TOP SCHOLAR RECRUITMENT

2015-2017 Request Cycle

Office of Fellowships and Awards
Graduate School
Top Scholar Funding

○ Purpose of Top Scholar Funding
  • The Graduate School’s primary goal for the Top Scholar Awards (TSA) is to help programs attract outstanding students to University of Washington programs by partnering with units to build competitive financial packages for their top student prospects. This program does not support continuing students already enrolled at the UW.

○ Biennial Cycle
  • Having requests made every two years allows for planning by departments and Graduate School.
Types of Funding

- Research Assistantships
- Fellowships
- Block Grants
  - Travel funding
  - Top-off Fellowships
- Tuition Waivers
Research Assistantships

- These are service appointments.
  - Service means service to the department, e.g., working for a professor in his/her lab.
- Includes salary, tuition waiver, and GAIP coverage.
- Available only for students in tuition-based degree programs.
Research Assistantships

- Can request a maximum of four quarters. Can award in whatever combination works best (e.g., three quarters to 1 student and 1 quarter to another; 2 quarters each to two students, etc.).

- Department must match two additional quarters for each one quarter of Top Scholar awarded to a student.
  - Department match cannot be other Graduate School funding (e.g., GO-MAP funding).
  - Matching quarters can be stipend funding, RA/TA funding or a combination.
Fellowships

- These are non-service appointments, i.e., they cannot be doing service for the department.
- Includes stipend (standard TA/RA rate for the department), tuition waiver, and GAIP coverage.
- Available only for students in tuition-based degree programs.
Fellowships

- Can request a maximum of three quarters. Can award to one student or to several different students (e.g., one quarter each to three students).

- Department must match two additional quarters for each one quarter of Top Scholar awarded to a student.
  - Department match cannot be other Graduate School funding (e.g., GO-MAP funding).
  - Matching quarters can be stipend funding, RA/TA funding or a combination.
Block Grants

- An amount of money that can be used for either travel (to bring prospective students to campus) or for top-off fellowships (a one-time payment to a new student, in addition to his/her departmental funding).

- While you determine your allowable maximum to request by category (e.g., Y amount maximum for top-off plus X amount for travel), you can allocate it in whatever combination works best for your department (e.g., you may wish to give all top-off fellowships or use it all for travel).

- Can be used for either tuition-based or fee-based programs.
Block Grant - Travel

- The maximum amount you can request is 25% of admission offers, using the last three years average at $300/student (as posted on the Graduate School website: http://www.grad.washington.edu/about/statistics/admissions/index.shtml)
  - Example: If the department made offers of 31 in 2012, 29 in 2013, 30 in 2014; that would be an average of 30. 25% of 30 is 7.5, so maximum travel request could be $2,400 ($300 x 8).

- Travel funding can be used only for transportation (air fare, mileage, etc.) not for non-transportation costs (such as hotel, food).
Block Grant – Top-Off

- Top-off fellowship amount can vary by student, but must be for a minimum of $1,000 and a maximum of $5,000.
- Must be paired with departmental funding of at least one year (three quarters) at a standard departmental TA/RA rate.
- Request cannot exceed $15,000.
- Amount you can request is 10% of admission offers, using the last three years average (as posted on the Graduate School website: http://www.grad.washington.edu/about/statistics/admissions/index.shtml)
  
  - Example A: If the department made offers of 41 in 2012, 39 in 2013, 40 in 2014; that would be an average of 40. 10% of 40 is 4, so the maximum top-off request would be $15,000. (Because 4 x $5,000 is over the maximum allowable request amount, the department can request only the maximum.)
  
  - Example B: If the department made offers of 10 in 2012, 12 in 2013, 9 in 2014; that would be an average of 10. 10% of 10 is 1, so the maximum top-off request would be $5,000.
Tuition Waivers

- Tuition waivers are used in conjunction with departmental funding.
  - Waivers must supplement departmental funding (e.g., endowment)—not TA/RA/SA positions.
  - Departmental funding must be a minimum of $1,000 per month.
  - Student must receive at least three quarters of funding (which can be a mix of the departmental funding with TS waiver and RA/TA funding).

- Available only for students in tuition-based degree programs.
Request Combinations

- Only tuition waivers
  - If you have department funding (non-service) and you just need waivers, then you can request up to nine quarters of waivers.

- RA/Fellowship/Block Grant
  - You can request either RA, Fellowship, or Block Grant funds—only one. You cannot have some of all three.
  - In addition, you can request up to three quarters of tuition waivers to use with departmental funding.
How to Request

- Requests are made through MyGradProgram
  - “Admin” – “GSFEI” – “Request an Award” – “Top Scholar Award.”
  - Proposal should be no more than 2 pages.
  - Proposal should include a brief overview of recruiting and admissions process. Please include:
    - Why/how Top Scholar funding is integral to your recruitment efforts.
    - How such funding will be leveraged with departmental funding as required.
  - If requesting RA/Fellowship/Waivers, use current amounts. Do not worry about trying to estimate next year’s costs (e.g., tuition, salary)—the award that is given will be actual amounts.
  - Award for 2015-16 is expected to be duplicated for 2016-17 year.
How do you award Top Scholar?

- Top Scholar awards must be used in the first year of the student’s enrollment.
- Top Scholar should be part of the recruitment offer made to the student.
- When you have chosen your top recruit(s):
  - Identify The Graduate School Top Scholar award in the offer letter to the student.
  - Make the allocation in MyGradProgram (MGP).
  - Allocations must be made in MGP no later than May 15, 2015. Any unallocated awards after that date may be returned to the Graduate School.
Processing Awards -- RA

- RA awards:
  - Your department handles the employment and entry into OPUS of the student.
  - Use budget number 10-1600.
  - Tuition waivers are done automatically as for any RA. The operating fee is charged to the Graduate School.
Processing Awards -- Fellowships

- You will be notified what budget to use for your TS fellowship(s). We may be provided a specific endowment to use for your Top Scholar Award (e.g., Gerberding or Denny) or we may have you use your GSFEI budget. If in doubt, please don’t hesitate to ask us what number to use.

- Your department will put the student’s appointment in OPUS (job class code 0863)

- We will put the tuition waiver on the student’s account.
Processing Awards—Block Grants

Travel

- Students should know that travel costs are being supported as part of Graduate School Top Scholar funding.
- If reimbursing student for travel costs, please use your GSFEI budget (75-xxxx).
- If using department CTA, please allocate to your GSFEI budget.
- If you have to transfer costs to GSFEI budget, please indicate the student(s)’ name(s) in the description.
- Use PCA code “TSAA.”
Top-Off Fellowship:

- Offer letter should indicate that student is receiving a Graduate School Top-Off fellowship.
- With the upcoming Payroll/HR modernization program, the way Top-Off Fellowships will be paid may change. We will keep awarded departments updated on the process that will be used.
What if your top recruit declines?

- The intent of this funding is to assist you in recruiting your top 1 or 2 applicants, so it is not funding that can be easily moved around.
- If your top recruit declines your offer before May 15 and you have another TOP applicant who has not yet received an offer from you and who you need to entice (!) you may be able to move the award to that person.
- You may not move the funding to someone who has already received an offer from the department* or who has accepted an offer. *In the first case, if it is someone who you think needs just a little more to say yes, please contact us to find out if you can shift the funding.
- No changes can be made after the allocation deadline of May 15. Awards that are not allocated in MyGradProgram by that date may be canceled.
Questions?