

Rules of the
Graduate and Professional
Student Association
of the University of New Mexico

Appendix Two:

Grants Codes

SRAC

Projects

Travel

GRD

APPENDIX TWO: GRANTS CODES

SRAC, Projects, Travel, and GRD

I. Student Research Allocations Committee (SRAC)

A. The application for SRAC funds shall consist of the following:

1. A current application form must be used. The application form will state what funding periods are valid for that form.
2. The application form must be completed, and the complete application (application form, proposal, budget, and letter of support) submitted with 3 complete copies. The three copies must be anonymous with no identifying information on the documents.
3. Before submitting an SRAC application, the requester must ask for funds from their department, even if there are no funds available for them.
4. The application/proposal should meet the following requirements:
 - a. The first criterion shall be technical merit (content of proposal).
 - b. The second criterion shall be clarity and completeness (grammar and style).
 - c. The third criterion shall be the budget and need.
 - d. The fourth criterion shall be the benefits of the proposal.
5. Specific requirements will be found on the application form and supplemental attached information.

B. The following shall be eligibility requirements to receive SRAC funds:

1. Only students classified as graduate students may receive funds.
2. The funds must be used for the development and dissemination of research.
3. Funds for the fall and spring funding period must be claimed within 90 days from the date on the letter of notification.

C. The Student Research Allocations Committee shall:

1. Allocate funds as follows: 40% for the Fall semester, 45% for the Spring semester and 15% for the Summer semester.
2. Consider only projects which will begin within the 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.
3. Allow funds not used by October 31 of each year to revert to the Student Research Allocations Committee Endowment Fund unless the original allocation for an activity was made specifically for a time period which extends beyond October 31 or unless the recipient notifies SRAC in writing that the rest of the allocation will be needed after that date.
4. Establish the deadline for submission of proposals as noon (12 p.m.) on the fifth (5th) Friday of the Fall and Spring semesters and the first Friday in June for the Summer. No late applications will be accepted for any reason.
5. Screen all applications for conformance to the requirements for submission

(not the content or merit). Any application that does not meet the submission requirements will not be accepted.

6. Rate proposals according to a list of criteria as follows:
 - a. The first criterion shall be technical merit (content of proposal). This section shall have 35 possible points to be assigned in the following categories:
 - (1) A maximum of 5 points for the introduction of the project, background of the project, and if the project is put into the context of the applicant's field.
 - (2) A maximum of 15 points if the proposal was detailed enough for evaluation.
 - (3) A maximum of 10 points to determine the relationship to the applicant degree.
 - (4) A maximum of 5 points for the quality of the letter of support.
 - b. The second criterion shall be clarity and completeness (grammar and style). This section shall have 35 possible points to be assigned in the following categories:
 - (1) If the application is typed, signed, and complete then 5 points will be assigned. If any directions were not followed, then a zero will be assigned.
 - (2) The body of the proposal must follow the established technical writing criteria. If the criteria are met, 5 points will be assigned. If the criteria are not met, a zero will be assigned.
 - (3) A maximum of 10 points can be assigned for the organization of the proposal.
 - (4) A maximum of 10 points can be assigned for the use of technical jargon and explanation of terms.
 - (5) A maximum of 5 points can be assigned for grammar and spelling.
 - c. The third criterion shall be the budget and need. This section shall have 30 possible points to be assigned in the following categories:
 - (1) A maximum of 5 points can be assigned for the pursuit of other funding.
 - (2) A maximum of 10 points can be assigned for an organized and complete budget.
 - (3) A maximum of 10 points can be assigned for a well researched and valid budget.
 - (4) A total of 5 points will be assigned if items to be funded by SRAC are indicated. If these items are not indicated then a zero will be assigned.
 - d. The fourth criterion shall be the benefits of the proposal. This section shall have 40 possible points to be assigned in the following categories:
 - (1) A maximum of 5 points for the pursuit for departmental priorities. The departmental priorities will be assigned by the respective department heads. The classifications are as follows:
 - (i) Dissertation (doctorate level) or equivalent research.
 - (ii) Thesis (masters level) or equivalent research
 - (iii) Non-degree research
 - (iv) Travel to a conference with presentation of a

research paper
(v)Travel to a conference without presentation of a research paper

- (2) A maximum of 20 points can be assigned for the benefits to the applicant.
- (3) A maximum of 15 points can be assigned for the benefits to the University or the academic and/or professional community, or society.

7. Award funds based on the final scores of the readers.

- a. Each proposal will be evaluated by three separate readers. A reader may not evaluate a proposal from their department.
- b. When the difference between the high and low scores exceeds 25% of the total possible, two additional readers will evaluate the proposal. From these five scores, the highest and lowest will be dropped, and the three remaining scores will be accepted regardless of the spread between them.
- c. Full Funding: The total maximum award each student is eligible to receive will be \$500 per year for the development and dissemination of research.
- d. 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.
- e. The top 20% of the SRAC applications will be eligible for full funding of the amount requested.
- f. The second 20% will be eligible for 80% of the amount requested.
- g. The next 10% will be eligible for 60% of the amount requested.
- h. The lower 50% will not be eligible for funding.

8. Administer appeals according to the following procedures:

- a. To appeal an award decision, a written request must be received by the SRAC within 3 weeks from the date on the notification letter.
- b. The appeal must stipulate on what grounds the appeal is based.
- c. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
- d. The SRAC will review the request for an appeal. If the request is found to have valid grounds, the committee will review the application, and follow the re-reading guidelines. If the reasons are found to be inadequate, no appeal will be granted.
- e. Any applicant dissatisfied with the results of an appeal to the SRAC may file a final appeal to the GPSA Council. The decision of the GPSA Council will be considered final. No further appeal will be granted.

II. Projects Fund

A. The Projects Committee was created to fund projects of an inaugural, non-recurring nature and to partially support recurring projects.

B. Applicants

1. Only student organizations chartered as graduate or professional organizations may apply for funding. (This does not preclude organizations chartered as both an undergraduate and graduate or professional organization.)
2. Applicants must have an account with the Student Government Accounting Office.
3. A representative of the applicant organization shall be available to the Projects Committee when it convenes to consider the proposal in order to provide clarification or receive special instructions.
4. Applicants may appeal Projects Committee decisions by obtaining the sponsorship of Council Representatives from at least two departments.
 - a. A final decision will be made by simple majority of the Council.
 - b. Council-approved funds which fall within Projects Committee guidelines shall be allocated from the Projects Committee budget.
 - c. Council-approved funds which do not fall within Projects Committee guidelines should be allocated from the Council's discretionary fund.

C. Criteria and Expenditures

1. To be considered, projects must occur within the fiscal year during which the request is made.
2. An allocation must be spent within the fiscal year in which it was approved.
3. Unspent funds shall revert to the Projects Committee budget.
4. Applicants spending funds in a manner not in accordance with the requirements and conditions of that funding shall be subject to disciplinary actions available to the Council and the GPSA.
5. On-going projects occurring more than twice in two years, or annually for more than two years running, may be funded for no more than 50% of their total budget.
 - a. For on-going projects, other funding sources must be applied for and these other funding sources must be clearly stated in the proposal.

D. Committee Procedures

1. Meet during the third week of each month of the fall and spring terms to consider Projects Committee funding requests and notify applicants of meeting dates.
2. Notify applicants of meeting dates, and notify applicants of a decision within two calendar weeks of meeting at which the application was considered.
3. Consider and make recommendations to the Council on non-referendum applications; these recommendations shall include both whether-to-fund and source-of-funding.
 - a. All requests for more than \$500.00 must be approved by the GPSA Council.
4. Consult with the Finance Committee on source-of-funding recommendations.
5. Apprise the Finance Committee of recommendations one week prior to the Council meeting at which any non-referendum recommendations were considered.

III. Specialized Travel Committee

A. The Specialized Travel Committee was created to fund travel expenses for individual applicants whose needs are not addressed by the SRAC grant fund.

B. Applicants

1. Any graduate or professional student currently enrolled at the University of New Mexico is an eligible applicant.
2. An applicant may submit one Specialized Travel application per semester.
 - a. The application may be made for one allowable event or activity.
 - b. The maximum award an applicant may receive is \$300.00 per academic year.
 - c. An applicant may be awarded once per academic year.
3. An applicant must submit one original copy of a complete Specialized Travel fund application package, which includes:
 - a. An application form;

- b. A one-page description of the activity;
 - c. An outlined budget of travel expenditures clearly indicating items to be funded by the Specialized Travel Committee;
 - d. Four anonymous copies.
 - i. Anonymous copies have had all identifying information (name, address, phone, SSN, e-mail address, signature, etc.) removed.
 - 4. Application deadlines are the fifth Friday of the Fall and Spring semesters, and the second Friday in April for the Summer semester.
 - a. Applications are due no later than noon in the GPSA office. Failure to comply with application procedure shall disqualify and application from consideration.
- C. Criteria and Expenditures
 - 1. The event or function for which funds are sought must occur within either the current or the previous funding period.
 - a. The Fall funding period is from 15 August to 31 December.
 - b. The Spring funding period is from 1 January to 31 May.
 - c. The Summer funding period is from 1 June to 14 August.
 - 2. Specialized Travel funds may be applied to all forms of transportation that require the purchase of a ticket.
 - a. Taxi estimates may be considered for funding.
 - 3. Specialized Travel funds may be applied to travel by private vehicle.
 - a. Specialized Travel funds may allocate \$0.25/mile for fuel costs.
 - b. Specialized Travel funds shall not be allocated for vehicle maintenance or repairs, or to purchase any form of personal or vehicle insurance.
 - 4. Specialized travel funds shall not be used for the purchase of an admission ticket to any event or function.
 - 5. Specialized Travel funds shall not be used for motel expenses, meals, or any additional expenses incurred while traveling to or from an event or function.
- D. Committee Procedures
 - 1. The Specialized Travel Committee shall rate proposals according to a list of criteria as follows:
 - a. Each application package shall be scored on a four-point scale based on the following three qualities:
 - i. Completeness of the application;
 - ii. Clarity of the proposal description;
 - iii. Clarity of the submitted budget.
 - b. Applications shall be awarded points based upon the degree the applicant is seeking, and the stage of completion of the applicant's degree.

IV. Graduate Research Development (GRD) Fund

- A. GRD Fund Annual Allocation:
 - 1. The GPSA President shall recommend and the GPSA Council shall approve the total amount allocated each year for the GRD Funding Process.
 - 2. No more than 10 percent of the total amount allocated annually may be used for administrative expenses.
 - 3. No less than 2 percent of the total amount allocated annually shall be set aside for the appeals process.
 - 4. The GRD Fund Administrator shall recommend and the GRD Committee shall approve the total amounts allocated annually for administrative expenses, appeals, and for High Priority and General Research Project Grants.
- B. Who is eligible to apply:
 - 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 Member of GPSA not serving on the, GPSA Judiciary Committee, or as GRD Fund Administrator.

3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA collaborating with a New Mexico State Agency.

C. What the GRD will fund:

1. Permanent equipment not available from the applicant(s)' UNM Department, or not otherwise available for use by the applicant(s).
2. Computer software not available at CIRT or at the applicant(s)' UNM Department, or not otherwise available for use by the applicant(s).
3. Room, board, and travel expenses to and from research facilities or field sites outside of Albuquerque.
4. 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).
5. Transcription expenses.
6. Research projects commenced within the fiscal year, July 1 through June 30.

D. What the GRD will not fund:

1. Salaries or stipends, except for the GRD Fund Administrator and Committee Members.
2. Travel expenses or other fees associated with a conference.
3. Travel, room and board expenses for workshops or clinicals.
4. The purchase of computers.
5. Tuition and supplies/books for classes.
6. Any publication or subscription costs.
7. Compensation provided to test subjects.

E. Humans, animals, or hazardous materials.

1. The GRD will not fund any research project that involves, or may involve, excessive or unreasonable harm to humans or animals.
2. 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.
3. 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.
4. Approval of a research project by any of the entities described in subsections 2 or 3 above, shall not be determinative of whether or not a research project involves excessive or unreasonable harm to humans or animals.

F. Application deadline:

1. All applications for GRD grants must be received in the GPSA Office by a date and time to be announced by the GPSA GRD Committee Chair no later than the October GPSA Council Meeting. In the event of unforeseen, or extraordinary circumstances, the GRD Fund Administrator may establish a new application deadline. Notice of any change to the deadline shall be posted on the GPSA Website.
2. Late applications will not be considered for funding.
3. Mailed applications must be received in the GPSA Office by the deadline time and date.

G. Amounts Awarded:

1. High Priority Research Project Grants will be awarded a maximum of \$5,000 for each research project.
2. General Research Project Grants will be awarded a maximum of \$2,500 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.

H. Submission of the application:

1. Each application for funding must include: one (1) original and seven (7) copies, excluding the cover page, submitted in a single large envelope.
2. All seven (7) copies must be submitted anonymously, with all references to the applicant(s) name marked out or whited out.
3. All applications must be typed.
4. All applicant(s) must apply for either a High Priority Research Project Grant or a General Research Project Grant, but not for both.

I. Proposal:

1. Each application must include a proposal identifying the following areas:
 - a. Description of the research project.
 - b. Significance of the project to New Mexico's communities.
 - c. Methodology.
 - d. Viability of the project with partial GRD funding.
 - e. Significance of the project on the University of New Mexico.
 - f. Significance of the project on the applicant(s) career.
 - g. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a New Mexico State Agency.
 - h. FOR GENERAL GRANTS COLLABORATING WITH NON –PROFIT COMMUNITY ORGANIZATIONS ONLY: Description of the collaboration with a non-profit community organization.
 - i. OPTIONAL FOR HIGH PRIORITY AND GENERAL GRANTS: Identify how the research project impacts New Mexico's rural communities.
2. All proposals shall be written in language easily understandable by graduate or professional students in any college. All technical terms shall be defined and explained.
3. The maximum page limit for each proposal shall be two (2) pages, typed and double-spaced on at least a 12 point font with one (1) inch margins on all four (4) sides.
4. FOR HIGH PRIORITY GRANTS ONLY: The maximum page limit for each proposal shall be three (3) pages, typed and double spaced on at least a 12 point font with one (1) inch margins on all four (4) sides.

J. Letter(s) of Support:

1. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)' research project.
2. HIGH PRIORITY GRANTS ONLY: All applications for High Priority Grants must also submit one (1) letter of support from a member in the collaborating New Mexico State Agency.
3. FOR GENERAL GRANTS COLLABORATING WITH NON-PROFIT COMMUNITY ORGANIZATIONS: All applicant(s) may also submit one (1) letter of support from a member in the collaborating non-profit community organization.
4. All letters of support are to be typed on departmental/agency/ organization letterhead and shall be signed.

K. Itemized Budget:

1. Each application for funding must include a reasonable itemized budget for the research project that includes the following:
 - a. Total budget for the research project.
 - b. Items that will be funded with GRD grant money must be clearly indicated.
 - c. All sources of funding for the research project, including all amounts requested, but not yet awarded, from any other funding source.
 - d. 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.
2. Narration may be added to the itemized budget to explain any proposed expenditures.
3. Itemized budgets indicating GRD funded items that are in violation of these guidelines shall be reduced by the amount indicated on the itemized budget.
4. The GRD Administrator, at his/her discretion, may request of the principal applicant, the submission of a new itemized budget for review. The applicant will be given five (5) 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 fail the application.

L. Evaluation of the application:

These maximum numerical values shall be assigned to the following for the purpose of evaluating the merits of all research project applications:

1. Description of the research project, 20 points.
 2. Direct impact of the project on New Mexico's Communities, 40 points.
 3. Methodology, 20 points.
 4. Viability of the project with partial GRD funding, 5 points.
 5. Significance of the project on the University of New Mexico, 10 points.
 6. Significance of the project on the applicant(s)' career, 5 points.
 7. FOR HIGH PRIORITY APPLICATIONS ONLY: Description of the collaboration with a New Mexico State Agency, 20 points.
 8. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT COMMUNITY ORGANIZATION: Description of the collaboration with a non-profit community organization, 5 extra points.
 9. OPTIONAL FOR HIGH PRIORITY AND GENERAL APPLICATIONS: Direct impact of the research project on New Mexico's rural communities, 5 extra points.
 10. Language in the abstract/proposal is easily understandable by graduate and professional students in any college. All technical terms are defined and explained, maximum 10 points.
 11. Quality of the UNM Faculty Letter of Support, 10 points.
 12. FOR HIGH PRIORITY APPLICATIONS ONLY: Quality of the New Mexico State Agency Letter of Support, 10 point.
 13. FOR GENERAL APPLICATIONS COLLABORATING WITH A NON-PROFIT COMMUNITY ORGANIZATION ONLY: Quality of the Non-Profit Community Organization Letter of Support, 5 extra points.
2. The GRD Fund Administrator, in consultation with the GRD Committee, shall be responsible for devising an equitable evaluation process for all GRD grant applications, taking into consideration the quality of the applications; availability of funds; and quantity of the applications.
 3. The GRD Fund Administrator shall not officially evaluate the merits of any applications, but may make recommendations to the committee, and may bring to the attention of the committee any problems or issues with an application. The administrator shall have the authority to evaluate the application for procedural errors and is empowered to evaluate the itemized budget for compliance with this article of the GPSA Grants Code.
 4. Committee members shall not officially evaluate the merits of any applications from their own UNM Department.

M. Errors fatal to an application:

1. An application submitted with any of the following errors shall not be considered or awarded funding:
 - a. Failure to turn in an application by the deadline.
 - b. Failure to turn in a complete application.
 - c. Failure to sign an application by all applicants.
 - d. Applications for High Priority Research Project Grants without a collaborating New Mexico State Agency.
 - e. Failure to submit a new itemized budget when requested to do so by the GRD Fund Administrator within the prescribed deadline.
 - f. Violation of any of the guidelines enumerated within this article of the GPSA Grants Code.

N. Appeals:

1. Any funding related decision may be appealed by submitting an appeal in writing to the GPSA Office, within ten (10) days following notification of the decision. The appeal must specify its reason(s) and must request a remedy for resolving the dispute. The GRD Committee will then meet to review the appeal within thirty (30) days following its receipt. The appellant(s) will be notified of the committee's decision.

2. An applicant whose research project has been rejected on the grounds of excessive or unreasonable harm to humans or animals may request a hearing before the GRD Committee. This request must be submitted to the GPSA Office within ten (10) days following notification of the decision.
 3. Decisions of the GRD Committee may be appealed to the GPSA Judiciary Committee within ten (10) days following notification of the decision.
 4. An application that is approved for re-evaluation by the GRD Committee, GPSA Judiciary Committee, or GPSA Council, shall be re-evaluated by no less than 3 randomly selected members of the GPSA Executive Board.
- O. Interpretation:
1. The primary authority to interpret this article of the grants code shall be vested in the GRD Committee.
 2. The secondary authority to interpret this article of the grants code shall be vested in the GRD Fund Administrator.
- P. Administration of the Graduate Research Development (GRD) Fund:
1. The GRD Fund Administrator shall be responsible for the administration of the fund and shall conduct multiple workshops on the GRD application and funding processes. The final workshop shall take place no less than ten (10) days prior to the application deadline. Notification of the locations, dates and times of these workshops shall be made utilizing the campus media and shall be posted on the GPSA Website.
 2. The GRD Fund Administrator shall require that all award recipients submit original receipts and research project progress and/or final reports to the GPSA Office within deadlines established at the administrator's discretion.
 3. The GRD Fund Administrator shall insure that all GRD Fund allocations are processed through university accounting and that all grant awards are received by the award recipients.
 4. The GRD Fund Administrator shall have any and all authority necessary to carry out the task of administering the Graduate Research Development (GRD) Fund.
- Q. Definitions:
1. Administrative Expenses: Shall include, but not be limited to, salaries for the GRD Fund Administrator and Committee Members; advertising; office supplies; postage; and copying/duplication services.
 2. Complete Application: A signed application that includes one (1) properly executed original cover page, proposal, appropriate letter(s) of support, itemized budget and seven (7) copies of all of the previously described documents, excluding the cover page, with all references to the applicant(s)' name marked out or whited out.
 3. Day: A business day.
 4. General Research Projects: Research projects conducted by Members of GPSA that are completed independent of a New Mexico State Agency and/or in collaboration with a non-profit community organization.
 5. Harm to Humans or Animals: Physical, cultural, psychological, emotional, or other harm to humans or animals.
 6. High Priority Research Projects: Research projects conducted by Members of GPSA that are completed in collaboration with a New Mexico State Agency.
 7. Member of GPSA: Any graduate or professional student enrolled at the University of New Mexico who has paid the GPSA fee for that semester.
 8. New Mexico State Agency: An entity designated by the GRD Committee that is not a college, department, or program at a public university of the State of New Mexico.
 9. Non-Profit Community Organization: An entity registered as a 501(c)(3) non-profit organization with the Internal Revenue Service and/or under the laws of the State of New Mexico or of an Indian tribe. This organization must have a New Mexico address and must conduct a majority of its activities within New Mexico.
 10. Permanent Equipment: Items that will not be depleted at the end of the research project.
 11. Research: Any activity performed by Members of GPSA with the intent to generate generalizable knowledge that will be communicated for potential public use. This includes, but is not limited to, an artistic, athletic, cultural, educational, financial, historical, humanitarian, legal,

linguistic, mathematical, medical, musical, occupational, political, religious, scientific, sociological, structural, technological, or therapeutic investigation.

12. Supplies and Consumables: Items that are expected to be depleted at the end of the research project.