



GRANTS CODE
EFFECTIVE JANUARY 2025

Article IX. Grants Code – January 2025

Section 1. Governing Rules for GPSA Funding for Graduate Students

A. GPSA members are allowed to receive funding through the following Grants

1. Student Research Grant (SRG)
2. Professional Development Grant (PDG)
3. Graduate Scholarship Fund (GSF)
4. New Mexico Research Grant (NMRG)
 - a. High Priority
 - b. General Priority
5. Other grant programs approved by the Grants Committee, as funding permits

B. Amount of Funding, effective June 1, 2024

1. Student Research Grants can fund up to \$750 per student per year.
2. Professional Development Grants can fund up to \$600 per student per year.
3. GSF can fund up to \$1000 per student per year.
4. NMRG High Priority can fund up to \$5000 per student per year.
5. NMRG General Priority can fund up to \$3000 per student per year.
6. A year refers to the period between June 1 and May 31.

C. Deadlines

1. The deadline for submission of applications will be on or before the close of business (5:00 p.m.) on the sixth (6th) Friday of the semester. No late applications will be accepted. In the event of unforeseen or extraordinary circumstances, the GPSA Grant Chair(s) may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with Public Notice Requirements.
2. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification.

D. Applicant Eligibility

1. Only degree-seeking GPSA members may receive grant funding.
2. Grants Chairs are ineligible to apply for any grants.
3. Grants Committee members and Grant Reviewers must notify Grants Chairs when they apply for a grant.
4. A GPSA Grant Reviewer cannot read the grant that they have applied for.
5. An applicant may submit only one application per semester for each grant.
6. The event or activity for which funds are sought must occur within the next, current or previous funding period except for GSF. GSF funds must be for current semester needs.
7. Per year means per summer-fall-spring funding cycle.
 - a. The summer funding period is from June 1 to August 14.

- b. The fall funding period is from August 15 to December 31.
 - c. The spring funding period is from January 1 to May 31.
- 8. An applicant awarded a NMRG grant is not eligible to receive a SRG or PDG grant award in the same semester in which the NMRG grant is awarded.
- 9. An applicant is only eligible for the remaining amount of funding for each grant program if the applicant has not yet been awarded the full amount of GPSA funding per year.

E. Application Requirements

- 1. Applications must be submitted before the deadline, according to the deadlines in section [Article IX. Section 1.C].
- 2. Applications must be for activities taking place in appropriate period, according to section [Article IX. Section 1.D.7].
- 3. Submission must occur through the online application system. The Grants Chair 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 [Article IX. Section 1.L]. 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 quoted accordingly. Unquoted words in a proposal are expected to be the applicant's own, original writing.
- 5. A complete SRG/PDG application includes:
 - a. The completed HTML fields of the online SRG/PDG application
 - b. An activity proposal submitted through the online system not less than five hundred (500) words and not exceeding six hundred (600) words.
 - c. An activity budget and supporting budget documentation submitted through the online system.
- 6. A complete GSF application includes:
 - a. The completed HTML fields of the online GSF application.
 - b. An activity proposal submitted through the online system not less than three hundred and fifty (350) words and not exceeding five hundred (500) words.
 - c. A current year FAFSA or State Aid form on file with the Financial Aid Office.
- 7. A complete NMRG application includes:
 - a. The completed HTML fields of the online NMRG application.
 - b. An activity proposal submitted through the online system not less than six hundred (600) words and not exceeding seven (700) words for the General Priority grant and not less than one thousand (1000) words and not exceeding twelve hundred (1200) words for the High Priority grant.
 - c. An activity budget and supporting budget documentation submitted through the online system.

- d. A Letter of Support from a UNM advisor, faculty, or staff member for the General Priority and High Priority grant.
 - e. A Letter of Collaboration from a New Mexico state agency, community organization, or non-profit for the High Priority grant.
- 8. No materials besides those listed in [Article IX. Section 1.E] shall be accepted.
- 9. Applications must adhere to the online instructions.
- 10. At the discretion of the Grant Chair, applications may not be read if the requirements outlined in [Article IX. Section 1.E] are not met. The applicant may always appeal [Article IX. Section 1.L]

F. 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. Applicants are required to attend at least one workshop in the grant cycle to be eligible for a grant award in that cycle, unless the applicant has attended one workshop already in the academic year.
- 3. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
- 4. 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. These outreach efforts and results will be included in an April report to Council.
- 5. 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.

G. Grant Reviewers

- 1. Grant Reviewers must be GPSA members at the time of reading and scoring applications for GPSA.
- 2. Reviewers cannot read for any grant for which they have also applied in the same semester.
- 3. Reviewers will be compensated equally for their work at the direction of the Grants Chair.
- 4. Reviewers must attend a training once in each June 1 to May 31 cycle before reviewing applications. The Grants Chair may require re-training at their discretion. The Grants Chair shall follow training curriculum guidelines on the GPSA website. The Grants Committee may make updates to this curriculum.
- 5. Reviewers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

H. Application Scoring

1. The application will be reviewed and scored by three (3) Grant Reviewers assigned randomly by the online application platform.
2. 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 and weighting found in [Article IX. Section 2.E] for GSF, [Article IX. Section 3.E] for SRG, [Article IX. Section 4.E] for PDG, and [Article IX. Section 5.E] for NMRG.
3. The Grant awards shall be determined based on the ranked scores produced by the Grant Application System provided the applicants meet the eligibility criteria.

I. Application Funding Procedure

1. The Grants Chair must allocate up to twenty-five (25) awards during Fall and Spring semesters and up to eight (8) awards during the Summer semester for the GSF. Additional awards may be granted at the discretion of the Grants Chair. Remaining funds shall remain in the endowment.
2. The Grants Chair must allocate up to thirty-five (35) awards during the Fall and Spring semesters and up to fifteen (15) awards during the Summer semester for the SRG. These include up to seven (7) appeals for the Fall and Spring semesters and between one (1) to three (3) appeals during the Summer semester. Additional awards may be granted at the discretion of the Grants Chair. Remaining funds shall remain in the endowment.
3. The Grants Chair must allocate up to thirty-five (35) awards during the Fall and Spring semesters and up to fifteen (15) awards during the Summer semester for the PDG. These include up to seven (7) appeals for the Fall and Spring semesters and up to three (3) appeals during the Summer semester. Additional awards may be granted at the discretion of the Grants Chair. Remaining funds shall remain in the endowment.
4. The Grants Chair must allocate up to ten (10) awards during the Fall semester for the NMRG General Priority grant and up to up to five (5) awards during the Fall semester for the NMRG High Priority grant. Remaining funds shall remain in the endowment.
5. For all grant programs, from the total amount of money for the funding cycle outlined above, the committee shall award one hundred percent (100%) of the requested funds according to the rank ordering of normalized scores until all award money has been exhausted.

J. 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 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.

K. Reports

1. The Grants Committee shall compose a report for each funding cycle.
 - a. The report shall contain the total amount of grant award allocations.
 - b. The report shall contain a breakdown of awards and applications by GPSA grant program and graduate 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.

L. Appeals

1. To appeal any decision made by the Grants Chair or Committee, a written request must be received by the Grants 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 Grant Reviewer(s) scoring and comments before the appeal. If reviewer(s) are willing, they may offer the opportunity.
5. The Grants 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 Reviewers 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. Grant Reviewers are encouraged to attend the hearing to present their rationale and scoring process. If Grant Reviewer(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 Grants 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 Grants Committee may file a final appeal to the GPSA Council within two (2) weeks of receiving the GPSA 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.

M. 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 Scholarship Fund (GSF)

The GSF is a need-based scholarship that can help assist with the cost of tuition, books, and fees for GPSA member students working toward their degrees. Member students must be enrolled in at least 6 credits in the semester in which they apply. GPSA works with the Financial Aid Office to determine the applicant's financial need, which accounts for 40% of an applicant's score while the other 60% comes from the application narrative. GSF is offered every Summer, Fall, and Spring Semester.

A. Funding History

1. The GSF was created in 2011 with a \$24,000 donation from the UNM President, \$20,000 investment from GPSA Council, and \$5,000 in other donations. The quasi-endowment is held by The University of New Mexico Foundation on behalf of GPSA.

B. Activities Funded

1. Acceptable GSF costs include:
 - a. Expenses for tuition, fees, and books (broadly construed to include art, music, or other supplies required in lieu of textbooks).
 - b. Expenses occurring only in the semester in which the applicant applies.
2. Unacceptable GSF costs include:
 - a. Non-need-based assistance.
 - b. Expenses other than tuition, fees, and books.

C. Amount of Funding

1. GSF can fund up to \$1000 per student per year.
2. A year refers to the period between June 1 and May 31.
3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete GSF application includes:
 - a. The completed HTML fields of the online GSF application.
 - b. An activity proposal submitted through the online system not less than three hundred and fifty (350) words and not exceeding five hundred (500) words. The activity proposal should contain the following sections:
 1. Background
 - a. Applicant's academic/professional interests must be clearly stated.

- b. Applicant's financial need and/or unique circumstances must be stated clearly, including other financial support pursued and provided.
- 2. Benefits
 - a. The benefits of applicant receiving the funding must be clearly stated and linked to applicant's academic pursuits and degree completion.
 - b. Applicant must clearly state how GSF funds will be used.
 - c. A completed budget template filled out correctly and submitted through the online system, including supporting documentation.
 - d. A completed current year FAFSA or State Aid form (international students) on file with the Financial Aid Office, from which the applicant's financial need is determined.
 - e. No materials besides those listed above shall be accepted.

E. Scoring Criteria

Forty (40) percent of the overall score comes from financial need data provided by the Financial Aid Office. Sixty (60) percent of the overall score comes from the application narrative. The scoring criteria categories and minimum weighting for GSF must include:

- 1. Background (30 points)
 - a. Applicant's academic/professional interests are clearly stated.
 - b. Applicant's financial need is clearly stated, including a description of any other funding pursued and/or support received.
- 2. Benefits (20 points)
 - a. Specific use of GSF funds is clearly stated.
 - b. The benefit of funding to degree completion is articulated.
- 3. Composition (10 points)
 - a. Narrative flows logically and writing style is action oriented.
 - b. Technical terms are defined, and the proposal is suitable for a general audience.
- 4. Financial Aid Office provided data (40 points)
 - a. Financial need information provided by the Financial Aid Office.

F. Disqualification Criteria

- 1. Applications should not be less than three hundred and fifty (350) words and not exceeding five hundred (500) words.
- 2. Applications that were submitted after the deadline.
- 3. Incomplete applications – failure to complete a section of the proposal or have a current year FAFSA/State Aid form on file with the Financial Aid Office.
- 4. Applicants requesting support for a semester other than the semester in which they apply.
- 5. Applicants enrolled in less than 6 credit hours in the semester in which they apply.
- 6. Applicants requesting funds for an event or activity that does not qualify for the GSF as mentioned in [Article IX. Section 2.B].

7. The applicant fails to attend at least one applicant workshop during the academic year (June 1 to May 31). Attendance at a workshop in any grant cycle within the academic year satisfies this requirement.

Section 3. GPSA Student Research Grant (SRG)

The SRG program funds the development and dissemination of research and original work, including travel for research-related purposes. SRG is offered every Summer, Fall, and Spring Semester.

A. Funding History

1. SRG 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.
2. The quasi-endowments are held by The University of New Mexico Foundation on behalf of GPSA. Each year the spending allowance from the endowment's funds grant activities.
3. Additional SRG funding may be determined through the annual budget process and augmented by appropriations from the GPSA Council.

B. Activities Funded

The SRG funds the development and dissemination of research and expenses incurred in the development or dissemination of original work.

1. Acceptable SRG costs include:
 - a. 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.
 - b. Supplies, consumables and printing costs necessary for development and dissemination of research and not readily supplied by the applicant's department.
2. Unacceptable SRG costs include:
 - a. Salaries, tuition or binding.
 - b. Organization fees or conference social functions.
 - c. Travel, room or board for any event whose purpose is not the development or dissemination of the student's research or original work.

C. Amount of Funding

1. SRG can fund up to \$750 per student per year, beginning June 1, 2024.
2. A year refers to the period between June 1 and May 31.
3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete SRG application includes:

- a. The completed HTML fields of the online SRG application.
- b. An activity proposal submitted through the online system not less than five hundred (500) words and not exceeding six hundred (600) words.

The activity proposal should contain the following sections:

- i. Background
 - a. Applicant's academic/professional interests and stage in degree program must be clearly stated.
 - b. Activity described in detail – what exactly will the applicant do, when and where the activity is occurring.
 - c. Activity's relation to the applicant's academic interests must be described precisely.
 - d. Activity must be put into the context of the applicant's academic field.
- ii. Benefits
 - a. Activity's benefits must be clearly stated and linked to applicant's professional interests.
 - b. Benefits of the applicant's work to the academic community must be described in detail.
 - c. A completed budget template filled out correctly and submitted through the online system.
 - d. No materials besides those listed above shall be accepted.

E. Scoring Criteria

1. The scoring criteria categories and minimum weighting for SRG must include:

- a. Background: Twenty-five (25 points)
 - i. Applicant's academic/professional interests and stage in degree program are clearly stated.
 - ii. Activity is described in detail – what exactly will the applicant do, when and where the activity is occurring and the activity's relation to the applicant's academic interests are described.
 - iii. Activity is put into the context of the applicant's academic field.
- b. Benefits: Thirty (30 points)
 - i. Activity's benefits are clearly stated and linked to applicant's professional interests.
 - ii. Benefits of the applicant's work to the academic community are clearly stated.
- c. Composition: Fifteen (15 points)
 - i. Proposal flows logically. Writing style is action oriented.
 - ii. Technical terms are defined, and the proposal is suitable for a general audience.

- iii. Proposal shows evidence of proof reading.
- d. Budget: Thirty (30 points)
 - i. Applicant used the budget template provided. Items to be funded by SRG/PDG, applicant, or other sources are indicated as such.
 - ii. 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)

F. Disqualification Criteria

1. Applications should not be less than five hundred (500) words and not exceeding six hundred (600) words.
2. Applications that were submitted after the deadline.
3. Incomplete applications – failure to complete a section of the proposal.
4. Applications where the budget was not completed using the GPSA budget template provided to the applicants.
5. Applicants requesting funds for an event or activity that does not qualify for the SRG as mentioned in [Article IX. Section 3.B].
6. Applicant has already received the maximum allowed funds for the SRG as noted in [Article IX. Section 1.D.8].
7. The applicant fails to attend at least one applicant workshop during the academic year (June 1 to May 31). Attendance at a workshop in any grant cycle within the academic year satisfies this requirement.

Section 4. Professional Development Grants (PDG)

The PDG program funds expenses that further the professional and career development activities of students. PDG is offered every Summer, Fall, and Spring semester.

A. Funding History

1. The PDG and its quasi-endowment were established in 2004 with \$220,000 from the UNM Provost's office.
2. The quasi-endowments are held by The University of New Mexico Foundation on behalf of GPSA. Each year the spending allowance from the endowment's funds grant activity.
3. Additional PDG funding may be determined through the annual budget process and augmented by appropriations from the GPSA Council.

B. Activities Funded

1. Acceptable PDG costs include:
 - a. Expenses for interviews, clinicals, workshops, job fairs, auditions, trainings, mock trials and other career or professional events where the student is not presenting or conducting research.

- b. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares, professional membership fees, 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.

2. Unacceptable PDG costs include:

- a. Travel to present research.
- b. Any activity that can be funded by the SRG.
- c. Payment of online certifications programs such as coursera, etc.
- d. Purchase of gifts, souvenirs and any item that do not contribute to the professional and career development of students.

C. Amount of Funding

- 1. PDG can fund up to \$600 per student per year, beginning June 1, 2024.
- 2. A year refers to the period between June 1 and May 31.
- 3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete PDG application includes:

- a. The completed HTML fields of the online PDG application.
- b. An activity proposal submitted through the online system not less than five hundred (500) words and not exceeding six hundred (600) words. The activity proposal should contain the following sections:
 - i. Background
 - Applicant's academic/professional interests must be clearly stated.
 - Applicant's professional goals must be clearly stated.
 - Activity described in detail – what exactly will the applicant do, when and where the activity is occurring.
 - ii. Benefits
 - Activity's benefits must be clearly stated and linked to applicant's professional development and career goals.
 - Activity must be put into the context of the applicant's stage in their degree program.
- c. A completed budget template filled out correctly and submitted through the online system, including supporting documentation.
- d. No materials besides those listed above shall be accepted.

E. Scoring Criteria

The scoring criteria categories and minimum weighting for PDG must include:

- 1. Background (20 points)
 - a. Applicant's academic/professional interests are clearly stated.

- b. Applicant's professional goals are clearly stated.
 - c. Activity is described in detail – what exactly will the applicant do, when and where the activity is occurring
- 2. Benefits (40 points)
 - a. Activity's benefits are clearly linked to applicant's professional development.
 - b. Activity is put into the context of the applicant's stage in degree program and career goals.
 - c. Activity's benefits are clearly linked to the applicant's career goals.
- 3. Composition (10 points)
 - a. Proposal flows logically and writing style is action oriented.
 - b. Technical terms are defined, and the proposal is suitable for a general audience.
- 4. Budget (30 points)
 - a. Applicant used the budget template provided.
 - b. Applicant pursued other sources of funding within the University or the academic community
 - c. Budget appears well researched and complete for the scope of the activity. Choices appear to be economical or are otherwise explained.

F. Disqualification Criteria

- 1. Applications should not be less than five hundred (500) words and not exceeding six hundred (600) words.
- 2. Applications that were submitted after the deadline.
- 3. Incomplete applications – failure to complete a section of the proposal.
- 4. Applications where the budget was not completed using the budget template provided to applicants.
- 5. Applicants requesting funds for an event or activity that does not qualify for the PDG as mentioned in [Article IX. Section 4.B].
- 6. Applicant has already received the maximum allowed funds for the PDG as noted in [Article IX. Section 1.D.8].
- 7. The applicant fails to attend at least one applicant workshop during the academic year (June 1 to May 31). Attendance at a workshop in any grant cycle within the academic year satisfies this requirement.

Section 5. New Mexico Research Grant (NMRG)

NMRG is designed to assist students with larger projects that require substantial funding. It was created to encourage students to work with state agencies and community organizations that directly benefit the state of New Mexico and New Mexican community.

A. Funding History

1. The NMRG quasi-endowment began with funding allocated to the GPSA by the New Mexico State Legislature in 2000. NMRG 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 people of New Mexico.
2. The quasi-endowment is held by The University of New Mexico 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 NMRG 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 or activities occurring within the GPSA annual year, June 1 to May 31.
3. Unacceptable NMRG costs include:
 - a. Salaries or payments, with the exception of small participant incentives and reasonable contractual expenses (such as interpretation or transcription services).
 - b. Travel expenses or other fees associated with a conference.
 - c. Travel, room and board expenses for workshops, schools, clinicals or other travel that do 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.

C. Amount of Funding

1. High Priority grants will be awarded a maximum of five thousand dollars (\$5,000) for each research project.
2. General Priority 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 NMRG funding more than three times.

D. Deadlines

1. All applications for NMRG must be received before the Fall semester funding cycle deadline [Article IX. Section 1.C.].

E. Applicant Eligibility

1. A member of GPSA enrolled, at the time of application and through the completion date of the research project, as the Grants Chair.
2. FOR HIGH PRIORITY 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 UNM and its branches.

F. Application Requirements

1. Applications must be submitted before the deadline.
2. Applications must be for activities taking place in the current funding period.
3. All applicant(s) may apply for either a High Priority or a General Priority grant but may not apply for both for the same project.
4. 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 a research project involves excessive or unreasonable harm to humans or animals.
- 5. A complete research proposal that includes:
 - a. A description of the research project with the date(s) and location(s) of the activities.
 - b. An introduction that provides adequate background and places the applicants' research in the context of their academic field.
 - c. An explanation of the applicant's academic interests, and relationship of the research activities to their academic degree and field of study, career, and scholarship generally.
 - d. An explanation of the research project's benefits to UNM, academia, and the broader New Mexico community.
 - e. FOR HIGH PRIORITY GRANTS ONLY: A description of the collaboration with a New Mexico state agency, non-profit, non-governmental organization, or New Mexico communities that directly benefit.
 - f. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)' research project. HIGH PRIORITY applications must also include one (1) letter of support from a representative of the collaborating New Mexico state agency, non-profit, or community organization based in and directly benefitting the people of New Mexico.
 - g. A detailed and complete budget template filled out correctly and submitted through the online system and including supporting documentation. The Grants Chair, at their discretion, may request the submission of a new itemized budget for review. The applicant will be given three (3) business days following notification to submit the new itemized budget. Failure by the principal applicant to turn in a new itemized budget will be grounds to disqualify the application from review.
- 6. No materials besides those listed above shall be accepted.

G. Scoring Criteria

The scoring criteria categories and minimum weighting for NMRG must include:

- 1. Background and Research Description (General Priority: 25 points; High Priority: 20 points)
 - a. Applicant's academic/professional goals and interests are clearly stated.
 - b. Activity is described in detail – what exactly will the applicant do, when and where the activity is occurring.
- 2. Benefits (General Priority: 25 points; High Priority: 20 points)
 - a. Activity's benefits are stated and explained.
 - b. Activity's benefits are clearly linked to applicant's professional development and career goals, their field of study, the broader academic community, and the larger New Mexico community.
- 3. Composition (10 points)
 - a. Proposal flows logically and writing style is action oriented.

- b.** Technical terms are defined, and the proposal is suitable for a general audience.
- 4.** Budget (30 points)
 - a.** Applicant used the budget template provided.
 - b.** Budget is well researched and complete for the scope of research activity.
Choices appear to be economical or are otherwise explained.
 - c.** Supporting documentation is provided.
- 5.** Letter(s) of Support (General Priority: 10 points; High Priority: 20 points)
 - a.** One (1) letter of support from a UNM faculty member supporting the applicant's proposal and describing the research.
 - b.** For High Priority grant applications only: one (1) letter of support from a New Mexico state agency, non-profit, or community organization describing the collaboration and benefits to the people of New Mexico.

H. Disqualification Criteria

- 1.** General Priority applications should not be less than six hundred (600) words and not exceeding seven hundred (700) words. High Priority applications should not be less than one thousand (1000) words and not exceeding twelve hundred (1200) words.
- 2.** Applications that were submitted after the deadline.
- 3.** Incomplete applications – failure to complete a section of the proposal or provide required Letters of Support.
- 4.** Applications where the budget was not completed using the budget template provided to applicants.
- 5.** Applicants requesting funds for an event or activity that does not qualify for the NMRG as mentioned in [Article IX. Section 5.B].
- 6.** The applicant fails to attend at least one applicant workshop during the academic year (June 1 to May 31). Attendance at a workshop in any grant cycle within the academic year satisfies this requirement.