

November 5, 2018

Dear Graduate Administrators (with copy to Department Heads),

Thank you for the information that you provided to Institutional Research this summer regarding student funding. That process led to a realization that the [Graduate Appointment Portal \(GAP\)](#), now used to enter Fellowships, Research Assistantships, Teaching Assistantships, and Instructor-G appointments, could be better used as a tool to collect data on external funding sources and amounts.

Currently, nine departments actively use GAP to track external support for graduate students. As we seek to understand the complete financial support picture for our graduate students, it is critical that we have access to this information for all graduate students (master's and doctoral).

I therefore ask that every department enter information on both MIT and non-MIT support for each student into the GAP (including students on non-resident status) for Spring 2019 term forward. Shirley Wong in IR will be in touch with you soon with specific instructions for entering this information.

I recognize that this will be a change in practice and appreciate your cooperation.

If you have any questions, please contact Shirley (IR) or Scott Tirrell (OGE).

Sincerely,

- Ian

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Ian A. Waitz
Vice Chancellor for Undergraduate and Graduate Education
Jerome C. Hunsaker Professor of Aeronautics and Astronautics

website:

<http://web.mit.edu/aeroastro/people/waitz/>

Bldg. 7-133, MIT
Phone: 01-617-253-0218
77 Massachusetts Avenue
email: jaw@mit.edu
Cambridge, MA 02139-4307