TO: Deans, Chairs, Directors of Graduate Studies/staff, Hiring Departments, Business Officers  
FROM: Jeannine Blackwell, Dean of the Graduate School  
RE: Petition for 2013-2014 RA/GA Tuition Scholarship Awards

In the 2013-14 academic year, the University will continue to provide tuition scholarships to all eligible research and graduate assistants via the Universal Tuition Program. The goal of the program is to fund RA/GA tuition from grants and other external sources to the greatest extent possible. The Graduate School will charge departments the actual in-state standard graduate tuition rate for each RA/GA for 2013-14, if applicable. The University will pay the out-of-state portion of this tuition for all eligible RAs and GAs.

For all grants and external sources that exclude tuition, the university has set aside a competitive pool to cover the in-state portion for those grants on a case-by-case basis. This petition process seeks information on those funded RA’s and GA’s, as well as information on University startup and match commitments from the VP for Research, the Provost, the President, or the Graduate School.

These petitions should include:

1. A one-page (250 word) summary of accomplishments of the program in achievements, diversity, student placement or productivity. Include name of program, contact name and information.

2. The petition form:  
http://www.gradschool.uky.edu/forms/PetitionFormDeansScholarships1314.xls

Include on this form:

a. Continuing funded RAs and GAs on grants that exclude tuition;  
b. New funded RAs and GAs on grants that exclude tuition;  
c. Administration commitments on RAs and GAs (include documentation of commitment);  
d. Other RA and GA requests (half-page justification)

• for each grant (WBS element), include documentation of tuition exclusion: document excerpt/scan, web link, or UK OSPA certification.

• For RA/GA requests supported by agreements with the UK administration (startup etc.), attach a copy of that agreement

• Any other request should have a half-page explanation/justification. These requests will be considered only after funded RA and GA tuition requests have been met.
Do not include potential or future commitment requests based on grant and funding applications not yet submitted or funded. Future grant-funded RAs will be considered for dean’s scholarships as they are funded.

The Graduate School may review the accounts with OSPA to ensure that grants are excluded from paying tuition, both during the petition process and at Universal Tuition Program invoice times.

The petition packets – program narrative, spreadsheet form, and documentation -- should be collated by college and reach the Graduate School via email (tom.hanna@uky.edu) by the close of business on Monday, December 24, 2012. An award announcement will be made by in late January, 2013 to each dean and college business officer in order to assist programs in making timely offers for 2013-14. If you have questions about the petition, please contact the Graduate School Funding Office: 7-3261; tom.hanna@uky.edu.