



GRANT APPEAL GUIDELINES

The following provides an overview of the process for appealing an award decision. Appeals are governed by the Grants Bylaws, Section I.M. Please email gpsafunding@unm.edu if you have any questions.

1. Write a memo to the grants committee explaining your grievance with the grants committee decision **within fourteen (14) days** of receiving written notification of the decision.
 - a. Appeals may not be heard on the basis of late applications. Any other appeal may be heard. Appeals have been heard in the past about: funding decisions, specific reader comments, the availability of information online, the responsiveness of GPSA office staff, and a large spread in reader scores after re-read.
 - b. If your application has already been scored, it is advisable to get a copy of your scores and score comments. Also ask for the normalized scores in addition to the raw scores. Use this information to help write your memo.
 - c. Your memo should be as detailed as possible. This is likely to be the only information the committee has to help them make their decision.
 - d. The committee will NOT consider new information or a new proposal, but will base their appeal decision on the merits of your original application and specific readers' scores.
2. **Within two (2) weeks** of receiving your written memo, the grants committee will schedule and hold a meeting to review your appeal.
3. You may attend and speak at your own review. You may be able to make a stronger case for your appeal if you do this. If you cannot attend the meeting time, you may ask the committee to delay review until a mutually suitable time is agreed upon.
4. The grants committee will review your original proposal, reader scores, and appeal memo to determine the merits of your appeal. They will then vote on your appeal with the following outcomes:
 - a. The committee may vote to fund the grant.
 - b. The committee may vote to deny your appeal and not award funding. If your appeal is not granted, then no change in funding or scoring will occur.
 - c. The committee may vote to send your grant for re-reads. Two new readers will be selected randomly to read your original grant proposal. The highest and lowest scores of your five readers will then be dropped, and a new normalized score calculated. If the new score pushes the application above the cutoff for funding that grant cycle, the grant will be awarded. If not, the grant will be denied funding.

5. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a final appeal to the GPSA Council **within fourteen (14) days** of receiving the Grant Committee's decision.
6. The Council Chair, or council representative can help you file this appeal with council.
7. The decision of the GPSA Council will be considered final. No further appeal will be granted.