

Module 6: Applicant Funding

Objectives:

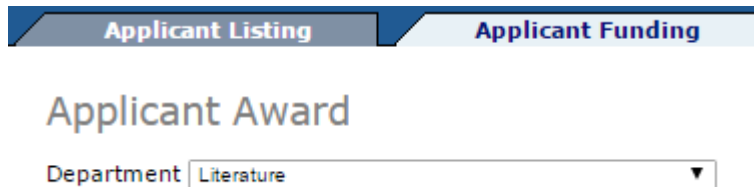
- **Define Award Types**
- **Understand Block Allocation Calculation**
- **Enter Awards**
- **Export Awards for submission to the Graduate Division**

Applicant Funding

Users with the Set Decisions add-on role have access to view and update the Applicant Funding page, which resides in the primary navigation bar.



The Department dropdown at the top of the page will contain all of the departments to which the user has access to set decisions. Most users will only have access to set decisions for a single program.



Changing the value in the Department dropdown will change the contents displayed below. The applicant list is populated with all the applicants who have applied for admission to that department who have a Department Status of “Admit with \$.” This list can be filtered further by AIS Status using the dropdown just above the applicant list.

Notes:

Applicant Amounts

To the right of the Department dropdown is an information button labelled Award Amounts. Clicking this link generates an in-window display box that contains all of the default award amounts that will be used in the award grid at the bottom of the page. This display box can be moved and re-sized as needed.

The values in the display box are the best estimates for salary, stipend and tuition and fee amounts as of January 2017.

Notes:

Award Amounts



	1	2	3	4
	quarter	quarters	quarters	quarters
TA	6884	13768	20652	
TA Tuition	5811	11622	17433	
TA Fee Offset	364	728	1092	
GSR Step 1	4745	9490	14235	
GSR Step 2	5114	10228	15342	
GSR Step 3	5672	11344	17016	
GSR Step 4	6135	12270	18405	
GSR Step 5	6533	13066	19599	
GSR Step 6	6837	13674	20511	
GSR Step 7	7384	14768	22152	
GSR Step 8	7973	15946	23919	
GSR Step 9	8612	17224	25836	
Cota Robles				24000
Chancellor's			24000	
Tuition	6175	12350	18525	
NR Tuition	5034	10068	15102	

Behind the scenes, there are two TA Tuition and two Tuition rows that contain the same dollar amounts for each, one labeled “(Res)” and the other “(NR).” When the Applicant Funding module was first developed, the University of California charged different amounts for in-and out-of-state “fees”, in addition to a supplemental tuition for non-residents. In 2009, the tuition and fee structure was simplified so that a single “tuition” amount was charged of all students, and non-residents were charged Non-Resident Supplemental Tuition as well. Significant, foundational coding to support the variable fee structure remains in GARP in case this decision is ever over-turned.

Award Types

Below the Department dropdown is an expandable/collapsible section labeled “Award types to be shown in grid.” This section contains a list of all of the award types that can be displayed on the page. Checking and unchecking the checkboxes next to an award type will display or hide the columns that are associated with that award type. This feature allows users to view only the award types that their department will use and prevent the unused columns from taking up valuable space on the page.

Award types to be shown in grid

- Teaching Assistantship Graduate Student Researchship
- Cota-Robles Fellowship Chancellor's Fellowship
- Fellowship 1 Fellowship 2 Fellowship 3
- Tuition Remission 1 Tuition Remission 2 Tuition Remission 3
- NRT Remission 1 NRT Remission 2 NRT Remission 3
- Summer Support

It is recommended that users uncheck any award types that they will not be likely to use, including Fellowship 2 and 3, Tuition Remission 2 and 3, and NRT Remission 2 and 3.

Functionality related to the award types and subcategories are described in detail below. For full descriptions of the types of support, see the Glossary of Terms at the end of this manual.

Teaching Assistantship	
Qtrs.	Values = 1, 2, 3; selecting a value here will auto-populate TA Salary and TA Tuition amounts.
Source	Indicates where the funds for this award will come from. Values = Other (default), MIP; users must select a Qtrs. value first, then change the Source value as needed.
TA Salary	Auto-populated salary amount based on the number of quarters awarded to an admitted applicant. The default values are controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
TA Tuition	Auto-populated tuition credit amount based on the number of quarters awarded to an admitted applicant. The default values are controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
TA Fee Offset	A checkbox that allows the department to award "local fees" not already covered by the TA Tuition award. Checking this box will auto-populate the TA Fee Offset amount. Depending on the TA Fee Offset Source selected, this amount will be deducted from the department's block allocation or MIP available for new student offers. The default values are controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
Graduate Research Assistantship	
Qtrs.	Values = 1, 2, 3; selecting a value here will auto-populate GSR Salary, GSR Tuition and, where applicable, GSR Non-Resident Tuition (NRT) amounts.
GSR Salary	Auto-populated salary amount based on the number of quarters awarded to an admitted applicant and the department's GSR Step value. The default values are controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.

GSR Tuition	Auto-populated tuition credit amount based on the number of quarters awarded to an admitted applicant and that applicant's residency status. The default values are controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
GSR NRT	Auto-populated Non-Resident Tuition credit amount based on the number of quarters awarded to an admitted applicant. Only non-residents are charged NRT and are therefore eligible for an NRT credit. The default values are controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
Cota-Robles Fellowship	
Qtrs.	Value = 4*; selecting a value here will auto-populate Stipend and CR Tuition amounts.
Stipend	Auto-populated stipend amount. The default value is controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
CR Tuition	Auto-populated tuition credit amount based on the applicant's residency status. The default value is controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
<p>*Note that the Cota-Robles is paid to the student as follows: \$7,000 each in fall, winter and spring quarters, \$3,000 summer stipend. While the total amount of the award is displayed in a single field in GARP, these amounts will be separated in the admission offer letter for clarity.</p>	
Chancellor's Fellowship	
Qtrs.	Value = 3; selecting a value here will auto-populate Salary, Chan Tuition and Chan NRT amounts.
Stipend	Auto-populated stipend amount. This value is controlled by the Graduate Division.
Chan Tuition	Auto-populated tuition credit amount. The default value is controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
Chan NRT	Auto-populated Non-Resident Tuition credit amount based on the applicant's residency status. Only non-residents are charged NRT and are therefore eligible for a NRT credit. The default value is controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user.
Fellowship 1, 2 and 3**	
Qtrs.	Values = 1, 2, 3, 4

Source	Indicates where the funds for this award will come from. Values = Block, MIP and Other; either Block or MIP will be the default value based on the department; users must select a Qtrs. value first, then change the Source value as needed.
Type	Dropdown containing a list of the most common fellowship types offered as part of an admission package. Users should select the value they would like displayed in the admission offer letter, using "Other" and providing a Description in the available field when necessary.
Amount	Editable field; this amount will be deducted from the department's block allocation or MIP available for new student offers depending on the source selected.
Description	Editable field; to be used with the "Other" Fellowship Type.
<p>**Note that three sets of Fellowship columns are available in case a department needs to offer up to three fellowships from differing sources. Users are requested to use the Fellowship 1 columns before utilizing Fellowship 2, and use Fellowship 2 before utilizing Fellowship 3.</p>	
Tuition Remission 1, 2 and 3**	
Qtrs.	Values = 1, 2, 3
Source	Indicates where the funds for this award will come from. Values = Block, MIP and Other; either Block or MIP will be the default value based on the department; users must select a Qtrs. value first, then change the Source value as needed.
Amount	Auto-populated tuition credit amount based on the applicant's residency status. The default value is controlled by the Graduate Division, but can be overridden on an applicant-by-applicant basis by the user; this amount will be deducted from the department's block allocation or MIP available for new student offers depending on the source selected.
<p>**Note that three sets of Tuition Remission columns are available in case a department needs to offer up to three forms of Tuition Remission from differing sources. Users are requested to use the Tuition Remission 1 columns before utilizing Tuition Remission 2, and use Tuition Remission 2 before utilizing Tuition Remission 3.</p>	
NRT Remission 1, 2 and 3**	
Qtrs.	Values = 1, 2, 3
Source	Indicates where the funds for this award will come from. Values = Block, MIP and Other; either Block or MIP will be the default value based on the department; users must select a Qtrs. value first, then change the Source value as needed.
Amount	Auto-populated nonresident supplemental tuition credit amount based on the applicant's residency status. The default value is controlled by the Graduate Division, but can be overridden on an

	applicant-by-applicant basis by the user; this amount will be deducted from the department's block allocation or MIP available for new student offers depending on the source selected.
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**Note that three sets of NRT Remission columns are available in case a department needs to offer up to three forms of NRT Remission from differing sources. Users are requested to use the NRT Remission 1 columns before utilizing NRT Remission 2, and use NRT Remission 2 before utilizing NRT Remission 3.

Summer Support

Qtrs.	Value = 1
Source	Indicates where the funds for this award will come from. Values = Block, MIP, GSR and Other; either Block or MIP will be the default value based on the department; users must select a Qtrs. value first, then change the Source value as needed.
Amount	Editable field; this amount may be deducted from the department's block allocation or MIP available for new student offers depending on the source selected.

In the event that an applicant is awarded either a Cota Robles or Chancellor's Fellowship and a Teaching Assistantship or Graduate Student Researchship, the Tuition and NRT credits will be automatically removed from the Teaching Assistantship or Graduate Student Researchship column to avoid the student being offered more tuition credits than needed for one year.

The default values used for Teaching Assistantships, Graduate Student Researchships, Cota-Robles Fellowships and Chancellors Fellowships are stored in a table maintained by the Division of Graduate Studies. These values can be viewed by clicking on the Award Amounts link.

Applicant Award

Department

[Award Amounts](#) ⓘ

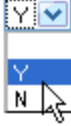
Teaching Assistantship
 Graduate Student Researchship
 Cota-Robles Fellowship
 Chancellor's Fellowship
 Regents Fellowship
 Tuition Remission
 NRT Remission
 Summer Support
 Other 1
 Other 2
 Other 3

The resulting window can be moved by clicking and dragging the window's header bar, resized by clicking and dragging the bottom right corner of the window, or closed by clicking the X in the top right corner.

Residency and Applicant Funding

An applicant's residency status can greatly impact how much funding a department may choose to offer at the time of admission. Auto populated funding amounts, particularly Non-Resident Tuition-paying award types, are determined based on the applicant's residency status.

For an applicant, whose residency status is undetermined ("U"), a dropdown is available for the department to indicate what they believe the applicant's status will be for determining the funding offer.

Applicant	CA Res
Liu, Xiangyan	U 

The image shows a table with two columns: 'Applicant' and 'CA Res'. The first row contains the name 'Liu, Xiangyan' and the value 'U'. To the right of 'U' is a dropdown menu with a blue arrow pointing down. The dropdown menu is open, showing three options: 'Y' (highlighted in blue), 'U', and 'N'. A mouse cursor is pointing at the 'N' option.

Block Allocation Calculation

Beneath the Award Types section is the expandable/collapsible Block Allocation Calculation section. This contains the following elements:

Element	Description
Total Block Allocation	Determined by the Graduate Division
Block carry-forward	Beginning in the 2016-17 academic year, programs can carry forward unused funds from the prior year's block allocation. This is limited to no more than 10% of their new block allocation. The program can estimate and enter into this field the portion of funds they plan to carry forward from the 2015-16 academic year's block.
Repayment of Risk Reserve	Beginning in the 2016-17 academic year, a Risk Reserve must be maintained by each program that receives a block allocation. The Risk Reserve must be equal to 10% of the current year's block. For this first year of the Risk Reserve, the campus has put in all required funds; there is no obligation from the programs. If a program overspends their block allocation due to an unexpectedly high number of admission acceptances, they must use their Risk Reserve funds first to cover the overage. Over the following two years, the program will be responsible for repaying the used portion of the Risk Reserve to return it to its full amount. This field allows the program to repay portions of the Risk Reserve used in prior years. It will not be necessary for any program to repay a Risk Reserve in 2016-17.
Reserved for current students	The Applicant Funding module only allows programs to allocate awards to incoming students. Any block allocation funds the program plans to award to continuing students should be reserved by entering the total award amount into this field.
Reserved for recruitment	In addition to student support, programs are allowed to use up to 10% of their block allocations to support recruitment efforts. Programs should reserve the portion of their block allocation that they plan to use for recruitment by entering the total amount into this field.
Remaining before Over Offer	<i>Calculation:</i> Total Block Allocation - Repayment of Risk Reserve - Reserved for current students - Reserved for recruitment
Over Offer Multiplier	This value is determined by the Division of Graduate Studies based on the historical acceptance rate for the program. It allows programs to offer more money than they have in anticipation of a certain percentage of the applicants declining their offer.
Available for new student offers	<i>Calculation:</i> Remaining before Over Offer x (times) Over Offer Multiplier + Block carry-forward. This is the amount of money the program can allocate to new students using the award grid at the bottom of the page.

In the following example, this program has a **Block Allocation** of \$175,889. They do not need to repay any of their **Risk Reserve**, and they've chosen to reserve \$90,000 for their **current students** and \$5,000 for **recruitment** efforts. When the **Remaining Before Over Offer** is multiplied by their 2.3 **Over Offer Multiplier**, they have \$186,045 plus the anticipate **carry forward**, \$17,572, from their prior year's block allocation. There is a total of \$203,617 to spend on **new student offers**.

[-] Block Allocation Calculation

Total Block Allocation:	\$175,889
- Repayment of Risk Reserve:	0
- Reserved for current students:	90,000
- Reserved for recruitment:	5,000
= Remaining before Over Offer:	\$80,889
x Over Offer Multiplier:	2.30
= After Over Offer:	\$186,045
+ Block carry-forward:	17,572
= Available for new student offers:	\$203,617

The **Risk Reserve calculation** appears at the bottom of this page section. It calculates the **Required Risk Reserve** at 10% of the block allocation, and then determines whether there are sufficient funds between the **Existing Risk Reserve** (this is the portion covered by the campus; in 2016-17 this is paid in full for all programs) and the **Repayment of Risk Reserve** as entered by the program at the top of the section (this will be 0 for all programs in 2016-17). Here's an example of the Risk Reserve for the same program:

= Available for new student offers:	\$215,117
<i>Required Risk Reserve:</i>	\$17,589
<i>Existing Risk Reserve:</i>	\$17,589
+ Repayment of Risk Reserve:	\$0
= Total Risk Reserve:	\$17,589

Note that a running total of the **Allocation remaining** is displayed in the funds remaining section.

TIP: It is advisable to complete the Block Allocation Calculation section BEFORE entering any awards in the grid at the bottom of the page. Once your Block Allocation Calculation is complete, you can collapse the section.

Master's Incentive Program Calculation

Beneath the Block Allocation Calculation section is the expandable/collapsible Master's Incentive Program (MIP) Calculation section. This contains the following elements:

Element	Description
Current students	There are fields to enter the number of Resident and Non-Resident current students anticipated to be enrolled in the master's degree program in the coming year. You may wish to estimate conservatively to ensure you don't accidentally overspend your MIP funds. <i>*Only students who are in master's degree programs and who are actually assessed tuition and/or non-resident supplemental tuition (NRST) will be included; no reciprocity students, visiting students, doctoral students moved to the master's track for a terminal quarter, etc. count towards the enrollment count for incentive funding; students over normative time to degree will not be counted towards the incentive funding.</i>
New students target	There are fields to enter the number of Resident and Non-Resident incoming students the program is planning to enroll in the master's degree program in the coming year. You may wish to estimate conservatively to ensure you don't accidentally overspend your MIP funds.
Incentive multiplier	Programs receive \$2,600 per year for each resident student enrolled and \$5,200 per year for each non-resident student enrolled.
Subtotal of estimated MIP	Calculation: ((Current Residents + New Residents) x 2,600) + ((Current Non-residents + New Non-residents) x 5,200)
MIP carry-forward	Programs are allowed to carry forward an unlimited amount of MIP funding from academic year to academic year. Enter into this field the amount of MIP funds the program anticipates carrying forward into the 2017-18 academic year.
Reserved for current students	If the program anticipates allocating any MIP funds to current students for support, that total amount should be entered here.
Reserved for other purposes	If the program would like to reserve a portion of their MIP funds for other uses that support graduate education, that total amount should be entered here.
Over Offer Multiplier	This value is determined by the Division of Graduate Studies based on the historical acceptance rate for the program. It allows programs to offer more money than they have in anticipation of a certain percentage of the applicants declining their offer.
Available for new student offers	Calculation: (Subtotal of estimated MIP - Reserved for current students - Reserved for other purposes) x Over Offer Multiplier + MIP carry-forward

In the example below, the program is anticipating 6 residents and 2 non-resident students returning to complete their master's degree program, and plans to enroll 3 new resident and 3 new non-resident students. This generates **estimated MIP funds** totaling \$49,400 for the coming academic year. In addition, they're planning on reserving \$15,000 for **current student** support, and \$18,000 to cover a few travel grants and to purchase equipment to **support graduate research**. The remaining \$16,400 is multiplied by their **over offer multiplier** to result in \$37,720. Including, the **carry forward** of \$18,000 in funds from the current academic year the total **available for new student offers** is \$55,720.

[- Master's Incentive Program (MIP) Calculation

	<u>Resident</u>	<u>Non-Resident</u>
Current students:	6	2
+ New students target:	3	3
x Incentive multiplier:	\$2,600	\$5,200
= Subtotal of estimated MIP:	\$49,400	
- Reserved for current students:	15,000	
- Reserved for other purposes:	18,000	
= Remaining before Over Offer:	\$16,400	
x Over Offer Multiplier:	2.30	
= After Over Offer:	\$37,720	
+ MIP carry-forward:	18,000	
= Available for new student offers:	\$55,720	

Note that a running total of the **MIP funds remaining** is displayed in the funds remaining section.

TIP: It is advisable to complete the MIP Calculation section BEFORE entering any awards in the grid at the bottom of the page. Once your MIP Calculation is complete, you can collapse the section.

TIP: There is no Risk Reserve for the Master's Incentive Program and no obligation from the campus or Graduate Division to cover accidental overspending; be conservative in your estimates to avoid having to cover overages from other department resources.

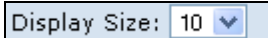
Funds Remaining

The final expandable/collapsible section of the Applicant Funding module is the Funds Remaining section, where a running total of both Block Allocation and Master's Incentive Program funds are calculated as awards are entered into the award grid at the bottom of the page. Awards where the source = Block will be deducted from the Block Allocation Remaining amount and awards where the source = MIP will be deducted from the MIP Funds Remaining amount.

Pending and Accepted amounts are also tracked after offers have been made, allowing programs to more easily determine whether any funds are available for re-offer. Re-offering funds is only permitted when the pending and accepted amounts total less than the actual block or MIP funds (prior to multiplying the Over Offer).

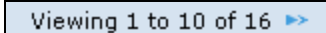
Applicant Funding Filters

The applicant data displayed on the Applicant Funding page allows users to view 10, 20, 30, 40, 50 or all applicants who have a Department Status of “Admit w/ Money.” The more records you view at once, the longer the page may take to load and process individual page transactions. For data-entry purposes, users are recommended to view 10 or 20 records at a time. Once the majority of data entry is completed and a broader perspective of all offers may be required, the user may choose to view more records at a time. To change the number of records you are viewing, use the Display Size dropdown located just above the list of applicants.



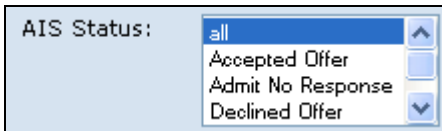
Display Size: 10 ▼

To navigate from the first page of records to subsequent pages, use the arrows located next to the Display Size dropdown.



Viewing 1 to 10 of 16 >>

Users may also choose to view applicants by their AIS Status. This feature comes in handy once admission offers have been made and the department needs to know which offer have been accepted, declined or are still pending. Selecting a value in the AIS Status dropdown will filter for that population. You may also hold down the Control key to select multiple values.



AIS Status: all
Accepted Offer
Admit No Response
Declined Offer

Lesson 27: Entering Applicant Awards

+ Set Decisions



Before you can begin this lesson, you must have at least one applicant with a Department Status of "Admit W/\$".

1. Navigate to the Applicant Funding tab.
2. Select your department from the dropdown provided.
If you only have access to maintain this data for one department, it will be pre-selected for you.
3. In the **Award types to be shown in grid** section, uncheck the Fellowship 2 and 3, Tuition Remission 2 and 3 and NR Tuition 2 and 3 checkboxes. Collapse this section when done.

Award types to be shown in grid

<input checked="" type="checkbox"/> Teaching Assistantship	<input checked="" type="checkbox"/> Graduate Student Researchship	
<input checked="" type="checkbox"/> Cota-Robles Fellowship	<input checked="" type="checkbox"/> Chancellor's Fellowship	
<input checked="" type="checkbox"/> Fellowship 1	<input type="checkbox"/> Fellowship 2	<input type="checkbox"/> Fellowship 3
<input checked="" type="checkbox"/> Tuition Remission 1	<input type="checkbox"/> Tuition Remission 2	<input type="checkbox"/> Tuition Remission 3
<input checked="" type="checkbox"/> NRT Remission 1	<input type="checkbox"/> NRT Remission 2	<input type="checkbox"/> NRT Remission 3
<input checked="" type="checkbox"/> Summer Support		

4. In the Block Allocation Calculation section, note the **Total Block Allocation** set for your program. If it is 0, skips this step and continue to step 5. Otherwise, enter a value that is 10% of your **Total Block Allocation** into the **Block carry-forward** field and enter in the value of the Risk Reserve your department wishes to pay back, if needed. Enter a value that is roughly half that amount into **Reserved for current students** and tab out of that field. Enter a value that is roughly half that amount into **Reserved for recruitment** and tab out of that field. Collapse this section when done.

Block Allocation Calculation

Total Block Allocation:	\$132,401
- Repayment of Risk Reserve:	<input type="text" value="0"/>
- Reserved for current students:	<input type="text" value="6,620"/>
- Reserved for recruitment:	<input type="text" value="3,310"/>
= Remaining before Over Offer:	\$122,471
x Over Offer Multiplier:	3.00
= After Over Offer:	\$367,413
+ Block carry-forward:	<input type="text" value="13,240"/>
= Available for new student offers:	\$380,653
<i>Required Risk Reserve:</i>	\$13,240
Existing Risk Reserve:	\$13,240
+ Repayment of Risk Reserve:	\$0
= Total Risk Reserve:	\$13,240

Note that tabbing out of a field will cause the page to calculate any required changed. Notice how the amount Available for new student offers changes as you tab out of each field.

Notes:

5. If the department you're using does not offer a master's degree program, collapse the MIP Calculation section and skip to step 6. Otherwise, enter 1 current resident, 2 current non-residents, 3 new residents and 4 new non-residents into the estimated enrollment fields in the MIP Calculation section. Enter an MIP carry-forward of \$5,000, a current reserve of \$10,000 and an "Other" reserve of \$20,000. As you tab out of each field, notice that the amount **Available for new student offers** updates. Also note that the Over Offer Multiplier for the program you're using may differ from the one in the example below.

- Master's Incentive Program (MIP) Calculation

	Resident	Non-Resident
Current students:	1	2
+ New students target:	3	4
x Incentive multiplier:	\$2,600	\$5,200
= Subtotal of estimated MIP:	\$41,600	
- Reserved for current students:	5,000	
- Reserved for other purposes:	10,000	
= Remaining before Over Offer:	\$26,600	
x Over Offer Multiplier:	3.00	
= After Over Offer:	\$79,800	
+ MIP carry-forward:	20,000	
= Available for new student offers:	\$99,800	

6. Identify any applicants listed with a CA Res value of "U." Set the accompanying dropdown to either Y or N so that the applicant(s) fees and tuition will be calculated as either a California- or non-resident applicant.

Applicant	CA Res
Adams, Abigail	N
Barnstrom, Brenden	Y
Capman, Charlotte	N
Dithers, Darren	Y
Earlhart, Erin	U <input type="button" value="Y"/>
Ferducci, Franco	Y <input type="button" value="Y"/> <input type="button" value="N"/>

7. Using the dropdowns provided, set Yrs. of Support values for each applicant. *Designations greater than 1 will cause the admission offer letter to include a general statement about future funding - no specific amounts for future years of support will be included.*

8. Set the Teaching Assistantship Qtr. value to 3 for the first applicant and check the TA Fee Offset check box.
Notice that the TA Salary, TA Tuition and TA Fee Offset values auto-populate. The default source for TA support is "Other", meaning department resources, not those managed in GARP. The TA Fee Offset Source will either be Block or MIP depending on the department. These source values can be changed if needed.

Teaching Assistantship					
Qtrs	Source	TA Salary	TA Tuition	TA Fee Offset	Source
3	Other	19,281	16,578	<input checked="" type="checkbox"/>	Block

9. Change the Teaching Assistantship Qtr. value to 2.
Notice that the TA Salary, TA Tuition and TA Fee Offset values update.

Teaching Assistantship					
Qtrs	Source	TA Salary	TA Tuition	TA Fee Offset	Source
2	Other	12,854	11,052	<input checked="" type="checkbox"/>	Block

10. Set the Graduate Student Researchship Qtr. values for both a California resident and non-resident applicant to 3.
Notice that the non-resident applicant has been awarded Non-Resident Tuition, whereas the California resident applicant has not. Also notice that there is no Source for GSRs, Cota-Robles nor Chancellor's Fellowships as they cannot vary. None of these amounts will be deducted from the Block Allocation or MIP funds.

Graduate Student Researchship			
Qtrs	GSR Salary	GSR Tuition	GSR NRT
3	15,729	17,646	15,102
3	15,729	17,646	0

11. Continue to set the number of quarters for the Teaching Assistantship, Graduate Student Researchship, Cota-Robles Fellowship and Chancellor's Fellowship for several of the applicants.
12. Click **Award Amounts** ⓘ. Compare the values in the pop-up window to the amounts that auto-populated for your applicants. Close the pop-up by clicking the X in its top right corner.
13. Uncheck the Teaching Assistantship, Graduate Student Researchship, Cota-Robles Fellowship and Chancellor's Fellowship checkboxes at the top of the page to hide those columns in the entry section.
14. Note the **Funds Remaining** section and the totals for the Block Allocation and MIP Funds remaining.
15. Set the Fellowship 1 Qtrs. dropdown for the first applicant to 1. Notice that the Source defaults to either Block or MIP depending on the department. Select Regents' Fellowship from the Type dropdown and enter "1000" into the Amount column. Tab out of the field.

Fellowship 1				
Qtrs	Source	Type	Amount	Description
1	Block	Regents' Fellowship	1,000	

Notice that the Allocation Remaining amount is \$1,000 less than it was before and that \$1,000 is now pending.

Funds Remaining	
Block Allocation Remaining:	\$748,092
Block Pending:	\$1,000
Block Accepted:	\$0
MIP Funds Remaining:	\$46,480
MIP Pending:	\$0
MIP Accepted:	\$0

16. Change the Source for the Fellowship to MIP if it had been Block, or to Other if it had been MIP.

Notice the changes to the Funds Remaining section.

Funds Remaining	
Block Allocation Remaining:	\$749,092
Block Pending:	\$0
Block Accepted:	\$0
MIP Funds Remaining:	\$45,480
MIP Pending:	\$1,000
MIP Accepted:	\$0

17. Set Tuition and NRT Remission columns to 1 qtr. each. Leave the Sources to their defaulted values.

Tuition Remission 1			NRT Remission 1		
Qtrs	Source	Amount	Qtrs	Source	Amount
1	Block	5,882	1	Block	5,034

Notice the amounts have been deducted from the appropriate source.

Funds Remaining	
Block Allocation Remaining:	\$738,176
Block Pending:	\$10,916
Block Accepted:	\$0
MIP Funds Remaining:	\$45,480
MIP Pending:	\$1,000
MIP Accepted:	\$0

18. Set the Summer Support Qtrs. dropdown to 1, leave the defaulted Source value and enter "1000" into the Amount column. Tab out of the field.

Summer Support		
Qtrs	Source	Amount
1	Block	1,000

Notice that the Allocation Remaining amount is \$1,000 less than it was before and another \$1,000 appears in Pending status.

Funds Remaining	
Block Allocation Remaining:	\$737,176
Block Pending:	\$11,916
Block Accepted:	\$0
MIP Funds Remaining:	\$45,480
MIP Pending:	\$1,000
MIP Accepted:	\$0

19. Display the Fellowship 2 column. Set the Fellowship 2 Qtrs. dropdown for the first applicant to 2, select “Other” from the Type dropdown, enter “10000” into the Amount column, and a fake fellowship name into the Description field.

Notice that this \$10,000 is not deducted from the Remaining Funding amounts; other fellowships are not deducted from either the block allocation or MIP funds.

Fellowship 2				
Qtrs	Source	Type	Amount	Description
2	Other	Other	10,000	Wilson Fellowship

20. Enter a comment into the Comments field.

Comments
Wilson from donated fund

21. On the far left of the applicant list, check the boxes next to any applicants for whom you’ve entered awards and click **Export Funding**.

Display Size: 10	Viewing 1 to 8 of 8	AIS Status: all Applicant			
<input type="checkbox"/>	Applicant	CA Res	AIS Status	Yrs of Support	Total Support
<input checked="" type="checkbox"/>	Adams, Abigail	N	Applicant	1	\$22,916
<input type="checkbox"/>	Barnstrom, Brenden	Y	Applicant	1	\$0
<input checked="" type="checkbox"/>	Capman, Charlotte	N	Applicant	1	\$73,095
<input checked="" type="checkbox"/>	Dithers, Darren	Y	Applicant	1	\$33,375
<input checked="" type="checkbox"/>	Earlhart, Erin	U <input type="checkbox"/> Y <input type="checkbox"/>	Applicant	1	\$41,646
<input checked="" type="checkbox"/>	Ferducci, Franco	Y	Applicant	1	\$41,646
<input checked="" type="checkbox"/>	Grimes, Gillian	N	Applicant	1	\$41,646
<input checked="" type="checkbox"/>	Ho, Huang	N	Applicant	1	\$56,748
					\$311,072
Export Funding					

22. Open the resulting file in Excel and review the data. Rename the file using this formula: DEPT_Admits_YYYY.xls or DEPT_Admitw\$_YYYY.xls
 Example: ANTH_Admits_2017.xls, or ANTH_Admitw\$_2017.xls

This file should be sent electronically to the Division of Graduate Studies (gradprocessing@ucsc.edu) when all admit and funding data has been finalized by your department. It will be used to populate the admission decision letters.

	A	B	C	D	E	F	G	H	I	J	K	L
1	EMPLID	Last Name	First Name	CA Resider	ALS Status	Yrs of Supj	TA Qtrs	TA Source	TA Salary /	TA Tuition	TA Fee Off	TA Fee Off
2	1513858	Adams	Abigail	N	Applicant	1						
3	1509985	Capman	Charlotte	N	Applicant	1	2	Other	12854	11052	712	Block
4	1508802	Dithers	Darren	Y	Applicant	1						
5	1513857	Earlhart	Erin	U	Applicant	1						
6	1513856	Ferducci	Franco	Y	Applicant	1						
7	1507418	Grimes	Gillian	N	Applicant	1						
8	1513860	Ho	Huang	N	Applicant	1						
9	Totals								12854	11052	712	

Special Award Type Entry Tips

NRT Fellowships: These are fellowships awarded to international students that pays the first two years of Non-resident Supplemental Tuition. These awards are granted by the academic divisions after a nomination and review process. Enter these awards in the NRT Remission 1 column with a Source type of “NRTF”. This type of funding is being replaced by the IDRF, which is not explicitly noted in GARP because this fellowship is awarded after the first year.

International Doctoral Recruitment Fellowships: IDR Fellowship awards will not be entered in any columns in the Funding Tab on GARP; you can enter in IDRF in the “comments” if you wish in the Funding Tab.

Humanities Fellowships: Awarded by the Humanities Division only. Enter the stipend portion of the award in the Fellowship 1 column with a Source of “Other” and Type of Humanities Fellowship. Enter the Tuition portion of the award in the Tuition Remission 1 column with a Source of “Other.” Enter the Non-resident Supplemental Tuition portion of the award (assuming there is one) in the NRT Remission 1 column with a Source of “Other.”

Cota-Robles or Chancellor’s Fellowships with TA or GSR positions: While it is discouraged to require a Cota-Robles or Chancellor’s Fellowship recipient to work in their first year in general, some programs require their students work as GSRs or TAs early in their careers so as not to fall behind in a highly structured curriculum/experience series. In the event that a Cota-Robles or Chancellor’s Fellowship awardee is required to work, the program should enter both awards in GARP. Notice that the Tuition and NRT Remission portions of the TA and GSR will automatically fail to populate when the fellowship award is applied, preventing the applicant from being awarded more than the required 3 quarters of remission.

Stipend-only support where no remission is offered: If an applicant is being offered support that is insufficient to cover tuition or non-resident tuition remission, it should be entered as a Regents’ Fellowship if from the block, or Department Fellowship if from MIP funds. The supplemental instructions included with offers of support warn applicants that if tuition remission is not included in their offer, Fellowships pay that first and anything remaining is disbursed as a stipend.

Half-time TAships: These are not encouraged, and not common, but when needed, enter the number of quarters of TAship that the student will work. For example, if they’ll work 1 quarter at half-time, enter 1; if they’ll work 2 quarters, each at half time, enter 2. Manually adjust the salary portion of the award as needed. Do not change the Tuition Remission portions, as these are still paid in full, even for half-time appointments.

GSR with a higher step than the GARP default: Some departments pay incoming students who hold master’s degrees at a higher step than those who come in without a master’s degree. GARP typically uses the non-master’s step as the default. When this needs to be changed, enter the number of quarters and then manually adjust the salary portion as needed. You may reference the Award Amounts link if needed.

GSR Tuition Remission not paid by the PI: This doesn’t happen often either, but when needed, enter the GSR and then manually change the Tuition Remission (and NRT Remission) portion of the GSR support to 0. Enter the Tuition Remission (and NRT Remission if needed) into the Tuition Remission 1 column with the appropriate Source (likely Block).

Exporting Applicant Funding

After all award data has been entered and verified, you may export a portion or all of the applicants that have award data. The checkboxes on the far left of the applicant list allow you to select which applicants to export. To export all, select the top checkbox. Click the Export button at the bottom of the page to initiate the export. The resulting file is a .CSV (comma-separated value), which can be opened and edited in Excel.

This exported data must be sent to the Division of Graduate Studies at gradprocessing@ucsc.edu for verification and admission-letter processing.

Notes:

Locked Applicant Funding data

Once an applicant's funding data has been exported and sent to the Division of Graduate Studies for processing, the Division of Graduate Studies will lock the funding data in GARP to prevent any changes from being made to it. GARP users with access to view the page will still be able to view or export funding data, but they will not be able to edit it.

Notes: