CONTINUED FUNDING APPLICATION AND PROGRESS REPORT
Usually due around the 2nd Monday of February each year.
Required annually from all graduate students—even those intent on filing.

This form has three purposes: it helps the Department plan the specific assignments of teaching and financial support for the coming year; it provides an opportunity for students to assess their academic progress; it reminds faculty and staff of where each student is in the program, and allows the faculty advising committee to review all students' progress together thus orienting them in where the program stands currently.

The progress section covers the past Spring up to now.   Requested support applies to this (immediately pending) summer, and the coming academic year. If this is your first or second year and you don't understand, come ask me about it. Retain the application each year, and build upon it rather than having to reconstruct the past over and over.

Whether or not intending to seek departmental support for the upcoming year, every student **must** complete the brief "progress report" outlining accomplishments for the academic year--since the prior February--and anticipated progress during the coming academic year.

RANKING CHOICES:
When ranking choices, don't expect a committee to make up your mind for you. If you do not rank, you don't look flexible -- you look like you don't know what you want which is frustrating for the committee members. Rank by number 1, 2, 3--you may note that you're flexible about the choices, or you really *REALLY* hope to get choice 1 because of ...
  Never rank like this: 1/2/3   three times for three things—it looks foolish—just pick for heaven sake!
  Never rank like this: X or ? or ~ or yes or no – they can't read your mind and it's really annoying.

LISTING PAST SUPPORT:
When listing past support, don't copy the wording from your offer letter. That wording is very broad, designed to get you to accept our admission offer and give you an idea of what you can expect; reality often changes. Give the committee a short/sweet chronological listing of how you have *actually* been supported since you began the program. Here's an example (that would make no sense for a real student, but offers a variety of "for instances" you can adapt to your individual reality).

F'10: $11,000 from from year 1 of 2 Regent's fellowship ($9K + dept $2K)
Sp'11: $10,500 GSI Italian 2 at step 1 + dept bump ($1,257)
Sum'11: $3500 from Dept for language study at Middleburg

F'11: $11K GSI step 2 + dept bump ($875)
Sp'12: $12,500 from Berkeley/Mellon
Sum'12: $3,750 GradDiv Travel Grant to Scandistan ($3K from GD + dept $750 airfare)

F'12: $9500 FLAS for Bulgarian ($8K + dept bump $1,500)
             $875 airfare and conference fee for October Arab/Icelandic film summit in Cannes
Sp'13: $10,067 from GSI for Comp Lit step 1, $8,827 + GSR for [professor's name here] $1,240
Sum'13: $0, self supported

We don't need to see that we paid your fees, because we generally do. However, if we supported something special/optional/different put that down. (Examples are: extended NRST, Reg in Absentia, Summer language school fees, conferences, job interviews...)

UPCOMING / EXPECTED SUPPORT:

Here's where you'll use your admit offer letter, however the committee doesn't want to see a cut/paste from the actual letter since it's generic and out of context. In addition, here's where you can telegraph special requests which will be detailed deeper in the application.

Sum'15: 3rd of 4 promised $3K dept summer stipend (+ language program support application below)
F'15:   GSI appointment promised (step 2) with dept bump to $11,000
Sp'16:   Reg in Absentia to Italy with stipend (if travel grant application below is approved)
             OR 1st of 2 semesters DCF with dept bump to $11,000.

It's helpful to state things like you're teaching at step 1, 2, or 3. It's also very helpful to remind them that you taught `Xlish' in the Spring of your 2nd year and "banked" a semester of department fellowship.

REQUESTING MONEY FOR TRAVEL, RESEARCH OR OTHER REASONS—SUMMER *or* ACADEMIC YEAR

Give us a budget—in easy to understand columns—in US Dollars—with a clear TOTAL amount requested. *Never* embed the money in long prose stream of consciousness paragraphs. *Never* make a budget committee dig for the basic details.

✓First, present a brief, concise paragraph explaining what program/project/exceptional research you are proposing to undertake. ✓How it relates to your dissertation research and/or professional development. ✓The name and contact information of a faculty adviser who can attest to the relevancy of the project—or a letter/memo of recommendation—may be appropriate. If applicable (especially in Summer programs), you may offer more than one proposal—*as long as you RANK them*.

✓Second, a **clear** budget presented in this format—using details which apply to YOU:

Conference Registration (includes room & board):	$ 215.65
Room & board (if not included in program):	$ 132.16
RT airfare from SF/Oakland to [City/Country]:	$ 162.00
Ooga-Booga research institution access fee:	$ 913.50
Total Requested:	**$1,423.31**

REQUESTING TO TEACH R&C SECTION, or *(Italian Studies only)* UPPER-DIVISION SUBJECT

Include a course description and reading list. You may include a brief syllabus outline, but DO NOT inundate the committee with multiple pages, graphs, illustrations and elaborate formatting!   (RANK your proposed courses if you're offering more than one choice.)

WHY DO WE MAKE YOU DO THIS?

   You may spend your entire academic career asking for funding support in one form or another. We're training you how to do that successfully.

   We can't remember every detail of every student; where each of you are in the program, so you need to provide an easy to digest summary. Work with us for our mutual benefit.

IN CLOSING:

Please try to color within the lines while at the same time adapting the form to meet your individual circumstances. Please don't use extravagant formatting, spacing or lots of empty space; the committee must get through a bunch of these at one time. When you are finished, delete the cover page or general instructions, SAVE AS <yourlastname 15-16.progress&funding> and email to issag@berkeley.edu. Late applications screw up decisions for everyone; there's a limited pot of money to distribute!