



NEW MEXICO RESEARCH GRANT COMMITTEE CHAIR JOB DESCRIPTION

The primary responsibility of the New Mexico Research Grant Committee Chair is to organize and execute the annual GPSA New Mexico Research Grant Cycle. S/he will provide leadership to a committee of no fewer than five (3) appointed committee members. The New Mexico Research Grants Chair will be a member of the GPSA in good standing and will report to the GPSA President and GPSA Grants Chair.

The New Mexico Research Grant (NMRG) gives out more than \$50,000 during the fall semester, and provides financial support to UNM graduate students with projects that require substantial funding. The goal of the NMRG is to encourage UNM graduate students to conduct research in areas that directly benefit the state of New Mexico, sometimes in partnership with New Mexico state agencies.

RESPONSIBILITIES

- Work with GPSA Grants Chair to organize and execute the NMRG Grant Cycle
- Administer the NMRG Committee and funding budget
- Receive and process NMRG applications
- Recruit and train NMRG grant readers
- Work with the Grants Committee Chair to coordinate application workshops, grants reader training sessions, and appeals session
- Hold regular committee meetings during NMRG cycle period
- Attend meetings and information sessions as requested by the President or Grant Chair
- Provide end of semester written public report to the President
- Adhere to the Constitution and Bylaws (especially the Grants Code) in the effective execution of his/her position
- Assemble and manage a committee comprised of no fewer than 3 members
- Conduct him/herself in a manner that promotes public confidence in the integrity and impartiality of the grants process
- Work closely with the Student Government Accounting Office (SGAO) for funding distribution
- Maintain scheduled office hours in the GPSA Office (minimum of three hours per week)

TERM

- Term of office is from the date of appointment until noon on the last day of the Fall semester.

STIPEND

- The NMRG Committee Chair will receive a generous stipend at the end of the NMRG cycle

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