# Competitive Matching Funds

# Administrative Guidelines

**Overview**

The Competitive Matching Funds (CMF) is available to all Colleges to financially assist programs in the recruitment of outstanding graduate students by providing a competitive funding package to match that from another University.

**Value:** Various amounts

**Type of Funding:** Graduate Research Assistantship (GRA)

**Available:**  University-wide for upcoming summer, fall, or winter offers of admission

**Eligibility:** Minimum first-class admission average (A-).

# Process:

* Department Graduate Program Coordinators will nominate potential candidates by email to the Assistant VP, Graduate Studies (AVP), with a copy to the College ADR. The email will include details of the applicant and the competing offer(s).
* The AVP will determine if a matching offer is to be made and work with the department and college to determine the total dollar amount. Funding amounts may match but not exceedthe funding offered by the competing university. The AVP will notify the Graduate Program Coordinator and ADR of the decision.
* Once the CMF are approved:
	+ If an official offer of admission had already been made, the department will proceed in notifying the student (see template letter below) of the new funds that will supplement the amount specified on the funding form in the offer of admission. The new funds will include the contribution from the CMF as well as any additional funds contributed by the department and/or college, if applicable.
		- The funds from the CMF should be incorporated into the total amount of GRA funds being offered to the student.
		- An updated Funding Form should also be completed and routed to the appropriate Admissions Specialist in OGPS so that the student’s file can be updated accordingly. However, the department need not wait for the Funding Form to be revised before notifying the student of the revised funding using the template letter.
	+ If an official offer of admission had not yet been made to the applicant, the department will proceed with preparing the offer as usual, incorporating the CMF contribution on the Funding Form as part of the total GRA funds being offered to the student.
* Every January the Graduate Awards Officers will contact all departments requesting that if they used the CMF, they provide the appropriate coding in order to journal the funds to cover the CMF portion of the GRAs for the fiscal year, along with their supporting documentation of the expenses (i.e., the email from the AVP approving the funds).

TEMPLATE LETTER FOR OFFERING CMF

PLEASE MODIFY AS APPROPRIATE

[DEPT LETTERHEAD]

DATE

STUDENT NAME ID#

Dear FIRST NAME,

The University of Guelph is pleased to be able to supplement the amount specified on the funding form in your offer of admission to the PGM NAME from the DEPT NAME with an additional GRA valued at $TOTAL ($AMOUNT per year for up to #YEARS years). [ADD ANY ADDITIONAL DETAILS IF FUNDS ARE BEING OFFERED BY DEPT/COLLEGE OTHER THAN GRA FUNDS].

If you accept or have accepted our offer of admission this GRA will be awarded once you register in your program. Note: If you are successful in winning a major external or internal scholarship, your GRA may be reduced.

A formal revised Funding Form will follow this letter and you will be asked to confirm your agreement with the revised Funding Form if you accept or have accepted our offer of admission.

We hope that this additional funding offer will assist you in making the decision on the graduate program that is right for you.

Sincerely,

GRADUATE PROGRAM COORDINATOR

DEPARTMENT

University of Guelph