

- 1442 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to
- 1443 funding allocations, SGAO guidelines, or University policy may result in an enjoinder of
- 1444 spending privileges of GPSA funding until the violation has been corrected.
- 1445 B. An action of enjoinder should be presented to the FC for a recommendation before it may be
- 1446 considered by Council.
- 1447 C. The FC Chair shall report to Council on the proposed enjoinder and the group at question shall
- 1448 be allotted a five (5) minute speaking privilege as a rebuttal.
- 1449 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinder of the group's
- 1450 GPSA funds.
- 1451 E. The Council Chair must notify the enjoinder group no later than five (5) academic days after
- 1452 action by Council.
- 1453 1. Notification shall be sent to the officer's email addresses on file in SGAO.
- 1454 2. Such notification shall include the reason for the action as well as the actions required of the
- 1455 group for funding to be resumed in a timely fashion.
- 1456 3. Funds enjoinder for the remainder of the fiscal year will revert to the GPSA General Fund.
- 1457 F. Acts of Financial Enjoinder may be appealed to the Court of Review. The appeal must be filed
- 1458 within four (4) calendar weeks from the act of enjoinder by Council.

1459 IX. Grants Code

1460 Section 1. Student Research and Allocations Committee (GPSA Student Research Grant) and
 1461 Specialized Travel (Professional Development Grants)

- 1462 A. Funding History
- 1463 1. The Professional Development Grant and its quasi-endowment were established in 2004 with
- 1464 \$220,000 from the UNM Provost's office.
- 1465 2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with
- 1466 \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the
- 1467 GPSA.
- 1468 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
- 1469 the spending allowance from the endowments funds grant activity.
- 1470 4. Additional GPSA Student Research Grant and Professional Development Grant funding may
- 1471 be determined through the annual budget process and augmented by appropriations from
- 1472 Council.
- 1473 B. Activities Funded
- 1474 1. The GPSA Student Research Grant funds the development and dissemination of research
- 1475 including travel for research-related purposes. GPSA Student Research Grant will also fund
- 1476 any travel or supply expenses incurred in the development or dissemination of original work.
- 1477 a. Acceptable GPSA Student Research Grant costs include:
- 1478 i. Software not available in UNM computer pods or to which the student does not
- 1479 have free access.
- 1480 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per
- 1481 diem in accordance with UNM policy. Travel must be outside of Albuquerque.
- 1482 Current policy and mileage rates can be found in the University Business
- 1483 Policies and Procedures Manual, Policy 4030.

- 1484 iii. Supplies, consumables and printing costs necessary for development and
1485 dissemination of research and not readily supplied by the applicant's
1486 department.
- 1487 b. Unacceptable GPSA Student Research Grant costs include:
- 1488 i. Salaries, tuition or binding.
- 1489 ii. Organization fees or conference social functions.
- 1490 iii. Travel, room or board for any event whose purpose is not the development or
1491 dissemination of student's research.
- 1492 2. The Professional Development Grant funds travel expenses that further the professional and
1493 career development of students.
- 1494 a. Acceptable Professional Development Grant costs include:
- 1495 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials
1496 and other career or professional events where the student is not presenting or
1497 conducting research. Costs can include airfare, registration costs, hotel, shuttle
1498 fees, taxi fares, presentation materials and per diem in accordance with UNM
1499 policy. Travel must be outside of Albuquerque. Current policy and mileage rates
1500 can be found in the University Business Policies and Procedures Manual, Policy
1501 4030.
- 1502 b. Unacceptable Professional Development Grant costs include:
- 1503 i. Travel to present research.
- 1504 ii. Any activity that could be funded by GPSA Student Research Grant.
- 1505 C. Amount of Funding
- 1506 1. GPSA Student Research Grants can fund up to \$500 per student per year.
- 1507 2. Professional Development Grants can fund up to \$500 per student per year.
- 1508 3. A year refers to the period between June 1 and May 31.
- 1509 4. See [Bylaws IX.Section 1.E.8] for activity funding periods and see [Bylaws IX.Section
1510 1.D.1]. for application submission deadlines.
- 1511 D. Deadlines
- 1512 1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday
1513 of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer
1514 semester. No late applications will be accepted. In the event of unforeseen or extraordinary
1515 circumstances, the GPSA Student Research Grant /Professional Development Grant Chair
1516 may establish a new application deadline. Notice of any change to the deadline shall be
1517 posted in accordance with Public Notice Requirements.
- 1518 2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise
1519 funds will revert back to the committee to disseminate in the next funding cycle [Bylaws
1520 IX.Section 1.N.1].
- 1521 3. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1522 notification [Bylaws IX.Section 1.M.1].
- 1523 E. Applicant Eligibility
- 1524 1. Only GPSA members may receive grant funding.
- 1525 2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants.
1526 However, an GPSA Student Research Grant reader may apply for a Professional
1527 Development Grant and vice versa.
- 1528 3. Grants Committee members must notify Grants Chairs when they apply for a grant.

- 1529 4. A GPSA Student Research Grant reader may apply for a Professional Development Grant
1530 and vice versa.
- 1531 5. An applicant may submit only one application per semester for each grant.
- 1532 6. Each application may be made for one allowable event or activity.
- 1533 7. An applicant is only eligible for the remaining amount of funding for GPSA Student
1534 Research Grant or Professional Development Grant if the applicant has not yet been awarded
1535 the full amount in section [Bylaws IX.Section 1.C]. of GPSA Student Research Grant or
1536 Professional Development Grant funding per year. Per year means per summer-fall-spring
1537 funding cycle.
- 1538 8. The event or activity for which funds are sought must occur within the next, current or
1539 previous funding period.
- 1540 a. The fall funding period is from August 15 to December 31.
- 1541 b. The spring funding period is from January 1 to May 31.
- 1542 c. The summer funding period is from June 1 to August 14.
- 1543 F. Application Requirements
- 1544 1. Applications must be submitted before the deadline, according to the deadlines in section
1545 [Bylaws IX.Section 1.D].
- 1546 2. Applications must be for activities taking place in the current, previous or next funding
1547 period, according to section [Bylaws IX.Section 1.E.8].
- 1548 3. Submission must occur through the online application system. The Grants Chair(s) must
1549 accommodate students with circumstances that prevent or prohibit their use of the online
1550 system. If a method of accommodation for circumstances not concerning disabilities cannot
1551 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws IX.Section
1552 1.M]. Students with disabilities will be accommodated through recommendations by the
1553 Accessibility Resource Center.
- 1554 4. Applications must be the original words of the student and not the words of any other person.
1555 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1556 words in a proposal are expected to be the applicant's own, original writing.
- 1557 5. A complete GPSA Student Research Grant /Professional Development Grant application
1558 includes
- 1559 a. The completed HTML fields of the online GPSA Student Research Grant /Professional
1560 Development Grant application
- 1561 b. An activity proposal submitted through the online system and not to exceed seven
1562 hundred (700) words.
- 1563 c. An activity budget submitted through the online system.
- 1564 d. A Statement of Support form, to be made available on the GPSA website, signed by a
1565 faculty advisor or graduate director. The form may be submitted either in hard copy at
1566 the GPSA office or via email to the Grants Committee.
- 1567 6. No materials besides those listed in [Bylaws IX.Section 1.F.5] shall be accepted.
- 1568 7. Applications must adhere to the online instructions.
- 1569 8. At the discretion of the Student Research Grant/Professional Development Grant Chair,
1570 applications may not be read if the requirements outlined in [Bylaws IX.Section 1.F] are not
1571 met. The applicant may always appeal [Bylaws IX.Section 1.M]
- 1572 G. Applicant Workshops and Outreach
- 1573 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1574 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.

- 1575 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1576 The committee may post updates to this curriculum.
1577 3. The Grants Committee will make a good faith attempt to contact departments without a
1578 single successful applicant from the previous year to advertise the grants and offer
1579 departmental workshops. These outreach efforts and results will be included in an April
1580 report to Council.
1581 4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar
1582 days before the deadlines on the GPSA website and electronic mailing list. Other
1583 advertisement is encouraged.

1584 H. Application Readers

- 1585 1. Readers of grants must be GPSA members.
1586 2. Readers cannot read for any grant for which they have also applied in the same semester.
1587 3. Readers will be compensated for their work with a stipend.
1588 4. Readers must attend a training once in each June 1 to May 31 cycle before reading
1589 applications. The Grants Chair may require re-training at their discretion. The Grants Chair
1590 shall follow training curriculum guidelines on the GPSA website. The committee may make
1591 updates to this curriculum.
1592 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1593 mailing list.

1594 I. Application Scoring

- 1595 1. The application will be read and scored by three (3) readers.
1596 2. Applications will be read by readers from a different department than the applicant.
1597 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
1598 will be read by at least one reader inside their perspective and at least one (1) reader outside
1599 of their perspective. The perspectives are:
1600 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
1601 forms of creative production, including some work in architecture and planning.
1602 b. Humanities (HUM) – Applies to any studies of human culture, including but not
1603 limited to work in ethnology, history, literature, languages, philosophy, or religion.
1604 Often uses methods described as critical and/or interpretive.
1605 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
1606 grounded in mathematics and/or the physical sciences, including computer science and
1607 medicine.
1608 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
1609 societal structures, including but not limited to work in area studies, communication,
1610 education, law, management, public policy, psychology, and sociology. Often overlaps
1611 with humanities and/or STEM.
1612 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
1613 between areas of study. An applicant’s work may fit into multiple categories.
1614 Applicants should select the perspective from which they want to be guaranteed at least
1615 one (1) reader. The following examples are not meant to be exhaustive:
1616 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
1617 ii. Architecture projects may fit into FA or STEM.
1618 iii. Work in public health, geography, or evolutionary anthropology may fit into
1619 STEM or SBS.
1620 iv. Dramatic writing may fit into HUM or FAD.

- 1621 4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-
1622 thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the
1623 criteria online which are posted one month prior to the application deadlines.
- 1624 5. The scoring criteria categories and minimum weighting for GPSA Student Research Grant
1625 /Professional Development Grant must include:
- 1626 a. Background: twenty-five (25) points
- 1627 i. Applicant's academic/professional interests and stage in degree program are
1628 clearly stated. (0-10 points)
- 1629 ii. Activity is described in detail: What exactly will the applicant do, where and
1630 when is it happening, and why is it significant for the applicant's interests? (0-10
1631 points)
- 1632 iii. Activity is put into context of the applicant's academic/professional field at
1633 large. (0-5 points)
- 1634 b. Benefits: thirty (30) points
- 1635 i. Proposed activity's benefits to applicant are clearly stated and linked to
1636 academic/professional development. (0-15 points)
- 1637 ii. Benefits of applicant's work to academic/professional community are clearly
1638 stated. (0-15 points)
- 1639 c. Composition: fifteen (15) points
- 1640 i. Proposal flows logically. Writing style is direct and action-oriented. (0-5) points
- 1641 ii. Proposal is suitable for a general academic audience. Technical terms are defined.
1642 (0-5 points)
- 1643 iii. Proposal shows evidence of proofreading, with few errors in grammar or usage.
1644 (0-5 points)
- 1645 d. Budget: thirty (30) points
- 1646 i. Applicant pursued other sources of funding within the university or academic
1647 community (e.g. department, Office of Graduate Studies, Career Services), or
1648 from outside organizations relevant to the applicant's research. (0 OR 10 points)
- 1649 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as
1650 such. (0 OR 5 points)
- 1651 iii. Budget appears well-researched and complete for scope of project (names of
1652 facilities, dates, itineraries, etc.), listing all spending related to activity. Choices
1653 appear to be economical and/or are explained. (0-15 points)
- 1654 6. Raw scores of the readers will be normalized by multiplying by the average of all reader
1655 scores and dividing by the average of the individual reader's scores.
- 1656 7. When the difference between the high and low normalized scores for an application exceeds
1657 twenty-five points of the total possible score (100 points), two (2) additional readers will
1658 evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be
1659 dropped, and the three (3) remaining scores will be accepted regardless of the spread between
1660 them.
- 1661 J. Application Funding Procedure
- 1662 1. Funds shall be allocated in percentages according to the semester totals from the averages of
1663 the previous year. For example, if there were two hundred fifty (250) Professional
1664 Development Grant applications in the previous year, with fifty (50) applications for the
1665 summer and one hundred (100) each for the fall and spring, then funds should be allocated as
1666 twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants

1667 money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be
1668 able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and
1669 spring. If appeals are not granted, this money will roll over into the next funding cycle.

1670 a. Remaining funds shall remain in the endowment.

- 1671 2. For Student Research Grant/Professional Development Grant, from the total amount of
1672 money for the funding cycle outlined in [Bylaws IX.Section 1.J.1], the committee shall
1673 award one hundred percent (100%) of the requested funds according to the rank ordering of
1674 normalized [Bylaws IX.Section 1.I.6] scores until all money has been exhausted, excepting
1675 money withheld to fund two appeals for each category, as provided in section [Bylaws
1676 IX.Section 1.J.1] Alternatively, additional money may be sought from Council by the Grants
1677 Chair(s).
- 1678 3. Funds not claimed within the ninety (90) day limit [Bylaws IX.Section 1.D.2] revert to the
1679 grant accounts unless the original allocation for an activity was made specifically for a time
1680 period which extends beyond the ninety (90) day limit or unless the recipient requests and is
1681 granted an extension in writing.

1682 K. Records

- 1683 1. The committee shall keep records of:
 - 1684 a. all applications.
 - 1685 b. scores and score comment sheets.
 - 1686 c. a database of cover sheet information (such as name, email, department and requested
1687 amount) and score results.
 - 1688 d. a separate record of who was awarded at what amount and when it was awarded.
- 1689 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
1690 and kept for a minimum of five years.
- 1691 3. All applicants will have access to their files and scores but not to the applications of others,
1692 in accordance with applicable state and federal law.

1693 L. Reports

- 1694 1. The committee shall compose a report for each funding cycle.
 - 1695 a. The report shall contain the total amount of GPSA Student Research Grant and
1696 Professional Development Grant allocations.
 - 1697 b. The report shall contain a breakdown of awards and applications by college, school, or
1698 department.
 - 1699 c. The report shall provide details of the total allocation and the balance.
 - 1700 d. The report shall also include all appeals, decisions, and results.

1701 M. Appeals

- 1702 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
1703 received by the GPSA Student Research Grant /Professional Development Grant committee
1704 within fourteen (14) calendar days from the date of the award notification.
- 1705 2. The appeal must stipulate on what grounds the appeal is based.
- 1706 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
- 1707 4. An applicant making an appeal may request written, detailed extrapolation of reader(s)
1708 scoring and comments before the appeal. If reader(s) are willing, they may offer the
1709 opportunity If a reader is unwilling or unable to meet with the applicant, the reader will need
1710 to provide a written response to an applicant's reasons for appeal.
- 1711 5. The Student Research Grant/Professional Development Grant committee will review the
1712 request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three

1713 (3) voting members who, ideally, have been grant readers in good standing with the Grants
1714 committee. Voting members cannot include the Grant chair or anyone who has advised
1715 and/or met with the appellant. Applicants are entitled to attend and speak at their appeal
1716 review. Application readers are encouraged to attend the hearing to present their rationale
1717 and scoring process. If reader(s) cannot attend, they must provide a written response to the
1718 applicant's reasons for appeal. The review may be delayed beyond the two (2) week deadline
1719 if the applicant cannot attend.

1720 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
1721 to resolve the appeal. A standard re-read is the default action, unless the majority of the
1722 committee decides another course of action. If the reasons for the appeal are found to be
1723 invalid, no change in funding or scoring will be granted.

1724 7. Any applicant dissatisfied with the results of an appeal to the GPSA Student Research
1725 Grant/Professional Development Grant committee may file a final appeal to the GPSA
1726 Council within two (2) weeks of receiving the GPSA Student Research Grant /Professional
1727 Development Grant committee decision. The decision of the GPSA Council will be
1728 considered final. No further appeal will be granted.

1729 8. The Grants Committee will maintain an appeal guideline on the GPSA website.

1730 N. Claiming Awards

1731 1. Grants monies will be distributed on a direct grant basis.

1732 2. Monies will be direct deposited into the awardee's bursar account.

1733 Section 2. Graduate Research Development (New Mexico Research) Fund

1734 A. Funding History

1735 1. The New Mexico Research quasi-endowment began with funding allocated to the GPSA by
1736 the New Mexico State Legislature in 2000. New Mexico Research grants assist with larger
1737 projects that require substantial funding and are aimed at encouraging UNM students to work
1738 on research with state agencies or in areas that directly benefit the state of New Mexico.

1739 2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a
1740 small spending allowance from the endowment, along with substantial contributions from
1741 New Mexico State Legislature allocations, funds grants activity.

1742 B. Activities Funded

1743 1. The New Mexico Research grant funds the development of research, including travel for
1744 research related purposes.

1745 2. Acceptable New Mexico Research costs include:

1746 a. Permanent equipment not available from the applicant(s)' UNM department, or not
1747 otherwise available for use by the applicant(s).

1748 b. Computer software not available at the UNM computer pods or at the applicant(s)'
1749 UNM department, or not otherwise available for use by the applicant(s).

1750 c. Room, board, and travel expenses to and from research facilities or field sites outside
1751 of Albuquerque.

1752 d. Supplies and consumables necessary for the research project and not readily supplied
1753 by the applicant(s)' UNM department or not otherwise available for use by the
1754 applicant(s).

1755 e. Transcription expenses.

1756 f. Research projects commenced within the fiscal year, July 1 through June 30.

1757 3. Unacceptable New Mexico Research costs include:

- 1758 a. Salaries or stipends, except for the New Mexico Research Chair, Vice-Chair and
1759 Committee Members.
- 1760 b. Travel expenses or other fees associated with a conference.
- 1761 c. Travel, room and board expenses for workshops, schools, clinicals or other travel that
1762 does not directly aid in the creation of student research
- 1763 d. The purchase of computers.
- 1764 e. Tuition and supplies/books for classes.
- 1765 f. Any publication or subscription costs.
- 1766 g. Any research project that involves, or may involve, excessive or unreasonable harm to
1767 humans or animals. See [Bylaws IX.Section 2.F.6].
- 1768 C. Amount of Funding
- 1769 1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars
1770 (\$5,000) for each research project.
- 1771 2. General Research Project Grants will be awarded a maximum of three thousand dollars
1772 (\$3,000) for each research project.
- 1773 3. The maximum amounts are for individual research projects regardless of the number of
1774 graduate or professional students working on the project.
- 1775 4. The total amount awarded shall not exceed the total amount requested in the application.
- 1776 5. The maximum amount awarded to an individual, based on the total of the applications to
1777 which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
- 1778 6. No individual can receive New Mexico Research funding more than three times.
- 1779 D. Deadlines
- 1780 1. All applications for New Mexico Research grants must be received by the GPSA by a date
1781 and time to be announced by the New Mexico Research Committee Chair no later than the
1782 regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary
1783 circumstances, the New Mexico Research Chair may establish a new application deadline.
1784 Notice of any change to the deadline shall be posted in accordance with The Public Notice
1785 Requirements.
- 1786 2. Late applications will not be considered for funding.
- 1787 3. Awarded funds must be claimed by the June 30 following award notification. Otherwise
1788 funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws
1789 IX.Section 2.N.1].
- 1790 4. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1791 notification. See [Bylaws IX.Section 2.M].
- 1792 E. Applicant Eligibility
- 1793 1. A member of GPSA enrolled, at the time of application and through the completion date of
1794 the research project, at the University of New Mexico.
- 1795 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico
1796 Research Chair, as a New Mexico Research reader, or as the Grants Committee Chair.
- 1797 3. **FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY:** Members of GPSA
1798 collaborating with a New Mexico state agency, non-profit, or non-governmental organization
1799 that directly benefits and is based in the state of New Mexico. Cannot include University of
1800 New Mexico and its branches.
- 1801 4. The research activity for which funds are sought must occur between July 1 and June 30 for
1802 the current funding cycle.
- 1803 F. Application Requirements

- 1804 1. Applications must be submitted before the deadline, according to the deadlines in section
1805 [Bylaws IX.Section 2.D].
- 1806 2. Applications must be for activities taking place in the current funding period according to
1807 section [Bylaws IX.Section 2.E.4].
- 1808 3. Submission must occur through the online application system. The Grants Chair(s) must
1809 accommodate students with circumstances that prevent or prohibit their use of the online
1810 system. Students with disabilities will be accommodated through recommendations by the
1811 Accessibility Resource Center. If a method of accommodation, for circumstances not
1812 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
1813 can appeal, see [Bylaws IX.Section 2.M].
- 1814 4. Applications must be the original words of the student and not the words of any other person.
1815 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1816 words in a proposal are expected to be the applicant's own, original writing
- 1817 5. All applicant(s) may apply for either a High Priority Research Project Grant or a General
1818 Research Project Grant, but may not apply for both for a single project.
- 1819 6. For activities involving humans, animals, or hazardous materials:
- 1820 a. All research projects that involve human or animal subjects or participants must, prior
1821 to the distribution of funding, be reviewed and approved by the Human Research
1822 Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional
1823 Animal Care and Use Committee (IACUC), or by another entity empowered by the
1824 University of New Mexico for such purposes.
- 1825 b. All research projects that involve the use of biohazardous materials or chemicals must
1826 be reviewed and approved, prior to the distribution of funding, by the Biosafety
1827 Committee or by another entity empowered by the University of New Mexico for such
1828 purposes.
- 1829 c. Approval of a research project by any of the entities described in subsections a or b
1830 above shall not be determinative of whether or not a research project involves
1831 excessive or unreasonable harm to humans or animals.
- 1832 7. Proposal
- 1833 a. Each application must include a proposal identifying the following areas:
- 1834 i. Description of the research project with date and location of activity.
- 1835 ii. Activity is introduced, given adequate background and put into the context of
1836 the field.
- 1837 iii. Student's academic interests are explained.
- 1838 iv. Relationship of specific activity to degree, academic study, career, scholarship,
1839 etc. is explained.
- 1840 v. Benefits of the project are linked to the University of New Mexico, academia,
1841 field, and/or society..
- 1842 vi. **FOR HIGH PRIORITY GRANTS ONLY:** Description of the collaboration with
1843 a New Mexico state agency, non-profit, non-governmental organization, or
1844 communities that directly benefit and is based in the state of New Mexico.
- 1845 b. All proposals shall be written in language easily understandable by graduate or
1846 professional students in any college or school. All technical terms shall be defined and
1847 explained.
- 1848 c. **FOR GENERAL GRANTS ONLY:** The maximum word count for each proposal shall
1849 be seven hundred (700) words.

- 1850 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each
1851 proposal shall one thousand, one hundred (1100) words.
- 1852 8. Letter(s) of Support
- 1853 a. All applications must include one (1) letter of support from a faculty member familiar
1854 with the applicant(s)' research project
- 1855 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must
1856 also submit one (1) letter of support from a member in the collaborating New Mexico
1857 state agency, non-profit, or non-governmental organization based in and directly
1858 benefitting the state of New Mexico.
- 1859 9. Itemized Budget
- 1860 a. Each application for funding must include a reasonable itemized budget for the
1861 research project that includes the following:
- 1862 i. Total budget for the research project.
- 1863 ii. Line items that will be funded with New Mexico Research grant money must be
1864 clearly indicated.
- 1865 iii. All sources of funding for the research project, including all amounts requested,
1866 but not yet awarded, from any other funding source must be listed for each line
1867 item.
- 1868 iv. Detailed information on all equipment, travel costs, supplies and consumables;
1869 including airlines, make and model numbers, hotel and motel names, rates, sizes
1870 and weights etc.
- 1871 b. Any proposed expenditures may be explained in text accompanying the itemized
1872 budget.
- 1873 c. Itemized budgets indicating New Mexico Research funded items that are unacceptable
1874 New Mexico Research costs shall be reduced by the amount indicated on the itemized
1875 budget.
- 1876 d. The Grants Chair, at that person's discretion, may request of the principal applicant the
1877 submission of a new itemized budget for review. The applicant will be given five (5)
1878 academic days following notification to submit the new itemized budget to the GPSA
1879 Office. Failure by the principal applicant to turn in a new itemized budget will be
1880 grounds to disqualify the application from review.
- 1881 10. No materials besides the online application itself and those listed in [Bylaws IX.Section
1882 2.F.7-9]. shall be accepted.
- 1883 11. Applications must adhere to the online instructions.
- 1884 12. At the discretion of the New Mexico Research Chair, applications may be disqualified if the
1885 requirements outlined in [Bylaws IX.Section 2.F] are not met. The applicant may always
1886 appeal [Bylaws IX.Section 2.M].
- 1887 G. Applicant Workshops and Outreach
- 1888 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1889 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
- 1890 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1891 The committee may post updates to this curriculum.
- 1892 3. The Grants Committee will make a good faith attempt to contact departments without a
1893 single successful applicant from the previous year to advertise the grants and offer
1894 departmental workshops. These outreach efforts and results will be included in the April
1895 report to Council.

- 1896
1897
1898
1899
4. The Grants Committee will advertise the available grants at least twenty one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.

1900
1901
1902
1903
1904
1905
1906

H. Application Readers

1. Readers of grants must be GPSA members.
2. Readers cannot read for any grant for which they have also applied in the same semester.
3. Readers will be compensated for their work with a stipend.
4. Readers must attend a training once in each cycle before reading applications. The Grants Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

1907
1908
1909

I. Application Scoring

1. An application will be read and scored by three (3) readers.
 2. Applications will be read by readers from a different department than the applicant.
 3. Applicants and readers will self-identify within one (1) of five (5) disciplines. Applications will be read by at least one (1) reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:
 - a. Quantitative - Methodologically and/or theoretically based in measurable, numerical, and/or empirical information, data, and/or phenomena.
 - b. Qualitative - Methodologically and/or theoretically based in describing and investigating phenomena via various methods. It is context-specific and fundamentally interpretive.
 - c. Critical - Theoretically based in interrogating and contesting power dynamics. It is often invested in researching and accounting for histories and enduring practices of oppression and resistance.
 - d. Creative - Engages in performative and/or artistic processes and/or products.
 - e. Applied - Implies the acquisition and/or development of professional or vocational skills.
 4. Applications shall be scored according to the criteria online, and criteria must be posted at least one (1) month prior to the application deadlines. Score criteria changes must be approved by a two-thirds (2/3) vote from the Grants Committee, but may not be changed in the month prior to the application deadline.
 5. The criteria for New Mexico Research scoring must include
 - a. What the applicant will do, when and where is the activity, and why it is necessary for the applicant's academic interests. Ten (10) points.
 - b. Applicant's academic/professional interests clearly stated and link research to current/future academic goals and scholarship. Ten (10) points.
 - c. Research is put in the context of the field. Five (5) points.
 - d. Language in proposal is easily understandable by GPSA students in any college or school and all technical terms are defined and explained. Ten (10) points.
 - e. Student benefits: The benefits of applicant's project are specifically linked to academic/professional development (i.e. coursework, publications, conference presentations, etc.). Ten (10) points.
- 1910
1911
1912
1913
1914
1915
1916
1917
1918
1919
1920
1921
1922
1923
1924
1925
1926
1927
1928
1929
1930
1931
1932
1933
1934
1935
1936
1937
1938
1939
1940

- 1941 f. Community benefits: The benefits of applicant's project to the university, academia,
1942 field, and/or society are stated. Five (5) points.
- 1943 g. Budget: Well researched, economical, and complete for the scope of the project. Ten
1944 (10) points.
- 1945 h. UNM Faculty Letter: Articulates support appropriate for scope of project, articulates
1946 knowledge of project, and explains necessity of research for applicant's academic
1947 progress, field, and/or degree. Ten (10) points.
- 1948 i. FOR HIGH PRIORITY APPLICATIONS ONLY: FOR HIGH PRIORITY
1949 APPLICATIONS ONLY: Letter articulating the role and responsibility within the
1950 collaboration between applicant and New Mexico state agency, New Mexico non-
1951 profit, New Mexico non-governmental agency, or New Mexico community. Five (5)
1952 points.
- 1953 6. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter indicating support for the applicant
1954 and project from New Mexico state agency, New Mexico non-profit, New Mexico non-
1955 governmental agency, or New Mexico community representative. Five (5) points. The
1956 scoring criteria above shall be the only criteria considered in scoring New Mexico Research
1957 applications.
- 1958 7. Raw scores of the readers will be normalized by multiplying by the average of all reader
1959 scores and dividing by the average of the individual reader's scores.
- 1960 8. When the difference between the high and low normalized scores for an application exceeds
1961 twenty-five points of the total possible score, two (2) additional readers will evaluate the
1962 proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and
1963 the three (3) remaining scores will be accepted regardless of the spread between them.
- 1964 J. Funding Procedures
- 1965 1. New Mexico Research Total Budget
- 1966 a. The GPSA President shall recommend and the GPSA Council shall approve the total
1967 amount allocated each year for the New Mexico Research Funding Process.
- 1968 b. No more than ten percent (10%) of the total amount allocated annually may be used for
1969 administrative expenses.
- 1970 c. No less than two percent (2%) of the total amount allocated annually shall be set aside
1971 for the appeals process.
- 1972 d. The New Mexico Research Chair shall recommend and the Grants Committee shall
1973 approve the total amounts allocated annually for administrative expenses, appeals, and
1974 for High Priority and General Research Project Grants.
- 1975 i. The annual stipend of the New Mexico Research Chair shall be recommended
1976 by the GPSA President and approved by the GPSA Council. This stipend shall
1977 be no less than one percent (1%), and no more than three percent (3%), of the
1978 total amount allocated for the New Mexico Research process during the current
1979 fiscal year, but shall not exceed two thousand dollars (\$2,000).
- 1980 2. Funding Applications
- 1981 a. If funds are not available to fully fund the applications as outlined below, the awards
1982 will be made to the highest ranked proposals until all money has been exhausted.
- 1983 b. High Priority: The total awarded to all High Priority applications shall not exceed half
1984 (1/2) of the overall amount awarded in the New Mexico Research process. High
1985 Priority applications will be fully funded, starting with the highest scoring application

- 1986 c. General Priority: The total awarded to all General Priority applications shall not exceed
 1987 the remaining amount to be awarded in the New Mexico Research process after the
 1988 High Priority grants are awarded.
 1989 d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of
 1990 General Priority applications will not be eligible for funding.
 1991 e. Remaining funds shall remain in the endowment.
- 1992 K. Records
- 1993 1. The Grants Committee shall keep records of:
- 1994 a. all applications.
- 1995 b. scores and score comment sheets.
- 1996 c. a database of cover sheet information (such as name, email, department and requested
 1997 amount) and score results.
- 1998 d. a separate record of who was awarded at what amount and when it was awarded.
- 1999 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
 2000 and kept for a minimum of five (5) years.
- 2001 3. All applicants will have access to their files and scores but not to the applications of others,
 2002 in accordance with applicable state and federal law.
- 2003 L. Reports
- 2004 1. The committee shall compose a report for each funding cycle.
- 2005 a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional
 2006 Development Grant, and New Mexico Research grant allocations.
- 2007 b. The report shall contain a breakdown of awards and applications by college, school, or
 2008 department.
- 2009 c. The report shall provide details of the total allocation and the balance.
- 2010 d. The report shall also include all appeals, decisions, and results.
- 2011 M. Appeals
- 2012 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
 2013 received by the New Mexico Research committee within fourteen (14) calendar days from
 2014 the date on the award notification.
- 2015 2. The appeal must stipulate on what grounds the appeal is based.
- 2016 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
- 2017 4. An applicant making an appeal may request a meeting with all readers. If a reader is
 2018 unwilling or unable to meet with the applicant, the reader will need to provide a written
 2019 response to an applicant's reasons for appeal.
- 2020 5. The Grants Committee will review the request for an appeal within fourteen (14) calendar
 2021 days of its receipt. Applicants are entitled to attend and speak at their appeal review. The
 2022 review may be delayed beyond the deadline if the applicant cannot attend.
- 2023 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
 2024 to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in
 2025 funding or scoring will be granted.
- 2026 7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a
 2027 final appeal to Council within ten (14) academic days of receiving the Grants Committee
 2028 decision. The decision of the GPSA Council will be considered final. No further appeal will
 2029 be granted.
- 2030 8. The Grants Committee will maintain an appeal guideline on the GPSA website.
- 2031 N. Claiming Awards, Budget Revisions and Funding Extensions

- 2032 1. To claim a grant, a recipient must return to the GPSA Office before June 30 [Bylaws
 2033 IX.Section 2.D.3]:
 2034 a. An award form, provided online.
 2035 b. Original receipts of the expenditures.
 2036 c. Original proposal and budget.
 2037 2. Significant revisions to an applicant’s budget must be approved by the Grants Committee
 2038 Chair. Submission of the revised budget, a memo explaining the need for the revision and all
 2039 the material in [Bylaws IX.Section 2.N.1]. is necessary. The committee shall make a decision
 2040 within fourteen (14) calendar days of receiving the revision request.
 2041 3. Funding period extensions beyond the funding year [Bylaws IX.Section 2.D.3] may be
 2042 requested in writing and granted at the committee's discretion within fourteen (14) calendar
 2043 days of receiving the request.

2044 X. Elections Code

2045 Section 1. Referenda

- 2046 A. All referendum items are submitted to the Elections Committee via the Elections Chair or the
 2047 GPSA Office. (VIII.A-B.)
 2048 B. The party submitting the referendum item shall identify its level of authority as one of the
 2049 following: Constitution, Bylaws, Resolution, or Election.
 2050 C. The ballot shall preserve the language in which referendum items are submitted.

2051 Section 2. Candidate and Voter Eligibility

- 2052 A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
 2053 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office
 2054 by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
 2055 a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for
 2056 candidacy, and a campaign contributions statement.
 2057 b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for
 2058 certification. A list of certified candidates will be posted in accordance with the Public
 2059 Notice Requirements.
 2060 c. The Elections Committee shall determine eligibility and announce candidates by 5:00
 2061 p.m. the academic day following the application deadline. Candidates shall be
 2062 considered valid if the proper forms were completed and all eligibility requirements
 2063 were met.
 2064 2. A candidate is ineligible to run for President or Council Chair if winning the election would
 2065 result in holding both offices for any period of time.
 2066 3. To be eligible to take office as President or Council Chair, a candidate must have met the
 2067 Graduate Studies office’s requirements for Graduate Assistantship eligibility for at least two
 2068 consecutive semesters, including the semester of the election. Where the GPA requirement
 2069 should reflect academic good standing for the respective department.
 2070 B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per
 2071 item in a given election.
 2072 1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained
 2073 from the Registrar’s Office and delivered to Information Technologies (IT).