MEMO

TO: Deans, Chairs, Business Officers, Directors of Graduate Studies/staff, Hiring Departments
FROM: Jeannine Blackwell, Dean of the Graduate School
RE: Petition for 2014-2015 RA/GA Graduate Tuition Scholarship Awards

In the 2014-15 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 per full-time RA/GA for 2014-15, if applicable. The University will pay the out-of-state portion of this tuition for all funded RAs and GAs. For more information, see http://www.research.uky.edu/gs/FacultyandStaff/universal.html.

The Graduate School requests petitions from graduate programs (or hiring departments) for tuition scholarship needs for AY 2014-2015. These petitions, including narrative and attached form, will be used as the basis for the allocation of the available Graduate School scholarships. Dean’s Scholarships are used to pay tuition costs for RAs on grants from agencies for which tuition is not allowed and to fulfill Graduate School commitments to startups and matching for grants.

Petition Process: Each college should submit a two-page narrative and the spreadsheet form available online at http://www.gradschool.uky.edu/forms/PetitionFormDeansScholarships1415.xls about each program requesting scholarships. In the narrative, departments should explain why tuition is not allowed for the RA position and briefly, how the specific request correlates to university goals, ranking vis-à-vis their benchmarks, progress toward diversity in their student body and other strategic plan goals. 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 on an ad hoc basis as they are funded. On the form, specify the number of scholarships requested in terms of RAs on existing grants and contracts that do not provide for tuition, RAs on new grants, GAs and RAs in service-oriented units and centers, etc. Programmatic and budget priorities will be evaluated by the Graduate School in consultation with a faculty committee.

The form includes space for listing grant account numbers (i.e., "WBS elements" from which the stipend is or will be paid) for which funds are requested, if applicable. 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. Please include verification (document excerpt/scan, web link, or UK OSPA certification) that the grant does not allow for graduate tuition expenses.

The petition packets -- program narrative and spreadsheet form -- should be collated by college and reach the Graduate School via email (grad.funding@uky.edu) by the close of business on Tuesday, January 21, 2014. An award announcement will be made in February, 2014 to each dean and college business officer in order to assist programs in making timely offers.
for 2014-15. If you have questions about the petition, please contact the Graduate School Funding Office: 7-3261; grad.funding@uky.edu.