Graduate Research Mentorship Program

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<th><strong>Deadline</strong></th>
<th>February 18, 2015 or as determined by your department</th>
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<td><strong>Decision</strong></td>
<td>April 29, 2015</td>
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<td><strong>Amount</strong></td>
<td>$20,000 stipend plus standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition).</td>
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<td><strong>Conference Travel</strong></td>
<td>If invited to present the results of their collaborative activities at a conference held during the 2015–16 academic year, awardees will be reimbursed up to $500 toward their travel expenses.</td>
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<td><strong>Purpose</strong></td>
<td>The Graduate Research Mentorship (GRM) Program is designed to assist students in acquiring and developing advanced research skills under faculty mentorship. The program is open to doctoral students in the arts, humanities, social sciences, public health and nursing. Faculty mentors are expected to be in frequent contact with the student participants and to assist them with research leading to the development of a doctoral dissertation.</td>
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<td><strong>Program Expectations</strong></td>
<td>Awardees will be asked to submit a year-end program evaluation to the Graduate Division. Faculty mentors will also be asked to submit a year-end evaluation of their participation in the program.</td>
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Preparing a Strong Application

- The mentoring relationship is a key component in this fellowship. The faculty mentor's letter of recommendation must address the following:
  - Specific mentoring activities that will advance the student’s research skills toward the preparation of a dissertation.
  - A clear plan for meetings, progress reports and expectations for final products/deliverables. The proposal should be written so that the work will be understandable and its significance appreciated by faculty who may not be expert in the applicant’s field.
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- The proposal should outline, as appropriate to the subject:
  - the question(s), thesis or hypothesis that will be developed;
  - the scope of the research and the research approach, plan or methodology;
  - a synopsis of any preliminary findings, results and/or analysis;
  - the significance, originality and/or anticipated impact of the work.
- The relevance and significance of the mentoring activities to the achieving the project goals should be clearly articulated.
- If you have already received a GRM award, briefly describe how the award enabled you to advance your research skills and progress, and note any presentations and/or publications you have authored or co-authored since
receiving the award. Explain why a second GRM award is justified, as they are made only in exceptional cases.

- Reviewers will evaluate all applications holistically, with particular attention to the:
  - Overall quality of project and proposal
  - Applicant’s readiness for this mentoring fellowship
  - Applicant’s academic record as reflected in his/her transcripts
  - Mentor’s recommendation

| Conference Travel Reimbursement Request | All GRM participants must submit the following to the Graduate Division Fellowships & Financial Services Office (1228 Murphy Hall) no later than the first Monday in June in order to qualify for the $500 travel allowance reimbursement:
- Student Research & Travel Reimbursement Form
  (available at [www.grad.ucla.edu/asis/stusup/travelform.pdf](http://www.grad.ucla.edu/asis/stusup/travelform.pdf))
- Graduate Division General Conditions for Student Travel
  (available at [www.grad.ucla.edu/asis/stusup/travelcndtns.pdf](http://www.grad.ucla.edu/asis/stusup/travelcndtns.pdf))

NOTE: Students must meet UCLA travel policies ([www.travel.ucla.edu](http://www.travel.ucla.edu)). Awardees are not eligible to receive reimbursement while on leave of absence status.

**Graduate Summer Research Mentorship** and **Graduate Research Mentorship** awardees (including **Cota-Robles2** awardees) may not receive the **Research Travel Grant Pilot Program** funding during the same year they are applying for their GSRM/GRM Conference Travel Reimbursement.

| Eligibility | The program is open to doctoral students in the arts, humanities, social sciences, public health and nursing who:

1. will have completed at least one but no more than three years of UCLA doctoral study by the beginning of the fellowship year; priority will be given to students currently (at the time of application) in year one or two of doctoral study, and to students who have not already received a GRM award;

2. are not yet advanced to candidacy;

3. are U.S. citizens or permanent residents or are registered California AB540 DACA-mented students. Funding will be provided only if AB131 is still in effect for the duration of the fellowship.

Students who have incomplete grades that remain unresolved are expected to provide a statement explaining the reason for the incomplete(s), the steps that will be taken to resolve the incomplete(s), and the timeline for doing so.

Individuals from cultural, racial, linguistic, geographic and socioeconomic backgrounds that are currently underrepresented in graduate education are especially encouraged to participate in the program. Departments are encouraged to nominate students who will contribute to the diversity mission of the University.

Students may apply for the GRM in only one doctoral degree program and may receive the award only twice. Note that second awards are made only in exceptional cases.
**Application Procedure**

Applicants must be nominated by their department, IDP or school. To apply for nomination, students must go to the [2015–16 Fellowship Application for Continuing Graduate Students](http://www.grad.ucla.edu/asis/flap/apply.htm) site. There, upload a single PDF of the following documents (except the Letter of Recommendation Cover Form and the letter of recommendation) in the order listed. Complete the top portion of the Letter of Recommendation Cover Form from within the online application, save it to your desktop/laptop and then email it to your recommender.

- A proposal describing the research question(s) or goal(s) and the scope of the research, the research training and/or activities, and the mentoring and collaborative activities that you and your faculty member will undertake during the award period. The proposal should be no more than four pages, double spaced, minimum font size 11 pt, with at least 1” margins. You may include images, graphs, tables, notes and/or references as appropriate.
- An unofficial transcript that includes Fall Quarter 2014 grades. Do not submit a Degree Progress Report (DPR). **If Fall Quarter is your first academic term at UCLA, please include an unofficial transcript from the last university attended.**
- Your resume or curriculum vitae.
- The Graduate Fellowships Letter of Recommendation Cover Form plus a signed letter on departmental letterhead from the faculty member who will serve as the mentor. The mentor should describe the mentor relationship and the project that the student will carry out during the academic year. If a mentoring relationship has already been established between the applicant and faculty member, the letter should distinguish between ongoing and additional mentoring activities that would occur during this period.

Complete the top portion of the Letter of Recommendation Cover Form, save it to your desktop/laptop and then email it to your recommender.

**Exception Request**

GRM awardees wishing to work 26% to 50% time as a Graduate Student Researcher or in a combination of titles as a Graduate Student Researcher and Academic Student Employee (ASE) (e.g., Teaching Assistant, Reader) must submit the information listed below in order for the request to be considered. No other work appointments above 25% will be allowed (e.g., no 50% ASE appointment).

1. An exception request on the Graduate Division Intranet (Jasmine) via their home department’s Student Affairs Officer (SAO)/Staff Graduate Advisor.
2. Supplemental materials to the SAO, who will then forward them to the Fellowships & Financial Services Office:
   - Forward letter of support (or email) from the GRM mentor with detailed information on academic benefit to the student and justification as to how the appointment will not impede progress towards the research associated with the GRM (e.g., provide hours to be spent on research, mentoring, etc.).
- Include student’s explanation to the department chair for the exception request.
- Provide payroll information; dates of employment, compensation, percentage of time.
- **Above 50% employment not permitted.**
- 50% appointments as GSR may be considered
- 50% appointments as TA or other Academic Student Employee (ASE) title will be denied
- 50% combination of appointments (25% GSR + 25% TA) may be considered

Exception will not be reviewed unless this documentation is submitted

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<th><strong>Contact</strong></th>
<th>Mikelle Nickens, <a href="mailto:mnickens@grad.ucla.edu">mnickens@grad.ucla.edu</a>, (310) 825-3623</th>
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<tr>
<td><strong>Last Updated</strong></td>
<td>October 2014</td>
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