Capital Outlay Project Proposals

Severance Tax Bond Funding is used to fund critical infrastructure needs throughout the State, known as capital outlay (CO) projects. Depending on the condition of the New Mexico state budget, these funds are not always guaranteed, as the money that would have funded the CO Project instead transitions into supporting the State budget. This year, however, it is projected that Severance Tax Bond money is available for a CO Project.

The Graduate and Professional Student Association (GPSA) coordinates this Funding in administering a CO project on the University of New Mexico campus. The GPSA is extending an invitation to you, the graduate students, for proposals for which this Funding may be used such as toward the acquisition, maintenance, repair, or upgrade of capital assets (lab space, study space, practice space, etc.).

Interested graduate students will create a proposal showcasing the scope of the project for which the Severance Tax Bond Funding, will be attributed. Additionally, the graduate students whose proposal is selected will include at least one trip to Santa Fe to meet with Legislators. The UNM Governmental Relations collaborates with the GPSA and will guide us in ensuring that we are prepared to meet with Legislators. Each student participating needs to dress professionally (preferable business attire).

For proposals to be considered for selection, the following requirements must be met:

Proposal Requirements:

1. Students must be GPSA Members (please refer to http://gpsa.unm.edu/about/constitution-and-bylaws.html)
2. A 700 word proposal of the project request written by a student or student group:
   a. Why the project is needed?
   b. How will this renovation aid in recruitment of future students?
   c. How will this further the mission of UNM and your particular department?
3. A financial estimate from the Physical Plant Department for the requested renovations
4. A letter from the faculty member(s) and chair acknowledging their support of the proposal
5. Lapel Pin design for your department and group (Important to include your logo)
6. A list of the names and email addresses of the students, faculty, and chairs that were involved in the creation of the proposal

Proposal Submission Deadline and Presentation Details:

1. The deadline for submission of proposals is Sunday, 25 November 2018 at 2359 Mountain Standard Time.
   a. Submit the proposal to gpsalobb@unm.edu
   b. In the email subject, write: “CO Project Proposal”
   **Late submissions will NOT be considered!**
2. A representative from the proposed project will need to be present at the GPSA Council meeting on Saturday, 08 December 2018 (Student Union Building Lobo A & B at 10:00am) to provide a brief presentation of the proposal and answer any questions the GPSA Council may have.
Proposal Appraisal Process:

Once the proposals have been submitted and presented to the GPSA Council, the GPSA Lobby Chair will meet with the UNM Government Relations Manager and the Executive Project Director for VP Institutional Support Services Staff to ensure that the submitted proposals fall within the UNM Policy and state guidelines for CO projects; the proposals that will have been approved by said parties will be voted on by the GPSA Council and, subsequently, the GPSA Lobby Chair will inform the graduate students of the outcome.

Side Remark:

The GPSA is facilitating the efforts, but it is the responsibility of the graduate students to ensure that they have the proposals submitted and have representation at said events. Additionally, please keep in mind this Funding is not guaranteed but that the GPSA has successfully secured funds for CO projects in the past. With that being said, the GPSA looks forward to working with you and reading your proposals!