Section 1. Graduate Scholarship Fund (GSF)

A. Funding History
1. The Graduate Scholarship Fund (GSF) was established in 2011 with a $24,000 donation from the President, a $20,000 investment from GPSA Council, $4,000 in donations from alumni and the 2011 UNM United Way Campaign, and a $1,000 donation from the Vice President of Student Affairs’ Office.
2. The quasi-endowment is held by the University Foundation on behalf of GPSA.
3. Additional scholarship awards or investments to the endowment may be determined through the annual budget process or augmented by appropriations from Council.

B. Activities Funded
1. The Graduate Scholarship Fund awards students financial support toward the development and completion of their graduate or professional degree.

C. Amount of Funding
1. The Graduate Scholarship Fund awards $1,000 a semester per awardee.
2. Students may receive the scholarship for a maximum of two (2) semesters.

D. Deadlines
1. The sixth Friday of the Fall Semester and the sixth Friday of the Spring Semester at 5:00 p.m.
2. No late applications will be accepted.
3. In the event of unforeseen or extraordinary circumstances, the GSF Chair may establish a new application deadline.
   a. Notice of any change to the deadline shall be posted in accordance with GPSA Public Notice Requirements.
4. Awards must be claimed within ninety (90) days of the award notification. Otherwise funds will revert back to the Graduate Scholarship Fund.

E. Applicant Eligibility
1. Only GPSA members are eligible to apply for the award.
2. Applicants must have completed at least two semesters of their graduate or professional degree program.
3. Applicants must demonstrate financial need.
4. Applicants must be within three (3) semesters of degree completion.
5. Applicants must have a minimum GPA of 2.5.

F. Application Requirements
1. Applications must be submitted before the deadline and meet the above requirements.
2. Plagiarism is prohibited. Any student submitting plagiarized work will be disqualified.
3. Applications must be the original words of the student and not the words of any other person.
   a. If an applicant uses another person’s words then they must be in quotation marks.
4. A complete Graduate Scholarship Fund application includes
   a. Identifying information (cover sheet)
      i. Name
      ii. Department
      iii. Address
      iv. UNM Email
      v. Phone Number
      vi. UNM Lobo ID number
vii. Current UNM transcript (unofficial acceptable)
b. A student statement not to exceed five hundred (500) words explaining the financial need of the student and their research, academic, or professional interests.
c. A letter from the student’s advisor, department, or professor within student’s department stating the student is within three (3) semesters of degree completion.
d. Demonstration of financial need.
   i. Student must complete the internal UNM FAFSA. (No social security number is needed for this document.)
      (1) Student must fill out paper form of the Free Application for Federal Student Aid which will be evaluated on site at UNM exclusively by UNM financial aid personnel.
      (2) Student will include paper form in general application packet turned in to GPSA, which will work with UNM Financial Aid to evaluate internal FAFSA form.
   ii. Student must provide a list of the other sources of funding that support the student’s studies.
5. No materials besides those above and those required by the committee shall be accepted.
6. Applications must adhere to the committee’s instructions.
7. At the discretion of the GSF chair, applications may be disqualified if the requirements outlined are not met.

G. Applicant Outreach
1. The Graduate Scholarship Fund Committee will make a good faith attempt to contact departments to advertise the grants and offer departmental workshops.
2. The Graduate Scholarship Fund will be advertised at least twenty-one (21) calendar days before the deadlines on the GPSA website and electronic mailing list.
3. Other advertisement is encouraged, but not required.

H. GSF Committee Membership
1. The Executive Finance Committee Chair will chair the GSF committee.
2. At least three GPSA members will be selected by the EFC chair and approved by the GPSA President to serve on the GSF Committee.
3. GPSA President may serve as ex-officio member.

I. Application Evaluation
1. Students must prove financial need for the written proposal to be scored.
2. Students must prove a GPA of 2.5 for the written proposal to be scored.
3. Student must prove to be within one (1) to three (3) semesters of degree completion for the written proposal to be scored.
4. The written proposal will be graded based on a rubric available with the application.

J. Application Funding Procedure
1. Awards shall be allocated in a $1,000 increment.
2. The number of awards will be decided by the GSF committee.
3. The committee may recommend that funds remain in the quasi-endowment to earn interest and secure the long term viability of the scholarship program.
4. The GSF chair shall notify each applicant of the committee's decision within six (6) weeks of the application deadline.
   a. In the event of unforeseen or extraordinary circumstances, the GSF Chair may notify applicants at a later time.
5. Funds not claimed within the ninety (90) day limit revert to the Graduate Scholarship Fund.

K. Records
1. The committee shall keep records of:
   a. all applications
   b. scores and score comment sheets
c. a database of cover sheet information (such as name, email, department) and score results
d. a separate record of to whom and when the award was given

2. All records should be in non-obsolete digital format, passed on to the next GSF Committee and kept for a minimum of five years.
3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

L. Reports
1. The committee shall compose a report for each funding cycle.
2. The report shall contain the total amount of scholarships awarded.
   a. The report shall contain a breakdown of awards and applications by college, school, or department.
   b. The report shall provide details of the total awards and the balance.

M. Claiming Awards
1. To claim an award, a recipient must return a signed award form, provided online, to the GPSA Office within the ninety (90) day limit.