

Funding Guide

Table of Contents

- Page 2:** Letter from Chair of Graduate Advisory committee
- Page 3:** Summary of Funding Opportunities
- Page 4:** Grant/Award/Fellowship/Funding Guidelines
Anthropology
- Page 5:** Grant/Award/Fellowship/Funding Guidelines
Anthropology/Graduate Studies (OGS)
- Page 6:** Grant/Award/Fellowship/Funding Guidelines
Graduate Studies/Graduate and Professional Student Association (GPSA)
- Page 7:** Grant/Award/Fellowship/Funding Guidelines
GPSA/Maxwell Museum of Anthropology/Latin American Iberian Institute (LAI)
- Page 8:** Grant/Award/Fellowship/Funding Guidelines
Arts and Sciences/Other sources (Mellon Fellowships)
- Page 10:** Frieda Butler Award Guidelines
- Page 11:** Ruth E. Kennedy Award Guidelines
- Page 12:** Karl H. Schwerin Fellowship in Ethnology Guidelines and Recipients
- Page 13:** New Mexico Folklore Scholars Endowment
- Page 14:** Curriculum Vitae Guidelines
- Page 15:** Dept Travel Money Application
- Page 16/17:** Assistantship (TA/GA) Application
- Page 18/17:** Assistantship (PTTA) Application



The University of New Mexico

Department of Anthropology
MSC01 1040
1 University of New Mexico
Albuquerque, NM 87131-0001
Telephone (505) 277-4524
FAX (505) 277-0874

Date: September 1, 2011

To: All graduate Students

From: Suzanne Oakdale, Chair Graduate Committee

Re: Funding Opportunities and Procedures

This guidebook is designed to help you to a) find funding opportunities, b) apply for them, and c) increase your chances of actually getting funding. The guidebook includes current departmental and University funding. We try to maintain accurate deadlines in this booklet, but please verify the dates well in advance of the deadlines as they often change.

Students often inquire how the Department selects candidates for various honors, awards, and fellowships. The procedure typically is as follows:

1. Each subfield nominates one graduate student from their subfield who best fills the requirements.
2. The Graduate Committee, with one representative from each subfield, rank orders its candidates based on the following criteria (which were agreed upon by the faculty as a whole):
 - a. Quality of proposal (if relevant)
 - b. Specific award criteria
 - c. Publications (here, contract reports are not considered as significant as a peer-reviewed publications in journals or edited volumes)Also, but not necessarily ranked in importance:
 - d. Previous success in grants and awards (particularly non-departmental funding)
 - e. Presentations at professional meetings
 - f. Rate of progress and success in the graduate program
3. Final successful candidates are either chosen by vote of the graduate committee or the full faculty

When applying for funding, always make a copy of your application materials, in case they are lost. When you take an application to the Graduate Studies office, GPSA or LAII, get a signature or receipt from the individual accepting the materials. **Important:** *You are your own best advocate. Read and follow up on emails regarding funding by the deadline. Check the department's graduate calendar for deadlines frequently. Follow up and make sure the subfield has your materials and that you are in the queue, find out when the committee meets and make sure they still have everything needed. Make sure your application gets forwarded to the appropriate place at the appropriate time. The subfields, advisors, and departments have a lot of balls in the air at one time.*

If you hear of new funding sources, please let us know!

Summary of Funding Opportunities attached...

<u>Scholarships, Fellowships, Travel funds, etc</u>	<u>Maximum Award</u>	<u>Application Deadlines</u>
Broilo, Basehart Memorial Endowment Scholarship	\$850	NA (selected by Faculty)
Dissertation Field Site Development Grant Apply to department (Erika) 3 awards total	\$600+	Monday before Fall/Spring breaks
Department Student Travel/ funds Self-nominate to department 6 awards total	300+	Monday before fall/Spring break
Frieda Butler Award Self-nominate to department	\$650	Monday before fall break
Graduate Dean's Dissertation Fellowship Self-nominate to department	\$8000	1 st Friday of Spring Semester
NM Higher Education Dept Graduate Scholarship Program (HED) Apply directly to Graduate Studies	\$7200	March 1 st , Spring
GPSA Specialized Travel Grant (ST) Apply directly to GPSA	\$200	5 th Friday of semester Fall, Spring, and summer
GPSA Graduate Research and Development Grant (GRD) Apply directly to GPSA	Variable	Sept 24th at noon
Graduate Research, Project, and Travel Grant (RPT) Apply directly to Graduate Studies office	\$1000	September 24th for Fall February 4th for Spring
Hibben Scholarships	\$5000-\$15,000	Monday before Spring Break
Karl H. Schwerin Award	\$700	NA (selected by Faculty)
Field Research Grants Apply directly to LAII	Variable	October 18th
Latin American and Iberian Institute PhD Fellowship Self-nominate to department	\$12,000 + Tuition	1 st Friday of Spring Semester
Teaching Associate or Special (PTTA) Self-nominate to department	\$3-4000(per 3cr class) + health	Preference, 1 st Friday of previous sem
New Mexico Folklore Scholars Endowment Self-nominate to department	\$750-1000	Monday before fall break Available 2010
NM Graduate Scholars Award (AKA 3% Scholarship) Self-nominate to department	Tuition & Fees	Monday before Spring Break
Ruth Kennedy Award Self-nominate to department	\$500-900	Monday before fall break
Student Research Allocations Committee (SRAC) Apply directly to GPSA	\$500	5 th Friday each semester
Teaching/Graduate Assistant (Dept or Interdepartmental) Apply to <u>department</u>	\$14,791 +tuition/health	February 1st
Ortiz Public Policy Scholarship Apply to department	\$10,000	Second Friday in April
Mellon Fellowships	\$15,000-\$21,000	Spring: TBA

Grant/Fellowship/Award/Funding Guidelines

Anthropology Department

The Department has three endowed lectureships that give honoraria to the student chosen to give a public lecture: Ruth Kennedy (Maxwell), Folklore Award, Frieda Butler Award –See full page information sheet (back of guide)

This is a new department award folks and you will not find it in your funding:

Frank J. Broilo, Harry W. and Margaret Basehart Memorial Endowment Scholarship

Application time period: No application required. The faculty chooses a student. The choice alternates from the archaeology faculty to the ethnology faculty.

Nature: The Frank J. Broilo, Harry W. and Margaret Basehart Memorial Endowment Scholarship is a cash award of up to \$850 is awarded annually by the Department of Anthropology to honor the memory of Frank J. Broilo, the first director of UNM's Office of Contract Archaeology until his death in 1979; Professor Harry W. Basehart, professor emeritus of anthropology until his death in 1988 and editor of the Department's Journal of Anthropological Research from 1962 to 1974 and 1981 to 1982; and his wife Margaret Basehart, who died in 1992.

Eligibility: given to deserving graduate students who are pursuing a course of study in archaeology and ethnology. The scholarship alternates annually between archaeology and ethnology graduate students.

Nomination: A faculty member may nominate a candidate to the appropriate committee

Dissertation Field Site Development Grant

Application Deadline: Two application periods. Each falls on Monday before Fall and Spring semester breaks.

Nature: Grants of up to \$600+ each will be made to Anthropology Ph.D. students to enable them to make exploratory trips to potential field sites for dissertation research. These will be awarded Fall and Spring cycles (two awards each semester). They are nonrenewable and can be awarded only once in a graduate student's career (starting from the grant program's inception, Fall 07). Subfields each select one candidate, then forward materials, including a letter of support from the student's faculty advisor, to the Graduate Committee for final selection.

Eligibility: Good academic standing in a subfield Ph.D. program

Application: Submit a two-page proposal outlining rationale and plans for exploratory fieldwork, letter of support from faculty advisor, and a CV to Erika Gerety

Course Development Grant

Application Deadline: Fall, Spring and Summer as proposals are requested by the Department chair

Nature: Grants of up to \$1000 each will be made to Anthropology Ph.D. students to enable them to make research and develop an online course that may be offered in the anthropology department. These will be awarded Fall and Spring semesters. They are nonrenewable and can be awarded only once per course. Subfields each select one candidate then forward the student's name for final selection by the Chair or the Graduate Committee.

Eligibility: Good academic standing in a subfield Ph.D. program, Postmasters with a master's degree. Preference will be given to students who have advanced to candidacy and who have teaching experience.

Application: Submit a proposal course outline to the Subfield Convener for review by subfield committee.

Department Student Travel Funds

Application Deadline: There are two application periods each year. Monday before Spring and Fall break

Nature: Travel grants can be up to \$300+ each and cover any time of that academic year for travel through June 30th. In other words, applications can be retroactive or in advance of one semester (for example in cases where an abstract was accepted and conference attended after previous deadline). Graduate Committee will select recipients.

Eligibility: Anthropology Graduate students in good standing. Conference participation only (research travel funds can be applied for from GPSA, RPT, etc.). Students can receive funds only every other year (more if there are no other qualified candidates), starting with the 2007-08 academic year. Limit of 3 travel grants during time at UNM. Seniority (closeness to completion of dissertation) will be taken into consideration.

Nomination: **Self nominate Department (preferably by E-MAIL)**' using department travel grant application below (last page), to Erika Gerety.

Reimbursement:

Department travel/research funds are disbursed on a reimbursement basis for travel through June 30th. Preferably submit documentation within 2 weeks of completing your trip. Recipients must save at least one receipt, showing proof of travel as requested. Upon return from the proposed travel, a receipt must be presented to Jonella, the accountant. If you fly, please provide a copy of the itinerary if possible. Expect the reimbursement process to take a week or so. We can only reimburse for expenses that are NOT covered by any other source (besides your own pocket book). Per Diem reimbursements can be processed with minimal documentation, but if meals or lodging are going to be paid by another party, we'll have to reimburse airfare or something else, and we will need additional documentation. Basically, if you are going to receive additional support from another source for the same trip, you should see the Jonella for clarification (best to do prior to your trip). Need to submit receipts by June 30th or make special arrangements, because the money can get reclaimed after the fiscal year end.

Ortiz Public Policy Fellowship

Application Due: Second Friday in April. Please submit electronic applications to the faculty Director of the Ortiz Center.

Nature: \$10,000 stipend plus tuition up to six credit hours per semester

Eligibility: Eligible candidates must be in the Ethnology program and at the stage of conducting fieldwork or writing the dissertation. They should be conducting research that is both collaborative and relevant to a policy issue. Possible areas of focus can include but are not limited to health care, immigration, education, language issues, economic development, human rights, and the environment. During the grant year, the recipient will work 10 hours per week for the Ortiz Center, assisting the Director and the Chair of the Advisory board with Ortiz activities. This may include assisting with and taking notes for the annual Advisory Board meeting and serving on the Department Colloquium Committee. The recipient will also make public presentations to the Anthropology Department and to his/her collaborators outlining the results of the research and specific policy recommendations. Application for a one-year renewal is permitted.

Nomination: Applicants submit a short proposal (2-3 pages) that will include: (1) a research topic with justification for the way in which the research contributes to informed decisions or actions on a public policy issue, (2) a plan of work and time-line for research and/or dissertation write-up, (3) a plan for collaboration with a community, NGO, or government agency, and (4) a specific set of activities that will tie the research results to concrete policy work. The proposal may be based on the student's dissertation research. It may involve a community, NGO or agency that is not in Albuquerque or even the U.S. In this case the applicant should specify how collaboration would take place at a distance. A brief CV should also be included.

Selection Process: Selection committee consists of the OC (faculty) Director, Convener of Ethnology, and Chair of the Anthropology Department.

Ortiz Center & AGSU Award for Public Anthropology

Co-sponsored by the Ortiz Center for Intercultural Studies and the Anthropology Graduate Student Union, this award is designed to raise awareness of the work being done by UNM graduate students in the area of public anthropology and to highlight the breadth of research that addresses the concerns of public anthropology. The recipient will give a public lecture and receive an honorarium of \$200.

Public anthropology, as defined by the Ortiz Center and UNM Department of Anthropology, is anthropological work that seeks to address larger social concerns beyond the boundaries of the discipline and the academy. It necessarily involves community engagement and communication with non-academic as well as academic audiences, and the promotion of public conversation of anthropological topics. It may involve community-based, collaborative, and participatory approaches in any or all phases of research, from problem definition and design to the dissemination of findings.

Examples of public anthropology include, but are not limited to:

- Community-based, collaborative project design
- Communication of anthropological content to non-academic audiences
- Use of anthropological knowledge with public application

The Ortiz Center Fellow for Public Anthropology, the Ortiz Center Director, and an AGSU representative are responsible for selecting the recipient, based on the following criteria:

- Preference will be given to applicants who are employing public anthropology as a main axis for organizing their dissertation research, although this is *not* a requirement
- Preference will be given to projects with a strong theoretical and strong practical element
- Preference will be given to applicants to seek to bring their knowledge into the broader public discourse through any means

Any AGSU member is eligible to apply, but that member may not serve as the AGSU representative to the selection board. Likewise, the Ortiz Center Fellow may apply years that they are not receiving the fellowship, but not the same year. Applications will be due the last Friday in November, so that the lecture can be scheduled as part of the Spring Anthropology Department Colloquia Series.

Folklore Prize (annual--chosen Fall semester for Spring delivery) to a graduate student with research completed on an area related to New Mexico folklore. See Attached.

Karl H. Schwerin Award (annual—chosen Spring for a Fall award) See more on full-page at back of guide.

PTTA—Part time teaching assistant (paid out of A&S part-time instructor budget)

Application Due: For Preference, apply by the first Friday of the previous semester. However, applications for these may be accepted at anytime.

Nature: These are teaching positions funded by the Arts and Sciences Part Time Instructor Budget to teach specific classes. They can also be funded by Extended University. Unless exception is made by A&S, the stipend is set at \$3697.75 per semester for a .25 position for each 3-credit class for 2-labs (1 cr each). It often does not include tuition but does include health insurance. There are exceptions for certain classes or if the student has no need of health insurance. The department requests the funding from A&S to cover particular classes (usually when faculty is on sabbatical, etc). Because PTTA positions are specifically tied to classes, a contract can be cancelled if the class is cancelled (for low enrollment).

Eligibility: Preference will be given to those with in-depth knowledge of the specific class topic, teaching experience, good standing as a graduate student, plus seniority in the program and financial need.

Application: Fill out a PTTA application (request one by email) and send it to Erika Gerety **by email**, Erika@unm.edu.

Teaching Assistant (TA) or Graduate Assistant (GA) positions

Application Due: February 1st

Nature: These are department Assistantships, usually .5fte (20 hours per week). The stipend is set by the Graduate Studies Dept at \$14,791 for a .5 position. It includes stipend, tuition (12 hours per semester) and health insurance. Students are assigned as needed to classes. A common assignment is to assist in one large class, two smaller classes, or teach 2-3 labs depending on size. Conflicts with student class schedules may arise. While we try to accommodate these issues, it is not always possible to fit the TA workload to the student's schedule.

Eligibility: Typically all students have an opportunity to receive TA/GA support. See Grad Handbook for details.

Application: Fill out a TA application (request one by email: Example see attached) and email it to Erika.

Graduate Studies (aka OGS-Office of Graduate Studies)

RPT (Graduate Research, Project, and Travel Grant) <http://www.unm.edu/~grad/funding/rpt.html>

Application Due: September 23, 2011 (travel/research 8/23-12/31), February 6th, 2012 (travel/research 1/1-5/15), May 25, 2012 (travel/research 5/16-8/22)

Nature: Up To \$1000 Awards are dependent upon individual proposals and funding limits, which may vary from year to year. Awards will be disbursed on a reimbursement-only basis. Copies of receipts will not be accepted. The receipts must indicate that the recipient has incurred expenses in compliance with the proposed budget attached to the application.

Eligibility: Graduate students in good standing. Award is designed to defray costs of equipment or materials for research projects, or for travel to collect data or to present results of research at professional meetings. Therefore, departmental priority is given to dissertation research, prospective dissertation area investigation, presenting a paper at a professional meeting, travel to a professional meeting

Nomination: **To Graduate Studies:** Self-nomination using online forms with required attachments (URL for RPT grants above). Please allow ample time to complete the application and obtain your Faculty Advisor's signature.

Graduate Dean's Dissertation Fellowship <http://www.unm.edu/~grad/funding/deandiss.html>

Time period for Applications: Self nomination due to Erika Gerety the **1st Friday of Spring Semester** (Graduate Committee must select from the pool of nominations and submit to Graduate Studies by March 9th)

Nature: Stipend of \$8000.00 in two installments (does not include tuition or fees). Half of the award is given in the fall semester. Recipients are required to submit a written progress report at the end of the fall semester. The spring stipend will not be disbursed until the progress report is submitted.

Eligibility: Record of outstanding academic achievement. Must be in process of writing dissertation and be able to demonstrate that you can complete it by the end of the following academic year (the year of award). Previous recipients are not eligible.

Nomination: **To Department:** Self-nomination. Student should self-nominate to Erika Gerety via a letter of intent, copy of academic transcript, Vita, outline of dissertation organization and progress, and a statement describing academic goals and how getting the fellowship would facilitate completion of the dissertation, and a letter of support from the candidate's major advisor. Subfields choose one-candidate and forward these materials to the Graduate Committee. Once a candidate is chosen, application materials, a nomination form, and a letter of support from the chair must be forwarded to the Graduate Studies office.

NM Higher Education Dept Graduate Scholarship Program <http://www.unm.edu/~grad/funding/nmche.html>

Applications Due: March 1st

Nature: Stipend of \$7,200.00 in two installments of \$3,600.00 per semester. Does not include tuition/fees

Eligibility: Students who are "under-represented in the discipline," NM residents, and who can demonstrate financial need. Note that women are not under-represented in Anthropology.

Nomination: **To Graduate Studies:** forms available on Graduate Studies web page.

Special Requirement: Student must work 10 hours unpaid as an intern or in an assignment and must have a 10 paid position.

Tom L. Popejoy Dissertation Prize <http://www.unm.edu/grad/awards/popejoy.html>

Applications Due: 1st Friday in Spring Semester (Department forwards final nominee to Graduate Studies by March 1, 2013). Application is on a three-year rotation. This, 2011, is not an Anthropology year, but 2012 will be.

Nature: A \$1000 stipend will be awarded at Spring Commencement each year and assistance with publication by the University of New Mexico Press or another publisher will be provided. The recipient should be present at Spring Commencement to accept the award.

Eligibility: Any graduate student or recent PhD with a strong dissertation worthy of a prize. Manuscripts from up to previous two years may be submitted. See Grad Studies guidelines at online address above.

Nomination: **To Department:** Student should self-nominate to the Erika Gerety with a written overview of the dissertation, a copy of the dissertation, the nominee's current position, and what publications/grants arose from the dissertation.

Graduate and Professional Student Association (GPSA)

SRAC (Student Research Allocations Committee) http://www.unm.edu/~gpsa/fund_srac.shtml

Applications Due: Due at noon on 9/23/11 for Fall, 2/17/12 for Spring, and 6/15/12 for the Summer semester

Nature: Funds for travel and individual research.

Eligibility: Any graduate students in good standing may apply but award process is competitive.

Nomination: **To GPSA:** Self-nomination using online forms with required attachments (URL for SRAC above). Please allow ample time to complete the application and obtain signatures from both your Faculty Advisor and the Department Chair.

GPSA Specialized Travel Grant http://www.unm.edu/~gpsa/fund_st.shtml

Applications Due: Due at noon on 9/23/11 for Fall, 2/17/12 for Spring, and 6/15/12 for the Summer semester

Nature: Grants of up to \$300. Travel not covered by SRAC grants, such as job interviews, clinics, workshops, presentations, and lectures but not to professional conferences or research areas

Eligibility: Graduate students in good standing

Nomination: **To GPSA:** Self-nomination using online forms with required attachments (URL for ST grants above).

GPSA Graduate Research and Development Grant http://www.unm.edu/~gpsa/fund_grd.shtml

Applications Due: September 24th

Nature: This new funding source for graduate and professional students is set up to assist larger projects that require substantial funding, and is aimed at encouraging UNM students to work on research with state agencies, or in areas that directly benefit the state of New Mexico.

Eligibility: Graduate students in good standing

Nomination: **To GPSA:** Self-nomination using online forms with required attachments (URL for GRD grants above).

Maxwell Museum of Anthropology

The Anthropology department and The Maxwell Museum invite applications for Senior Hibben. Two categories of scholarships are available for the 2010-2011 year.

Hibben Doctoral Research Awards

Application Deadline: Monday before Spring break

Nature: The Department of Anthropology and the Maxwell Museum invite applications for two categories of Doctoral Research Award: I. Anthropological research in the Southwest, with an emphasis on public anthropology. *
II. Research focused on Maxwell Museum collections. Awards of up to \$10,000 will be available in each category for the 2010-2011 academic years. There is no service component to this award. This award may not be given in conjunction with other major awards such as the Mellon, RWJF or PIBBS or .75 assistantships.

Eligibility: Open to students in good academic standing who have passed their Doctoral Specials Examination and whose dissertation proposal has been approved by the subfield faculty. We may favor students in the research phase.

Application: Eligible students should submit to Graduate Advisor, Erika Gerety, a CV and a letter of intent that summarizes the proposed research project, describes academic and career goals, and explains how the award will facilitate completion of the dissertation. Each subfield will rank its applicants and forward their nominations to the Hibben Award Selection Committee, whose final decision is subject to approval by the Hibben Trust Board.

*Anthropological work that seeks to address larger social concerns beyond the boundaries of the discipline and the academy. It necessarily involves community engagement and communication with non-academic as well as academic audiences, and the promotion of public conversation about broad social issues. It may involve community-based, collaborative, and participatory approaches in any or all phases of research, from problem definition and design to the dissemination of findings. It seeks to fuse theory with practice, and to achieve social value for specific communities of study and/or the wider public.

Latin American and Iberian Institute (LAI)

If your studies are in Latin American/Iberia and/or you are doing intense study of Portuguese, Quechua or Kiche Maya, then be sure to check the FLAS, Greenleaf and Intensive Language Study

LAI Field Research Grants <http://laii.unm.edu/node/84>

Time period for Applications: Usually October (for projects Nov-March) and March (for projects April-Sept). Check web

Nature: Amount variable, but small seed grants (4-8 weeks)

Eligibility: FRGs are meant to assist students and faculty in obtaining their first or second field research experience in Latin America. The grants are generally for fairly brief periods of research (typically four to eight weeks) and cover transportation and lodging costs associated with the research. Student must demonstrate contacts with scholars in the country where research will take place.

Nomination: **Apply directly to LAII:** forms available from LAII.

LAI PhD Fellowship <http://laii.unm.edu/node/80>

Application Due: Self Nominate to Department 1st Friday of Spring Semester – Final application with dept support due by: TBA

Nature: \$12K+ plus tuition; award renewable for 2-3 years (depending upon acceptable progress in the program and subfield considerations)

Eligibility: Full-time student with outstanding academic record, US citizen or permanent resident, research in Latin American or Iberian areas, and preference to students who have passed their Proposal.

Nomination: **To Department:** Self-nomination. Provide **Erika Gerety** with a letter of application, a copy of the vita, and a dissertation proposal or outline and a copy of the LAII application form. Subfield will rank applicants, and the list will be given to the Graduate Committee for final decision. Anthropology can nominate 3 or 4 students for the award. Nominated students will be required to prepare additional application materials required by LAII.

Arts and Sciences

Interdepartmental Teaching Assistantships

Apply **to anthropology department** by February 1st. Application materials are available on A&S website. Same benefits, stipend and workload as Department Assistantship positions. However, assignments and applications will be specifically for English, Math, Spanish & Portuguese or Foreign Studies. These are typically one-year positions, but can be renewed several times if the particular department has need of continued service and it is a good match. Applications will be solicited by email. Additional information will be available at that time. The stipend is \$14,791 per year, plus tuition and health insurance.

NM Graduate Scholars Award (3% Scholarship) <http://www.unm.edu/~grad/funding/nmscholar.html>

Applications Due: March 7th (Dept must forward final list of nominees to A&S by around the end of May)

Nature: Covers only tuition & fees (including GPSA fees) for Fall and Spring semester

Eligibility: Full-time student (9hrs), NM resident AT THE TIME of self-nomination, FAFSA must show unmet need

Note: Student must verify on MyUNM that she/he is listed as a resident and that he/she plans to attend full-time for the following year and/or semester (indicate). We can give it for one semester if needed.

Nomination: **To Department:** Self-nomination. Student should self-nominate to Erika Gerety in a letter. The letter should indicate other funding you have received or will receive from in or outside the department. It should also indicate academic merit (GPA etc) plus a copy of your vita. Each subfield will rank candidates and send a list to the Graduate Committee for a final decision; Anthropology can nominate several students for the award.

Other Sources of Aid

Mellon Fellowships

Application Due: Spring, Applications will be sought through the anthgrad listserv. Application deadline will be announced around September.

Nature: UNM invites advanced graduate students in American Studies, Anthropology, Communication and Journalism, History, Linguistics, and Sociology to apply for the Mellon Doctoral Fellowships. These fellowships were established to increase recruitment, acceptance, and retention of Latino and Native American doctoral students, as well as advance scholarship focusing on the historic and cultural dimensions of Latino and Native American peoples.

Eligibility: To be eligible for any fellowship, students must currently be enrolled in a doctoral program in one of the six aforementioned departments at UNM. By the end of the spring semester students must also have completed the requisite course work and departmental program requirements, and received approval of their dissertation topic. The Mellon Fellowship Advisory Board will select fellows based on the eligibility criteria presented above as well as additional information included in the student's application packet. Previous accomplishments, promise of future scholarship and demonstrated commitment to Latino, Native American or other underrepresented communities will be considered as positive factors in choosing fellows.

Nomination: Students must submit the following application packet material: (1) one application cover page; (2) one-page statement regarding the student's personal history as it relates to his/her field of study; (3) one-page statement describing how the fellowship will help the student complete his/her degree and how his/her work contributes to humanistic social science among or for Latinos, Native Americans and/or other underrepresented communities; (4) dissertation prospectus and timetable; (5) unofficial transcript; (6) a curriculum vitae; (7) a letter from the Department Graduate Program Coordinator or UNM Office of Graduate Studies certifying that the student has completed, or will complete by the end of the spring semester, the necessary degree requirements; (8) two letters of recommendation.

UNM Financial Aid

UNM administers student loans including short-term emergency loans. UNM also administers a number of other such funds, as well as work-study and student employment programs. In addition we encourage graduate students to investigate outside sources of funding for study/research. The Office of Research will assist in learning how to use MIDAS Server that allows researchers to search numerous databases for funding information about federal and private grants, contract opportunities, fellowships and sponsored research support.

Frieda Butler Award

\$400-\$700 and a public lecture at the Spring AGSU Symposium

The Frieda D. Butler Award is given annually by the department of anthropology to honor the memory of Mrs. Butler, who established an endowment in 1975, when her grandson, Dr Richard A. Barrett, was a member of the department faculty. In 1981 Butler's daughter Margaret A. Barrett requested that a portion of the fund's income be used for "a small award to a promising graduate student in anthropology."

Application Deadline: Monday before fall break

Nature of the award:

1. Student receives an honorarium of approximately \$400-700
2. Student delivers a public lecture at the Graduate Student Symposium (around February)

Eligibility:

1. Has an exceptional academic record
2. Is at least in the semester in which s/he completes the Master's Degree
3. Has not yet taken the Doctoral Specials Examination
4. If the M.A. or qualifying exam is on hand, it must have been received no more than three years ago
5. Has done some primary research including fieldwork or museums collections analysis that forms the basis of the lecture
6. Must be able to deliver public lecture at the designated time

Student Self-nomination Procedure to the Subfield

1. Submit self-nomination materials to Erika Gerety who will distribute to subfields
2. Submit letter of intent providing a title and a brief description of the lecture that will be presented.
3. Provide a copy of a Curriculum Vita

Subfield Nomination Procedure:

1. Ascertain that potential candidate is eligible
2. Ascertain the candidate is able to give lecture at the Spring AGSU Symposium
3. Be prepared to make a short presentation on the candidate's qualifications at the next faculty meeting
4. Be prepared to introduce the successful candidate to the audience before the talk
5. Prepare and submit a succinct, written nomination for review by the Graduate Committee
6. Forward the name of the selected candidate and a copy of the nomination materials to the Graduate Committee for a final decision no later than December

Responsibilities of Butler Awardee:

1. Prepare the following for AGSU, Erika and Mary Beth Hermans from Maxwell, no later than early December
 - a. Full name of Candidate as s/he wishes it to appear in print
 - b. Title of the talk
 - c. Brief description of the talk and any audio-video equipment needed
 - d. Short biography for publicity purposes

Give the lecture on the selected date, bearing in mind that the presentation is for a general audience

Responsibilities of Subfield from which an Awardee is selected:

1. Inform the successful candidate immediately of his/her responsibilities (above)
2. Assist the winner as necessary in preparing an appealing lecture for a general audience
3. Assign a subfield faculty member to introduce the winner to the audience

Ruth E. Kennedy Award

\$500 - \$900 and a public lecture (TBA) in spring

The Ruth E. Kennedy Award is given annually by the Maxwell Museum of Anthropology to honor the memory of Ruth E. Kennedy, wife of Edwin L. Kennedy, a major donor to the museum. Initiated in 1981, the award recognizes Mrs. Kennedy's abiding interest in public education.

Nature of the award:

Student receives an honorarium of approximately \$100 - \$600 and delivers a public lecture (TBA) the first Thursday in March (March 3rd of 2010), 7pm.

Application Deadline: Monday before fall break

Eligibility:

1. Ph.D. with an exceptional academic record
2. Must have passed Ph.D. Special Exam
3. Dissertation prospectus must be approved
4. Dissertation research must be completed and at least in the analysis phase
5. If dissertation is completed, the defense must have been in the past year
6. Must be able to deliver public lecture at the designated time

Student Self-nomination Procedure to the Subfield

1. Submit self-nomination materials to Erika Gerety who will distribute to subfield advisors
2. Submit letter of intent providing a title and a brief description of the lecture that will be presented.
3. Provide a copy of a Curriculum Vita

Subfield Nomination Procedure:

1. Ascertain that potential candidate is eligible
2. Ascertain the candidate is able to give lecture in April
3. Be prepared to make a short presentation on the candidate's qualifications at the next faculty meeting
4. Be prepared to introduce the successful candidate to the audience before the talk
5. Forward the name of the selected candidate and a copy of the nomination materials to the Graduate Committee for a final decision who must submit a nominee to Maxwell by February.

Responsibilities of Kennedy Awardee:

1. Prepare for the Public Programs Coordinator of the Maxwell, no later than early February:
 - a. Name of Candidate as s/he wishes it to appear in print
 - b. Title of talk
 - c. Brief description of the talk and any audio-video equipment needed
 - d. Short biography for publicity purposes
 - e. A list of the people to be invited

Give the lecture on the selected date, bearing in mind that the presentation is for a general audience

Responsibilities of Subfield from which Awardee is selected:

1. Inform the successful candidate immediately of his/her responsibilities (above)
2. Assign the winner as necessary in preparing an appealing lecture for a general audience
3. Assign a subfield faculty member to introduce the winner to the audience

Karl H. Schwerin Graduate Fellowship In Ethnology

The Karl H. Schwerin Graduate Fellowship in Ethnology is awarded annually by the Department of Anthropology. Professor Schwerin of the department faculty endowed the fellowship, which was first awarded in 1998

Nature of the award:

1. Variable award depend on interest drawn from an endowment account.
2. Awards in previous years were approximately \$500-\$850
3. Recipient chosen in the spring (mid April) for the following fall semester
4. The fellowship is an annual award and should be paid on a yearly basis
5. May be awarded to the same student in successive years providing the student is making satisfactory academic progress toward a degree

Eligibility:

1. Deserving graduate students pursuing a course of study in ethnology or cultural or social anthropology
2. Fellowship awarded to students who have not yet begun doctoral field research.
3. Fellowship awarded only to an individual who has not received other support
4. Primary consideration will be based on scholastic ability and research potential
5. Consideration will be given to students who can demonstrate financial need

Subfield Nomination Procedure (Ethnology only):

1. Ascertain that potential candidate is eligible.
2. A committee consisting of the Chair of the Department of Anthropology and two faculty representatives from the department's programs in ethnology, cultural anthropology or social anthropology shall select recipients of the annual graduate fellowship award in accordance with the normal criteria used to select any and all fellowship winners.
3. Student's ethnology faculty graduate advisor must notify the successful candidate
4. Student's ethnology faculty graduate advisor must notify the department accountant
5. Student's ethnology faculty graduate advisor must notify the program advisement coordinator
6. Student's ethnology faculty graduate advisor must notify Dr. Karl Schwerin

New Mexico Folklore Scholars Endowment

Application Deadline: Monday before fall break not available in 2010

Nature of the Award:

1. Student receives an honorarium of approximately \$750-1000
2. Student delivers a public lecture at the Graduate Student Symposium (around February)

Eligibility:

1. Anthropology graduate or undergraduate student with an exceptional academic record
2. Student has been involved in some investigative research and writing in the area of New Mexico Folklore that is part of a larger project such as an honors paper or graduate thesis
3. Student is able to present a lecture on a paper or dissertation in the area of Folklore with a preference given to SW Folklore which could include interests such as tourism, folklore, ethno-history, cultural representation
4. Must be able to deliver public lecture at the designated time

Student Self-nomination Procedure to the Subfield

1. Submit letter of intent providing a title and a brief description of the lecture that will be presented.
2. Submit an abstract or paper of folklore research and/or writing

Subfield Nomination Procedure:

1. Ascertain that potential candidate is eligible. Student selected in Fall for Spring award.
2. Ascertain the candidate is able to give lecture in the Spring semester
3. Someone in the subfield, preferably the student's advisor should be prepared to introduce the successful candidate to the audience before the talk
4. Prepare and submit a succinct, written nomination for review by the Graduate Committee
5. Forward the name of the selected candidate and a copy of the nomination materials to the Graduate Committee for a final nominee decision in December.
6. Present nominee to Marta Weigle, as the only folklore society member available, for final approval of the candidate

Responsibilities of the Folklore Awardee:

1. Arrange scheduling of talk at Spring Symposium with AGSU

Important note: Give the lecture on the selected date, bearing in mind that the presentation is for a general audience

Responsibilities of Subfield from Which an Awardee is selected:

1. Inform the candidate of his/her success
2. Inform the successful candidate immediately of his/her responsibilities (above)
3. Forward the name of the finalist to the department Accountant and Program Advisement Coordinator to insure timely processing of the award
4. Assign a subfield faculty member to introduce the winner to the audience

What to Include on Curriculum Vitae

Part of the application process for most funding sources is preparation of a Curriculum Vitae (CV). You will also need a CV when you apply for jobs or outside funding agencies for support. A standard format is provided below. However, please note the following:

- a. Be consistent with your dates
- b. Omit heading categories if you have nothing to put in them (i.e. Books or Awards)
- c. Never put oral presentations in with publications. These must be listed under separate headings
- d. Do NOT pad your CV—it is obvious to everyone when you do so.
- e. Use professional quality white or off-white paper and normal type-face. Colored paper and flowery script are not acceptable in professional circles.

The CV is a summary of your academic and/or professional career. The CV differs from a resume in that the latter is oriented more towards emphasizing your skills and interest in obtaining employment in a business context. The CV is a personal document—don't feel awkward about presenting it in your own personal style. There are certain basic kinds of information that will be looked for. Those categories are listed below. As a student, you probably will not have relevant information for all of these categories, or in some instances, only one or two items. Do not worry about it! As your career grows, so will your CV. Keeping it on a computer will facilitate adding to and modifying the document to keep pace with your professional growth.

- I. Personal Information
 - i. Name
 - ii. Address
 - iii. Date/place of birth, citizenship, ethnicity, marital status, # of children (all optional)
- II. Educational History
 - i. Institution, dates, degree(s) earned (indicate honors), major field of study
 - ii. Repeat above as appropriate
 - iii. Thesis/dissertation title, name of thesis/dissertation director (list as appropriate)
- III. Professional Employment History
 - i. Job title, employment organization, address, dates of employment (if academic or professional - no ice cream shops)
- IV. Professional Honors
 - i. Professional honors or recognition (fellowships or awards).
- V. Professional Specializations
 - i. **Briefly** list areas of professional expertise and/or interest (as appropriate). It is usually helpful to separate topical specialization from area interests
- VI. Publications
 - i. List with most recent publications first. Follow the style of the American Anthropologist, the American Journal of Physical Anthropology, or American Antiquity. Note that the style differs somewhat for journal articles, chapters in books, books, etc.
- VII. Participation in Professional Meetings
 - i. Papers presented. List title, name, place and date of meeting.
 - ii. Participation as organizer and/or chair of a session. List name of session, name, place and date of meeting.
- VIII. Research
 - i. List any research projects you have worked on including: Title of research, name of principal investigator, dates of research, funding organization (optional –amount of research award).
- IX. Specialized experience that is professionally relevant such as, living abroad, extensive travel
 - i. Voluntary activities.
- X. Teaching Experience
 - i. List titles of courses, nature of teaching responsibility.
- XI. Professional Service
 - i. Officer in a professional organization, service on committees for professional organizations, referee for papers or manuscripts submitted to journals or publishers, referee for research proposal, etc.
- XII. Professional Memberships
 - i. Category of membership (i.e. student, associate, fellow, etc.), name of association or society.
 - ii. Where appropriate, list offices held or committees you have served.

Anthropology Graduate Student Travel Allocation Grant Application Form

1. Name and Student #
2. Subfield
3. Years in Program
4. Have you received **travel funds** from the department before? If so, please give the amount, what it was used for, and when. Was it after 2008?
5. Purpose of Request: identify conference, place, and date
Please indicate the nature of your participation
 - Organizing and/or chairing a session
 - Presenting a paper
 - Poster session
 - Other (please explain)
 - Invited
 - Volunteered
6. Title of session/paper/poster session
7. Attach abstract & brief statement regarding importance of conference professional development
8. Has your session/paper abstract been accepted?
9. Amount requested (\$333.33 max)
10. Total anticipated travel costs

Students can receive funds only every other year (more if there are no other qualified candidates), starting with the 2007-08 academic year. Limit of 3 travel grants during time at UNM. Seniority (closeness to completion of dissertation) will be taken into consideration.

The University of New Mexico

TEMPORARY PART-TIME TA APPLICATION (PTTA) for Graduate Students

We are pleased that you are interested in a part-time faculty position at the University of New Mexico. In order to assure that your application receives a fair assessment in accordance with UNM's Affirmative Action Policy, it is important for you to provide the information requested on this form.

Part-time faculty members are employed as needed each semester. Applications are kept on active file for one year.

-PLEASE PRINT OR TYPE AND COMPLETE BOTH SIDES-

Name _____ Stud ID# _____
Street Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
E-mail _____

1. Teaching Field/Subfield: _____

I am qualified to teach this field based on:

- A. College degree subject area
Highest Degree in Subject: _____
University of College: _____
Year of Graduation: _____
- B. Years teaching in subject area: _____
- C. Years of practical experience in subject area: _____
- D. Courses taught and able to teach: _____

2. I am interested in teaching in (check all that apply): Morning Afternoon Evening Weekend
 All

3. I am interested in teaching during (check all that apply):
 Summer Session (8 Weeks) Fall Semester Spring Semester
 Intersession (may be pre and/or post holidays, depending on calendar year)

4. Please indicate your:
Current Occupation: _____
Work Location: _____
Major Responsibilities: _____

5. Other than relatives and friends, whom may we contact regarding your character and professional ability?

	Name	Occupation	Phone	Years Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

6. If you have not already submitted an updated CV, please attach one when submitting this application.

7. Additional Information: Please supply any additional information that may more fully describe your interests and qualifications.

8. Confidentiality of Information: UNM will endeavor to keep this application confidential to the extent permitted by law.

Applicant Certification: I certify that the information in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment.

Voluntary Equal Opportunity Information Survey

Please complete the following:

Ethnic Information (see definitions below):

(Please check proper group) African American (Non-Hispanic)
 American Indian or Alaskan
 Asian or Pacific Islander
 Hispanic
 White (Non-Hispanic)

Gender: Male Female

This information will be used for statistical purposes only. It will help evaluate the effectiveness of UNM's equal opportunity programs. Your survey information will be kept separate and confidential from the hiring officials unless you authorize release by signing below.

Signature: _____

THE UNIVERSITY OF NEW MEXICO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND EDUCATOR.

The following definitions are used by the federal government:

AFRICAN AMERICAN: (Black/Not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.

AMERICAN INDIAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. The Indian Subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.

HISPANIC: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

WHITE: (Not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Revised 11/17/2010