A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to funding allocations, SGAO guidelines, or University policy may result in an enjoinment of spending privileges of GPSA funding until the violation has been corrected.

B. An action of enjoinment should be presented to the FC for a recommendation before it may be considered by Council.

C. The FC Chair shall report to Council on the proposed enjoinment and the group at question shall be allotted a five (5) minute speaking privilege as a rebuttal.

D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the group’s GPSA funds.

E. The Council Chair must notify the enjoined group no later than five (5) academic days after action by Council.
   1. Notification shall be sent to the officer’s email addresses on file in SGAO.
   2. Such notification shall include the reason for the action as well as the actions required of the group for funding to be resumed in a timely fashion.
   3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.

F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal must be filed within four (4) calendar weeks from the act of enjoinment by Council.

IX. Grants Code

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

A. Funding History
   1. The Professional Development Grant and its quasi-endowment were established in 2004 with $220,000 from the UNM Provost’s office.
   2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with $14,000 in student fees and $14,000 from the UNM Provost’s office as requested by the GPSA.
   3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year the spending allowance from the endowments funds grant activity.
   4. Additional GPSA Student Research Grant and Professional Development Grant funding may be determined through the annual budget process and augmented by appropriations from Council.

B. Activities Funded
   1. The GPSA Student Research Grant funds the development and dissemination of research including travel for research-related purposes. GPSA Student Research Grant will also fund any travel or supply expenses incurred in the development or dissemination of original work.
      a. Acceptable GPSA Student Research Grant costs include:
         i. Software not available in UNM computer pods or to which the student does not have free access.
         ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.
iii. Supplies, consumables and printing costs necessary for development and dissemination of research and not readily supplied by the applicant’s department.

b. Unacceptable GPSA Student Research Grant costs include:
   i. Salaries, tuition or binding.
   ii. Organization fees or conference social functions.
   iii. Travel, room or board for any event whose purpose is not the development or dissemination of student's research.

2. The Professional Development Grant funds travel expenses that further the professional and career development of students.

   a. Acceptable Professional Development Grant costs include:
      i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials and other career or professional events where the student is not presenting or conducting research. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares, presentation materials and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.

      b. Unacceptable Professional Development Grant costs include:
         i. Travel to present research.
         ii. Any activity that could be funded by GPSA Student Research Grant.

C. Amount of Funding

1. GPSA Student Research Grants can fund up to $500 per student per year.
2. Professional Development Grants can fund up to $500 per student per year.
3. A year refers to the period between June 1 and May 31.
4. See [Bylaws IX.Section 1.E.8] for activity funding periods and see [Bylaws IX.Section 1.D.1] for application submission deadlines.

D. Deadlines

1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer semester. No late applications will be accepted. In the event of unforeseen or extraordinary circumstances, the GPSA Student Research Grant /Professional Development Grant Chair may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with Public Notice Requirements.
2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise funds will revert back to the committee to disseminate in the next funding cycle [Bylaws IX.Section 1.N.1].
3. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification [Bylaws IX.Section 1.M.1].

E. Applicant Eligibility

1. Only GPSA members may receive grant funding.
2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants. However, an GPSA Student Research Grant reader may apply for a Professional Development Grant and vice versa.
3. Grants Committee members must notify Grants Chairs when they apply for a grant.
4. A GPSA Student Research Grant reader may apply for a Professional Development Grant and vice versa.

5. An applicant may submit only one application per semester for each grant.

6. Each application may be made for one allowable event or activity.

7. An applicant is only eligible for the remaining amount of funding for GPSA Student Research Grant or Professional Development Grant if the applicant has not yet been awarded the full amount in section [Bylaws IX.Section 1.C] of GPSA Student Research Grant or Professional Development Grant funding per year. Per year means per summer-fall-spring funding cycle.

8. The event or activity for which funds are sought must occur within the next, current or previous funding period.
   a. The fall funding period is from August 15 to December 31.
   b. The spring funding period is from January 1 to May 31.
   c. The summer funding period is from June 1 to August 14.

F. Application Requirements

1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws IX.Section 1.D].

2. Applications must be for activities taking place in the current, previous or next funding period, according to section [Bylaws IX.Section 1.E.8].

3. Submission must occur through the online application system. The Grants Chair(s) must accommodate students with circumstances that prevent or prohibit their use of the online system. If a method of accommodation for circumstances not concerning disabilities cannot be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws IX.Section 1.M]. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center.

4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person’s words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant’s own, original writing.

5. A complete GPSA Student Research Grant /Professional Development Grant application includes
   a. The completed HTML fields of the online GPSA Student Research Grant /Professional Development Grant application
   b. An activity proposal submitted through the online system and not to exceed seven hundred (700) words.
   c. An activity budget submitted through the online system.
   d. A Statement of Support form, to be made available on the GPSA website, signed by a faculty advisor or graduate director. The form may be submitted either in hard copy at the GPSA office or via email to the Grants Committee.

6. No materials besides those listed in [Bylaws IX.Section 1.F.5] shall be accepted.

7. Applications must adhere to the online instructions.

8. At the discretion of the Student Research Grant/Professional Development Grant Chair, applications may not be read if the requirements outlined in [Bylaws IX.Section 1.F] are not met. The applicant may always appeal [Bylaws IX.Section 1.M]

G. Applicant Workshops and Outreach

1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.

3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in an April report to Council.

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.

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 June 1 to May 31 cycle before reading applications. The Grants Chair may require re-training at their discretion. The Grants Chair 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.

I. Application Scoring

1. The 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 four (4) perspectives. Applications will be read by at least one reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:
   a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other forms of creative production, including some work in architecture and planning.
   b. Humanities (HUM) – Applies to any studies of human culture, including but not limited to work in ethnology, history, literature, languages, philosophy, or religion. Often uses methods described as critical and/or interpretive.
   c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work grounded in mathematics and/or the physical sciences, including computer science and medicine.
   d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and societal structures, including but not limited to work in area studies, communication, education, law, management, public policy, psychology, and sociology. Often overlaps with humanities and/or STEM.
   e. These categories are meant to be inclusive and flexible, not to set definitive boundaries between areas of study. An applicant’s work may fit into multiple categories. Applicants should select the perspective from which they want to be guaranteed at least one (1) reader. The following examples are not meant to be exhaustive:
      i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
      ii. Architecture projects may fit into FA or STEM.
      iii. Work in public health, geography, or evolutionary anthropology may fit into STEM or SBS.
      iv. Dramatic writing may fit into HUM or FAD.
4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the criteria online which are posted one month prior to the application deadlines.

5. The scoring criteria categories and minimum weighting for GPSA Student Research Grant/Professional Development Grant must include:
   a. Background: twenty-five (25) points
      i. Applicant’s academic/professional interests and stage in degree program are clearly stated. (0-10 points)
      ii. Activity is described in detail: What exactly will the applicant do, where and when is it happening, and why is it significant for the applicant’s interests? (0-10 points)
      iii. Activity is put into context of the applicant’s academic/professional field at large. (0-5 points)
   b. Benefits: thirty (30) points
      i. Proposed activity’s benefits to applicant are clearly stated and linked to academic/professional development. (0-15 points)
      ii. Benefits of applicant’s work to academic/professional community are clearly stated. (0-15 points)
   c. Composition: fifteen (15) points
      i. Proposal flows logically. Writing style is direct and action-oriented. (0-5 points)
      ii. Proposal is suitable for a general academic audience. Technical terms are defined. (0-5 points)
      iii. Proposal shows evidence of proofreading, with few errors in grammar or usage. (0-5 points)
   d. Budget: thirty (30) points
      i. Applicant pursued other sources of funding within the university or academic community (e.g. department, Office of Graduate Studies, Career Services), or from outside organizations relevant to the applicant’s research. (0 OR 10 points)
      ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as such. (0 OR 5 points)
      iii. Budget appears well-researched and complete for scope of project (names of facilities, dates, itineraries, etc.), listing all spending related to activity. Choices appear to be economical and/or are explained. (0-15 points)

6. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader’s scores.

7. When the difference between the high and low normalized scores for an application exceeds twenty-five points of the total possible score (100 points), two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

J. Application Funding Procedure

1. Funds shall be allocated in percentages according to the semester totals from the averages of the previous year. For example, if there were two hundred fifty (250) Professional Development Grant applications in the previous year, with fifty (50) applications for the summer and one hundred (100) each for the fall and spring, then funds should be allocated as twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants.
money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and spring. If appeals are not granted, this money will roll over into the next funding cycle.

a. Remaining funds shall remain in the endowment.

2. For Student Research Grant/Professional Development Grant, from the total amount of money for the funding cycle outlined in [Bylaws IX Section 1.J.1], the committee shall award one hundred percent (100%) of the requested funds according to the rank ordering of normalized [Bylaws IX Section 1.I.6] scores until all money has been exhausted, excepting money withheld to fund two appeals for each category, as provided in section [Bylaws IX Section 1.J.1] Alternatively, additional money may be sought from Council by the Grants Chair(s).

3. Funds not claimed within the ninety (90) day limit [Bylaws IX Section 1.D.2] revert to the grant accounts unless the original allocation for an activity was made specifically for a time period which extends beyond the ninety (90) day limit or unless the recipient requests and is granted an extension in writing.

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 requested amount) and score results.
   d. a separate record of who was awarded at what amount and when it was awarded.

2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) 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.
   a. The report shall contain the total amount of GPSA Student Research Grant and Professional Development Grant allocations.
   b. The report shall contain a breakdown of awards and applications by college, school, or department.
   c. The report shall provide details of the total allocation and the balance.
   d. The report shall also include all appeals, decisions, and results.

M. Appeals

1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be received by the GPSA Student Research Grant/Professional Development Grant committee within fourteen (14) calendar days from the date of the award notification.

2. The appeal must stipulate on what grounds the appeal is based.

3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.

4. An applicant making an appeal may request written, detailed extrapolation of reader(s) scoring and comments before the appeal. If reader(s) are willing, they may offer the opportunity. If a reader is unwilling or unable to meet with the applicant, the reader will need to provide a written response to an applicant’s reasons for appeal.

5. The Student Research Grant/Professional Development Grant committee will review the request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three
(3) voting members who, ideally, have been grant readers in good standing with the Grants committee. Voting members cannot include the Grant chair or anyone who has advised and/or met with the appellant. Applicants are entitled to attend and speak at their appeal review. Application readers are encouraged to attend the hearing to present their rationale and scoring process. If reader(s) cannot attend, they must provide a written response to the applicant’s reasons for appeal. The review may be delayed beyond the two (2) week deadline if the applicant cannot attend.

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

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

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

N. Claiming Awards

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

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

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

A. Funding History

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

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

B. Activities Funded

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

2. Acceptable New Mexico Research costs include:
   a. Permanent equipment not available from the applicant(s)’ UNM department, or not otherwise available for use by the applicant(s).
   b. Computer software not available at the UNM computer pods or at the applicant(s)’ UNM department, or not otherwise available for use by the applicant(s).
   c. Room, board, and travel expenses to and from research facilities or field sites outside of Albuquerque.
   d. Supplies and consumables necessary for the research project and not readily supplied by the applicant(s)’ UNM department or not otherwise available for use by the applicant(s).
   e. Transcription expenses.
   f. Research projects commenced within the fiscal year, July 1 through June 30.

3. Unacceptable New Mexico Research costs include:
a. Salaries or stipends, except for the New Mexico Research Chair, Vice-Chair and Committee Members.
b. Travel expenses or other fees associated with a conference.
c. Travel, room and board expenses for workshops, schools, clinicals or other travel that does not directly aid in the creation of student research
d. The purchase of computers.
e. Tuition and supplies/books for classes.
f. Any publication or subscription costs.
g. Any research project that involves, or may involve, excessive or unreasonable harm to humans or animals. See [Bylaws IX.Section 2.F.6].

C. Amount of Funding
1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars ($5,000) for each research project.
2. General Research Project Grants will be awarded a maximum of three thousand dollars ($3,000) for each research project.
3. The maximum amounts are for individual research projects regardless of the number of graduate or professional students working on the project.
4. The total amount awarded shall not exceed the total amount requested in the application.
5. The maximum amount awarded to an individual, based on the total of the applications to which they are signatory, is five thousand dollars ($5,000) per year (July 1 to June 30).
6. No individual can receive New Mexico Research funding more than three times.

D. Deadlines
1. All applications for New Mexico Research grants must be received by the GPSA by a date and time to be announced by the New Mexico Research Committee Chair no later than the regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary circumstances, the New Mexico Research Chair may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with The Public Notice Requirements.
2. Late applications will not be considered for funding.
3. Awarded funds must be claimed by the June 30 following award notification. Otherwise funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws IX.Section 2.N.1].
4. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification. See [Bylaws IX.Section 2.M].

E. Applicant Eligibility
1. A member of GPSA enrolled, at the time of application and through the completion date of the research project, at the University of New Mexico.
2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico Research Chair, as a New Mexico Research reader, or as the Grants Committee Chair.
3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA collaborating with a New Mexico state agency, non-profit, or non-governmental organization that directly benefits and is based in the state of New Mexico. Cannot include University of New Mexico and its branches.
4. The research activity for which funds are sought must occur between July 1 and June 30 for the current funding cycle.

F. Application Requirements
1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws IX.Section 2.D].

2. Applications must be for activities taking place in the current funding period according to section [Bylaws IX.Section 2.E.4].

3. Submission must occur through the online application system. The Grants Chair(s) must accommodate students with circumstances that prevent or prohibit their use of the online system. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center. If a method of accommodation, for circumstances not concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant can appeal, see [Bylaws IX.Section 2.M].

4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person’s words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant’s own, original writing.

5. All applicant(s) may apply for either a High Priority Research Project Grant or a General Research Project Grant, but may not apply for both for a single project.

6. For activities involving humans, animals, or hazardous materials:
   a. All research projects that involve human or animal subjects or participants must, prior to the distribution of funding, be reviewed and approved by the Human Research Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), or by another entity empowered by the University of New Mexico for such purposes.
   b. All research projects that involve the use of biohazardous materials or chemicals must be reviewed and approved, prior to the distribution of funding, by the Biosafety Committee or by another entity empowered by the University of New Mexico for such purposes.
   c. Approval of a research project by any of the entities described in subsections a or b above shall not be determinative of whether or not a research project involves excessive or unreasonable harm to humans or animals.

7. Proposal
   a. Each application must include a proposal identifying the following areas:
      i. Description of the research project with date and location of activity.
      ii. Activity is introduced, given adequate background and put into the context of the field.
      iii. Student's academic interests are explained.
      iv. Relationship of specific activity to degree, academic study, career, scholarship, etc. is explained.
      v. Benefits of the project are linked to the University of New Mexico, academia, field, and/or society.
      vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a New Mexico state agency, non-profit, non-governmental organization, or communities that directly benefit and is based in the state of New Mexico.
   b. All proposals shall be written in language easily understandable by graduate or professional students in any college or school. All technical terms shall be defined and explained.
   c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall be seven hundred (700) words.
8. **Letter(s) of Support**
   a. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)’ research project.
   b. **HIGH PRIORITY GRANTS ONLY:** Each application for High Priority Grants must also submit one (1) letter of support from a member in the collaborating New Mexico state agency, non-profit, or non-governmental organization based in and directly benefitting the state of New Mexico.

9. **Itemized Budget**
   a. Each application for funding must include a reasonable itemized budget for the research project that includes the following:
      i. Total budget for the research project.
      ii. Line items that will be funded with New Mexico Research grant money must be clearly indicated.
      iii. All sources of funding for the research project, including all amounts requested, but not yet awarded, from any other funding source must be listed for each line item.
      iv. Detailed information on all equipment, travel costs, supplies and consumables; including airlines, make and model numbers, hotel and motel names, rates, sizes and weights etc.
   b. Any proposed expenditures may be explained in text accompanying the itemized budget.
   c. Itemized budgets indicating New Mexico Research funded items that are unacceptable New Mexico Research costs shall be reduced by the amount indicated on the itemized budget.
   d. The Grants Chair, at that person’s discretion, may request of the principal applicant the submission of a new itemized budget for review. The applicant will be given five (5) academic days following notification to submit the new itemized budget to the GPSA Office. Failure by the principal applicant to turn in a new itemized budget will be grounds to disqualify the application from review.

10. No materials besides the online application itself and those listed in [Bylaws IX.Section 2.F.7-9] shall be accepted.

11. Applications must adhere to the online instructions.

12. At the discretion of the New Mexico Research Chair, applications may be disqualified if the requirements outlined in [Bylaws IX.Section 2.F] are not met. The applicant may always appeal [Bylaws IX.Section 2.M].

G. **Applicant Workshops and Outreach**

1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in the April report to Council.
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.

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.

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 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.
f. Community benefits: The benefits of applicant’s project to the university, academia, field, and/or society are stated. Five (5) points.

g. Budget: Well researched, economical, and complete for the scope of the project. Ten (10) points.
h. UNM Faculty Letter: Articulates support appropriate for scope of project, articulates knowledge of project, and explains necessity of research for applicant’s academic progress, field, and/or degree. Ten (10) points.
i. FOR HIGH PRIORITY APPLICATIONS ONLY: FOR HIGH PRIORITY APPLICATIONS ONLY: Letter articulating the role and responsibility within the collaboration between applicant and New Mexico state agency, New Mexico non-profit, New Mexico non-governmental agency, or New Mexico community. Five (5) points.

6. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter indicating support for the applicant and project from New Mexico state agency, New Mexico non-profit, New Mexico non-governmental agency, or New Mexico community representative. Five (5) points. The scoring criteria above shall be the only criteria considered in scoring New Mexico Research applications.

7. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader’s scores.

8. When the difference between the high and low normalized scores for an application exceeds twenty-five points of the total possible score, two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

J. Funding Procedures

1. New Mexico Research Total Budget
   a. The GPSA President shall recommend and the GPSA Council shall approve the total amount allocated each year for the New Mexico Research Funding Process.
   b. No more than ten percent (10%) of the total amount allocated annually may be used for administrative expenses.
   c. No less than two percent (2%) of the total amount allocated annually shall be set aside for the appeals process.
   d. The New Mexico Research Chair shall recommend and the Grants Committee shall approve the total amounts allocated annually for administrative expenses, appeals, and for High Priority and General Research Project Grants.
      i. The annual stipend of the New Mexico Research Chair shall be recommended by the GPSA President and approved by the GPSA Council. This stipend shall be no less than one percent (1%), and no more than three percent (3%), of the total amount allocated for the New Mexico Research process during the current fiscal year, but shall not exceed two thousand dollars ($2,000).

2. Funding Applications
   a. If funds are not available to fully fund the applications as outlined below, the awards will be made to the highest ranked proposals until all money has been exhausted.
   b. High Priority: The total awarded to all High Priority applications shall not exceed half (1/2) of the overall amount awarded in the New Mexico Research process. High Priority applications will be fully funded, starting with the highest scoring application.
c. General Priority: The total awarded to all General Priority applications shall not exceed the remaining amount to be awarded in the New Mexico Research process after the High Priority grants are awarded.

d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of General Priority applications will not be eligible for funding.

e. Remaining funds shall remain in the endowment.

K. Records

1. The Grants 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 requested amount) and score results.
   d. a separate record of who was awarded at what amount and when it was awarded.

2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) and kept for a minimum of five (5) 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.
   a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional Development Grant, and New Mexico Research grant allocations.
   b. The report shall contain a breakdown of awards and applications by college, school, or department.
   c. The report shall provide details of the total allocation and the balance.
   d. The report shall also include all appeals, decisions, and results.

M. Appeals

1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be received by the New Mexico Research committee within fourteen (14) calendar days from the date on the award notification.

2. The appeal must stipulate on what grounds the appeal is based.

3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.

4. An applicant making an appeal may request a meeting with all readers. If a reader is unwilling or unable to meet with the applicant, the reader will need to provide a written response to an applicant’s reasons for appeal.

5. The Grants Committee will review the request for an appeal within fourteen (14) calendar days of its receipt. Applicants are entitled to attend and speak at their appeal review. The review may be delayed beyond the deadline if the applicant cannot attend.

6. If the committee votes that the appeal is valid, the committee shall decide a course of action to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in funding or scoring will be granted.

7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a final appeal to Council within ten (14) academic days of receiving the Grants Committee decision. The decision of the GPSA Council will be considered final. No further appeal will be granted.

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

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

X. Elections Code

Section 1. Referenda

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

Section 2. Candidate and Voter Eligibility

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