC-HBCU summer internship. It is funded jointly by the UC Office of the President (UCOP), the Graduate Division, and the student's home department/program.

Amount Full tuition and fees (and nonresident supplemental tuition if applicable) plus annual stipend to match the stipend amount that is typically provided to students in their respective academic programs but will be no less than the prevailing Cota-Robles stipend (for 2015-16, $21K).

Year 1: UCOP

Year 2: Department

Year 3: UCOP

Year 4: Graduate Division

Year 5: Graduate Division

Year 6: Department

The funding provided for years 2 and 6 must be departmental funding. Outside sources are not considered part of the commitment.

If UCOP-HBCU funding is exhausted during the 3-year pilot, UCLA will provide each participant with one of the following 4-year alternative packages:

Alternative 1 UCLA Cota-Robles Fellowship (4-year package for domestic students)

Cota-Robles fellowships provide funding from the Graduate Division in years 1 and 4, and from the department or IDP in years 2 and 3.

Alternative 2 UCLA International HBCU Fellowship (4-year package for international students)

The UCLA Graduate Division will fund years 1 and 4, and the department or IDP will fund years 2 and 3.

Eligibility
- Entering doctoral students who have participated in a UC-HBCU summer internship
- Students who will contribute to the diversity of the graduate student body and the academic profession

The University of California Office of the President has established the following eligibility criteria for the Cota-Robles Award:

- Participants should demonstrate high potential and promise and should indicate an interest in an academic career in teaching and research; and
- Individuals from cultural, racial, linguistic, geographic and socioeconomic backgrounds that are currently underrepresented in graduate education are especially encouraged to apply for the program. In accordance with state law, applicants to the program may not be given preferential treatment on the basis of race, ethnicity, gender, religion or national origin
- A student who receives a UC-HBCU Fellowship may not also receive one of the two UCLA alternatives. Furthermore, UC-HBCU Fellowship recipients are *ineligible* for the Graduate Research Mentor Fellowship (GRM) and the UCLA Dissertation Year Fellowship (DYF)

Contact Cherie Francis cfrancis@grad.ucla.edu X6-2557

FELLOWSHIPS AND FINANCIAL SERVICES
FELLOWSHIP WORKSHOPS 2014–2015

	DATE	TIME	LOCATION
Academic Advancement Program Grad Prep	Tuesday, 9/2	1:00pm	2120 Moore Hall
General Fellowship Writing (Sciences & Engineering Focus), w/Grad Writing Center	Friday, 9/5	12:30pm	Career Center 200
NSF Graduate Research Fellowship, w/ Grad Writing Center	Tuesday, 9/9	5pm	Student Activities Center, Conference Room 4
UCLA Competitive Edge	Wednesday, 9/10	10:30am	1215 Murphy Hall
General Fellowship Writing (Humanities and Social Sciences Focus), w/Grad Writing Center	Wednesday, 9/10	3:00pm	
Fulbright US Student Program Panel	Thursday, 9/11	11am	9383 Bunche Hall
Equity, Inclusion & Diversity Day	Monday 9/22	1:00pm & 2:00pm	100 Moore Hall
Biomedical Physics Orientation	Tuesday, 9/23	11am	BL-420 CHS
New Graduate Student Orientation	Tuesday, 9/23	1:00pm, 2:15pm, & 3:30pm	Fowler Auditorium, A139 Fowler, Fowler Auditorium
African-American Studies Orientation	Wednesday, 9/24	11:45am	170 Haines Hall
Anthropology Orientation	Tuesday 9/30	9:15am	352 Haines Hall
Theater, Film, TV Orientation	Wednesday 10/1	2:30pm	2534 Melnitz Hall
Humanities Group	Friday 10/3	12:00pm	365 Humanities Bldg
MiMentor Health Careers Conference	Saturday 10/4	2:30pm	East LA College
Paul & Daisy Soros Fellowships for New Americans (Director visit to campus)	Tuesday, 10/7	12:15pm	1430 School of Law
General Fellowship Writing (Sciences & Engineering Focus), w/Grad Writing Center	Tuesday, 10/7	5:15pm	Student Activities Center, Conference Room 3
General Fellowship Writing (Humanities and Social Sciences Focus), w/Grad Writing Center	Thursday, 10/9	5pm	
NSF Graduate Research	Friday 10/10	12:00pm	Student Activities Center

Fellowship, w/Grad Writing Center			Conference room 3
Sociology First-Year Seminar	Wednesday, 10/15	1:30pm	279 Haines Hall
National Defense Science & Engineering Graduate Fellowship Program (Director visit to campus)	Thursday, 1016	TBD	TBD
Advancement to Graduate Education conference	Saturday 10/18	11:00am & 1pm	CSUN
CA Forum for Diversity in Graduate Education	Saturday 11/8	11:00am & 2:00pm	UCSD
Institute of International Education's various programs (e.g., new Confucius China Studies Program, Boren Scholarships & Boren Fellowships, Generation Study Abroad; Director visit to campus)	Wednesday, 11/12	TBD	TBD
Fulbright Information Session	February – July	TBD	TBD
Fulbright-Hays Doctoral Dissertation Research Abroad	April	TBD	TBD

Need Guidance Preparing Your Extramural Fellowship Proposal?

Graduate Division's Faculty Extramural Fellowship Proposal Consultants Can Help

Eligibility

- UCLA current and prospective graduate students as well as UCLA senior undergraduate seniors who intend to apply to graduate school.

Goal

- Develop competitive extramural fellowship applications
- Interact with previous fellowship awardees
- Build working relationships and interactive networks with faculty and mentors

Services Provided

- Group and individual tutorials
  - Navigating online application websites
  - Participating in mock interviews
  - Effectively incorporating feedback from advisers and peers for improving drafts

Provided by Whom?

- **Professor Francesco Chiappelli Ph.D.,**
  Special Assistant to Vice Provost for Graduate Education
  1237 Murphy Hall
  e-mail: fchiappelli@grad.ucla.edu
  Meetings times (30 min, 60 min) are available every Thursday, 9:00 AM to 5:00 PM.
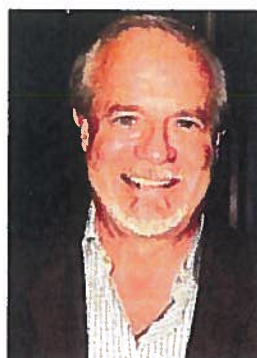
All eligible students at UCLA are encouraged to use this valuable service at their earliest possible opportunity.

Additional Resources:

Follow Us At:

Linked In @UCLA Fellowships UCLA Grad Div

Twitter **UCLA Grad Fellowship @UCLAFellowships**

UCLA GRADUATE DIVISION

	2014-2015	2015-2016	2016-2017	2017-2018
	5%	4%	4%	3%

Article 29

Wages

Increase is effective October 1st

Article 2

Appointment Notification

- Added: Year long appointments are preferable, but the University is not obligated to offer them if not practicable
- Appointment letter must now include a statement about all gender restroom access:

  Sample language: *An ASE who anticipates a need for access to an all-gender restroom during the course of the appointment, should review Article 20 – Section F for the applicable process, and make the request as early as possible*

Gender-Inclusive Bathroom UCLA Map:

http://www.lgbt.ucla.edu/documents/GenderInclusiveMapforwebsite_001.pdf

Article 4

Child Care

- Increased reimbursements to $900 per quarter and summer session
- Increased eligibility age: child must be 12 or under on July 1st to be eligible

Article 17

Leaves

- Added PDL (pregnancy disability leave) which provides for **up to four months** of time with a maximum of the ASE appointment end date and health insurance remission for the duration of the PDL
- Long Term Leave (for Pregnancy Disability, childbirth, and related medical conditions) Increased to 6 weeks + 2 additional unpaid weeks for baby bonding

Article 11

Fee Remission

An ASE with an appointment at 25% or more shall be eligible to receive a partial fee remission equivalent in dollar amount to what an eligible ASE enrolled in a UC state-supported program would receive for tuition and student services fee.
(Departments must submit a form 10 to cover this cost)

Article 14

Health Benefits

Added language to reflect ASEs in self supported programs are eligible for remission if enrolled in UCSHIP/GSHIP plans. (Departments must submit a form 10 to cover this cost)

Article 20

Non-Discrimination in Employment

Lactation Support

- Provide space and access for storing milk where such exist for faculty and staff
- If none exist, provide temporary space and storage
- Allow time (not classroom time) for the purpose of expressing milk (example: 4 hour lab – ASE would use pump during scheduled break)

Questions?

Anthony Solana
Acting Director
Employee & Labor Relations
asolana@chr.ucla.edu
(310) 794-0860

Alexis O'Connor
Labor Relations Specialist
Employee & Labor Relations
aroconnor@chr.ucla.edu
(310) 794-0867

Individual Development Plans (IDP)

The Individual Development Plan (IDP) is a graduate student- and postdoctoral scholar-initiated planning and assessment tool customized to their developmental stage and professional goals. When graduate students or postdocs complete an IDP, they receive an assessment of their skills, progress, goals, and action items. This process helps graduate students and postdocs to better guide their progress meetings with faculty.

IDP Resources and Tools:

IDP information and tools are here: https://grad.ucla.edu/careerhub/individual-development-plans/

Sciences and Engineering:

myIDP Website: http://myidp.sciencecareers.org/

- The myIDP website allows students and postdocs to create a free online IDP profile including: exercises to help examine skills, interests, and values; 20 scientific career paths aligning to skills and interests; tools for setting strategic goals; and resources to guide students and postdocs through the process.
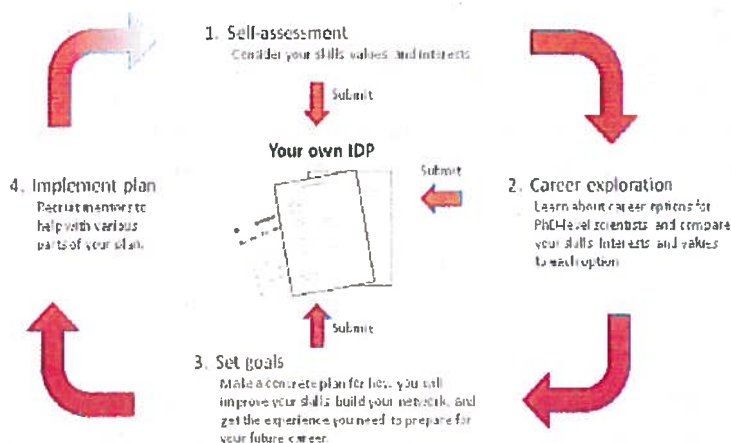
Social Sciences/Humanities:

The University of Wisconsin-Madison IDP: https://grad.wisc.edu/pd/idp/

- The University of Wisconsin-Madison Graduate School template allows students and postdocs to assess current skills and strengths, make a plan for developing skills to meet academic and professional goals, and communicate goals with their advisor/mentor.

Faculty's Role in the IDP Process:

Your graduate students and postdocs may set up a meeting with you to share their IDP summary report with you. Your role is to add your perspective to their proposed plan. The two of you will work collaboratively to identify specific actions and resources to help achieve his/her academic/professional goals.

During the meeting, it may be helpful to think about your student or postdoc's progress, competencies and areas for improvement in light of his/her academic and professional goals. You might also review the IDP related events at www.grad.ucla.edu/careerhub for any that are relevant to your advisee's needs.

Using the completed IDP as a guide/framework, students and postdocs are encouraged to lead the discussion of their self-assessment, goals and plans. In this way, they are empowered to take ownership of their training and professional development.

Benefits of the IDP Process:

1. Establishes a foundation for a solid working relationship with your graduate students and postdoctoral scholars
2. Sets clear expectations for the future
3. Assesses progress, skills and professional development needs, clarifying career goals and expectations, which will lead to greater productivity and success in the long term
4. Sets academic and professional development goals and action plans for achieving them

New NIH Policy on IDPs:

The new NIH policy encourages institutions to develop IDPs for graduate students and postdoctoral scholars supported by NIH awards. Starting Oct. 1, 2014, NIH will begin to encourage grantees to report the use of those IDPs on the progress report.

For Faculty Who Mentor Postdocs:

The postdoc labor contract requires PIs to participate in an IDP process if requested by the postdoc. In addition, postdocs may request a written assessment of research goals and progress expectations for the coming year. For more information, see:
https://grad.ucla.edu/careerhub/individual-development-plans/best-practices-for-faculty/.

Professional Development Resources for Graduate Students

The departments and resources below offer a range of services for graduate students and often work collaboratively with faculty to develop new programs, workshops, and disciplinary offerings.

UCLA Career Center

www.career.ucla.edu

Career counseling, workshops and career focused events, online job listings, comprehensive career library, and reference file service

Contact: *Annie Maxfield, Associate Director of Graduate Student Relations, amaxfield@career.ucla.edu*

UCLA GRADUATE DIVISION

www.grad.ucla.edu

Professional development events open to graduate students and postdoctoral scholars

Contact: *Sarah Carroll, Coordinator of Postdoctoral & Graduate Student Professional Development, scarroll@grad.ucla.edu*

UCLA
**Professional & Career Development**
for Postdoctoral Scholars and Graduate Students

www.grad.ucla.edu/careerhub

Website with comprehensive professional development events and opportunities calendar

UCLA
gsrc
GRADUATE
STUDENT
RESOURCE
CENTER

www.gsrc.ucla.edu

Resource, referral and information center for graduate students, programs and workshops on a variety of topics, drop-in advice and assistance, meeting and study space, and social interaction

Contact: *Christine Wilson, Director, cwilson@saonet.ucla.edu*

UCLA
gwc
GRADUATE
WRITING
CENTER
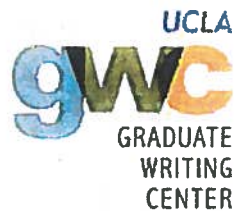
www.gsrc.ucla.edu/gwc

Workshops and programs including dissertation "boot camps" for graduate students, master's thesis boot camps, independent writing groups, writing consultations

Contact: *Marilyn Gray, Director, mgray@saonet.ucla.edu*

UCLA GRADUATE DIVISION

Fall 2014 Professional Development Events for Graduate Students & Postdoctoral Scholars

October 2014

- **10/20** – *MyIDP for STEM Grad Students* – Pt 1, 2:00pm – 3:00pm, Career Center Room 200
- **10/27** – *MyIDP for STEM Grad Students* – Pt 2, 2:00pm – 3:00pm, Career Center Room 200

November 2014

- **11/3** – *MyIDP for STEM Grad Students* – Pt 3, 2:00pm – 3:00pm, Career Center Room 200
- **11/5** – *Academic Job Series: CSU System STEM Faculty Panel*, 12:00pm – 2:00pm, Career Center Room 200
- **11/6** – *Academic Job Series: CV Workshop*, 10:00 – 11:30am, Career Center 200
- **11/12** – *Academic Job Series: CSU System Social Science/Humanities Faculty Panel*, 1:00pm – 3:00pm, Public Affairs 2343
- **11/13** – *Careers In...Series: Biotechnology*, 9:00am – 10:30am, CNSI Auditorium
- **11/20** – *Academic Job Series: Academic Cover Letter Workshop*, 10:00 – 11:30am, Career Center 200

December 2014

- **12/11** – *Careers In...Series: Science Policy*, 9:00am – 10:30am, CNSI Auditorium
- **12/11** – *Academic Job Series: Interviewing & Negotiating for the Academic Job*, 10:00 – 11:30am, Career Center 200

For a complete listing of on-campus events, visit the Professional Development website: www.grad.ucla.edu/careerhub

Graduate Council Policy regarding the Maximum Limit of Merit-Based Support

The faculty, through the Graduate Council, set the standards on the total amount of support a graduate student may receive annually. This includes special fellowships, stipends, and ASE/GSR earnings. The maximum limit will vary for each student (i.e., spouse, number of dependents, professional school enrollment, tuition support). The maximum limit listed below represents the maximum stipend and/or ASE/GSR earnings that a student may receive exclusive of any tuition/non-resident supplemental tuition support.

Period/Term	Maximum Limit Amount
Summer Term (July - September)	$10,752.00
Academic Year (October - June)	$35,584.50
Total	$46,336.50

At other UC campuses, the maximum limit varies and is hardly enforced:

CAMPUS	SUMMER	ACADEMIC YEAR	TOTAL	Comments from Campus
BERKELEY		$33,500.00	$33,500.00	No rigorous policy, but GD practice is to limit compensation (stipends) to $35K for calendar year. This cap only applies to stipends (not RA/TA salaries/benefits) and includes summer. Student parents receive an additional allowance of $8,000/year.
DAVIS				We do not have a codified maximum level of support for graduate students. We do ensure that all funding is awarded per the applicable terms & conditions that prohibit simultaneous fellowships and/or concurrent student employment. We receive system notifications of a conflict if two sources (say employment and fellowship) try to both pay Tuition & Fees and/or NRST. Additionally, each graduate program is required to file a compensation plan to ensure their graduate student researchers are paid equitable salaries.
IRVINE				NO RESPONSE RECEIVED
LOS ANGELES	$10,752.00	$35,584.50	$46,336.50	
MERCED	$10,000.00	$32,000.00	$42,000.00	Cap is for stipend and salary support only (this does not include tuition remission or travel reimbursements) and only for graduate students receiving USAP funds.
RIVERSIDE		$35,000.00	$35,000.00	We do not have a rigorous policy on this issue, but the practice for the Graduate Division is to limit compensation (stipends) to $35,000 for a calendar year.
SAN DIEGO	$11,100.00	$33,300.00	$44,400.00	
SAN FRANCISCO				We discontinued the maximum earnings policy the UCSF Graduate Division used to mandate. We have 16 PhD programs and we gave them the flexibility of setting their own maximum earnings level. The 10 basic sciences program directors imposed a $32,500 stipend level for 2014-2015 academic year. This level allows the students to earn the same amount, except for those whose extramural fellowship may pay at a higher amount. The 6 social science programs do not have a maximum or minimum stipend level because they do not have the funding sources to guarantee any amount to their students. For students in those programs who are awarded campus merit fellowships, we will pay them $21,500 stipend for the 2014-2015 year, unless the fellowship already has a set amount.

SANTA BARBARA	$11,000.00	$33,000.00	$44,000.00	Relates to stipend only; when campus resources are part/all of the stipend. There is no limit on stipends from Extramural Fellowship Awards. Text at link under revision.
SANTA CRUZ				NO RESPONSE RECEIVED

Some options for discussion:

A. Maintain our current practices that insure equitable fellowship distribution and prevents concentrated funding. Continue to allow exceptions to policy on a case-by-case basis.

B. Implement a ceiling above in which no exceptions would be granted, e.g., $50,000 annual maximum amount (includes summer + academic year).

C. Establish a formula that is more graduate student centric and allows departments to provide competitive student support funding.