

Graduate College Appointment and Fellowship Timeline

June 2021

January (start of funding cycle)

Announce Funding Opportunities

Promote and publish the fellowships and awards available for the next academic year to your current and prospective students as appropriate. Announce internal application deadlines and processes for Graduate College fellowships, departmental UGFs and other funding available. Begin making recruitment offers for RA/TA appointments to new admits.

February/March

Submit Nominations

Gather all relevant information for complete nominations. Submit nominations per Graduate College policies by award deadlines.

April/May

Process Summer-Only Awards and Appointments

For Summer-only awards and appointments, send out fellowship offers and RA/TA appointment letters. Enter awards into GPortal Financial and DSP as relevant.

July (start of fiscal year)

Exceptional Disbursement Requests

For students who will require an exception (ex: <6 credit enrollment for UGF), follow appropriate steps to make these requests to prevent funding delays.

October/November

Process Spring-Only Awards and Appointments

For Spring-only awards and appointments, send out fellowship offers and RA/TA appointment letters for new or continuing appointments. Ensure students are notified and awards are entered early so Spring funding is adjusted accordingly by Financial Aid. Make Exceptional Disbursement Requests with plenty of time for processing.

February

Internal Review and Selection

Utilize published selection process for determining which student applicants will move forward as nominees to the Graduate College or as recipients of departmental funding. Ensure that all nominees are eligible and that nomination documents are complete and competitive.

April

Notification and Confirmation

Graduate College notifies departments with results of faculty review for awards and relevant information to make fellowship offers. Departments should send out fellowship offers and RA/TA appointment letters for both new admits and continuing appointments. Gather required acceptance/confirmation materials.

June

Award Entry

Departments enter awards into GPortal Financial and DSP as relevant. Graduate College enters GC administered fellowships and awards for next academic year.

August (start of academic year)

Fall Funding Disbursement

Ensure that student awards and appointments are applied appropriately to student accounts. Alert Graduate College or Financial Aid as early as possible with issues. Students with refund questions can reach out to Student Business Services directly.

December

Prepare for Next Cycle

Research funding opportunities, processes, and deadlines for next academic year and plan-out next cycle accordingly.

Resources:

- [Graduate College awards and fellowships](#)
- [How to enter UGF \(block grant\) award](#)
- [How to enter RA/TA tuition awards](#)
- [Appointment templates](#)