

**EOF GRADUATE GRANT PROGRAM**  
**Academic Year 2023-2024**  
**EOF Graduate Grant Application Instructions and Information**

**WE STRONGLY SUGGEST THAT YOU PRINT OUT THE INSTRUCTIONS AND REVIEW THIS INFORMATION BEFORE COMPLETING THE EOF GRADUATE GRANT APPLICATION.**

The EOF Graduate Grant application is administered through an online application that must be submitted by the EOF campus program officer. This document is for instructional purposes only. A link to the EOF Graduate Grant Application will be emailed to the appropriate EOF campus program directors.

In order to submit a graduate grant application for a student, the online application must be completed properly. Applications must be completed by the identified deadline. Incomplete and late applications will not be accepted.

**Graduate Grant Application Deadlines:**

Fall & Spring Semester Graduate Grant Applications\* September 29, 2023  
Spring Only Graduate Grant Applications\* February 2, 2024  
(\* = Late & Incomplete Applications will not be accepted.)

**GENERAL INSTRUCTIONS:**

All requests for EOF graduate grants must adhere to EOF Regulations N.J.A.C. 9A:11-3.1 through 3.6. If a student did not receive EOF as an undergraduate, evidence of historical poverty as outlined in N.J.A.C. 9A:11-2.2(b) 1-5 and any other documentation that would have qualified the student to be eligible for EOF must be maintained in the institution's files and made available to OSHE/EOF upon request.

If your institution does not use credits to determine full-time enrollment status, please provide an explanation of the method used by sending an e-mail to Peter Collazo ([peter.collazo@oshe.nj.gov](mailto:peter.collazo@oshe.nj.gov)) and Dr. Hasani Carter ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)).

All questions must be completed before the application will be considered complete.

**If a question is not applicable, please leave it blank.**

If a value is zero, please indicate \$0.

The EOF Graduate Grant being requested may not exceed the remaining need, nor may it exceed the maximum grant allowed for your sector as shown in the table below.

**EOF Graduate Grant Amounts**

	<u>Semester Maximum</u>	<u>Annual Maximum</u>
State Colleges & Universities	\$1,425	\$2,850
Independent Colleges & Universities	\$1,700	\$3,400
Public Research Universities	\$1,700	\$3,400
Bio-Medical & Health Sciences Schools	\$2,450	\$4,900

The minimum graduate grant award a student may receive is \$100 for each semester.

## **Completing the EOF Graduate Grant Application**

### **Section I: Institution Information**

**INSTITUTION:** Select from the drop-down menu.

**(IF APPLICABLE) RUTGERS GRAD SCHOOL:** If the student is attending Rutgers, please select the appropriate graduate school from the drop-down menu.

### **Section II: Student Information**

**FIRST NAME, MI, and LAST NAME:** Enter student's name.

**NJHESAA ID#:** The NJHESAA ID is a unique number assigned to each student as an identifier instead of using a student's social security number. This number can be found on the New Jersey Financial Aid Management System (NJFAMS).

**CURRENT ADDRESS, CITY, STATE, and ZIP CODE:** Provide student's current complete address.

**LENGTH OF NJ RESIDENCY:** Provide the number of years and months the student has been a NJ resident. Enter the information in the following format: (# of years and months; Example: 22 years and 9 months).

**GENDER:** Select an option from the drop-down menu.

**RACE:** Select an option.

### **Section III: Academic Background**

**SEMESTER(S) OF AY 23-24 ATTENDANCE:** Select an option from the drop-down menu.

**DID STUDENT RECEIVE EOF AS AN UNDERGRADUATE?** Select YES or NO from the drop-down menu.

**IF YES, UNDERGRADUATE SCHOOL:** If the student did receive undergraduate EOF, please indicate at which institution.

**DATE OF UNDERGRADUATE GRADUATION:** Enter the month and year of the student's undergraduate graduation. Enter the information in the following format: mm/yy.

**DEGREE LEVEL:** Select an option from the drop-down menu.

**HAS STUDENT PREVIOUSLY RECEIVED A GRADUATE DEGREE?** Select YES or NO.

**IF YES, INDICATE DEGREE RECEIVED:** Provide the graduate degree the student previously received.

**IF YES, INDICATE SPECIFIC DEGREE RECEIVED:** Provide the specific type of degree received (i.e., MS, MPH, MBA, MFA, Ph.D., M.D., J.D., Psy.D., Ed.D., etc.).

**IF YES, WHICH GRADUATE INSTITUTION:** If the student did previously receive a graduate degree, indicate the institution where the student received the degree.

**HAS STUDENT PREVIOUSLY RECEIVED THE EOF GRADUATE GRANT?** Select YES or NO.

**IF YES, # OF PAYMENTS:** Enter the number of payments the student received.

**IF PREVIOUSLY RECEIVED, SEMESTER OF FIRST PAYMENT RECEIVED:** If the student previously received the EOF graduate grant, enter the semester and year the student received their first EOF graduate grant payment.

**CURRENT GRADUATE DEPARTMENT:** Enter the student's current graduate department.

**CURRENT DEGREE PROGRAM:** Enter degree program in which the student is currently enrolled.

**# OF CREDITS REQUIRED FOR DEGREE:** Enter the number of credits required to complete the degree.

**# OF CREDITS REQUIRED FOR FULL-TIME STATUS:** Enter the number of credits the institution requires for full-time enrollment status.

**FALL ENROLLMENT - # OF CREDITS:** Enter the number of credits the student is enrolled for the fall semester.

**SPRING ENROLLMENT - # OF CREDITS:** Enter the number of credits the student is enrolled for the spring semester.

**# CUMULATIVE CREDITS EARNED TO DATE:** Enter the cumulative number of credits the student has earned towards the graduate degree.

**CUMULATIVE GRADUATE GPA:** Provide the student's cumulative graduate GPA.

**EXPECTED DATE OF COMPLETION/GRADUATION:** Provide the expected date the student will graduate.

#### **Section IV: Financial Information**

**STUDENT (AND SPOUSE) GROSS INCOME for 2021:** Enter the gross income for 2021 for the student (if single) or the combined gross income for the student and their spouse (if married).

**HOUSEHOLD SIZE:** Enter the total number of individuals, including head of household, who receive more than 50% of their support from the income reported above.

**SOURCES OF INCOME:** Enter the student's calendar year 2021 income by source. If a source doesn't apply enter 0.

**TOTAL ASSETS (\$):** Total Assets cannot exceed 20% of the EOF Income Eligibility Scale.

EOF Income Eligibility Scale: [http://www.state.nj.us/highereducation/EOF/EOF\\_Eligibility.shtml](http://www.state.nj.us/highereducation/EOF/EOF_Eligibility.shtml)

Assets include the following: Student Cash/Savings/Checking; Student Investments; Adjusted Student Business/Investment Farm. Information must be verified via student's tax information.

To calculate the Adjusted Student Business/Investment Farm, EOF calculates:

- 40% of net worth if it is between \$1 and \$130,000;
- \$52,000 + 50% of the net worth over \$130,000 if it is between \$130,001 and \$385,000;
- \$179,500 + 60% of the net worth over \$385,000 if it is between \$385,001 and \$640,000;
- \$332,000 + 100% of the net worth over \$640,000 if it is over \$640,001.

**DOES THIS STUDENT OWE A REFUND ON ANY GRANT OR SCHOLARSHIP?** Indicate if a refund is owed on any state or federal grant/scholarship. Select YES or NO.

**IS THIS STUDENT IN DEFAULT ON ANY LOAN?** Select YES or NO.

**IF YES, HAS STUDENT MADE ARRANGEMENTS TO REPAY?** Select YES or NO.

### **Section V: EOF Graduate Grant Request Amount**

**\*EOF FALL SEMESTER REQUEST:** Enter the amount of the EOF Graduate Grant you are requesting for the fall semester.

**\*EOF SPRING SEMESTER REQUEST:** Enter the amount of the EOF Graduate Grant you are requesting for the spring semester.

**\*TOTAL EOF GRADUATE REQUEST:** Enter the amount of the total EOF Graduate Grant you are requesting for both semesters.

### **Application Submission**

**DO NOT PRESS “SUBMIT” UNTIL YOU HAVE VERIFIED ALL OF THE INFORMATION ON THE APPLICATION.**

Prior to pressing the “submit” button, you can press the “back” button to review all of the information provided on the application. Once you have successfully reviewed the information, please proceed with submission.

Please note that all applications must be submitted electronically via the online application form.

Once the OSHE/EOF office has completed its review of all of the EOF graduate applications, programs will receive an EOF graduate grant certification roster. Programs must verify the recipients and the total amount to be awarded to each student prior to any payments being rendered to the institution.

### **Important Note Regarding the Awarding of EOF Graduate Grants**

EOF campus program officers must work within their EOF graduate grant allocation when awarding students an EOF graduate grant. Allocation information can be found on the cover page of the program's EOF Contract. EOF Contracts are located within the EOF Campus Resources webpage and can be found within the EOF Contracts and Budgets section. You can view this information by visiting:  
[https://www.nj.gov/highereducation/EOF/EOF\\_Program\\_Resources.shtml](https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml).

### **Appeal for Additional Funding**

Programs that need additional funding support must submit an appeal to OSHE/EOF. Appeals must include the full name of each additional student applicant, their respective HESAA ID#, the amount of EOF funds needed for each term, and the overall total amount of additional funds needed. Appeals will be evaluated based on the Fund's available resources. Please contact Peter Collazo ([peter.collazo@oshe.nj.gov](mailto:peter.collazo@oshe.nj.gov)) and Dr. Hasani Carter ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)) if you believe your program will require additional funding support.

If you have any issues with completing the EOF Graduate Grant application please send an email to Peter Collazo and Dr. Hasani Carter.