



# GPSA @ UNM

## Graduate And Professional Student Association

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WEBSITE: [www.unm.edu/~gpsa](http://www.unm.edu/~gpsa) EMAIL: [gpsaproj@unm.edu](mailto:gpsaproj@unm.edu)

### GPSA Projects Committee Guidelines

The GPSA Projects Committee funds events that promote graduate and professional student involvement and endeavors that prove beneficial to the professional growth of graduate and professional students. This includes but is not limited to lectures, workshops, symposia and cultural events.

#### Instructions:

1. *Proposal:* Should describe the proposed event and include: purpose, how it will be accomplished, which graduate and professional students will benefit, how they will benefit and how many people will attend. Proposals should not exceed four typed, double-spaced pages. Proposals must be submitted by current UNM graduate/professional students and must include a completed Projects Committee Funding application.
2. *Budget:* Should be complete and itemized for the total project. Indicate the items that are to be funded by the committee. Any funds awarded will refer specifically to the submitted budget. Include all sources of funding for this project. Funding may be available from your student organization's PB Funds or from your organization and/or your department/program. Indicate whether or not you have approached these sources.
3. *Letters of Support:* Attach specific letters of support from at least two of the following: faculty/staff advisor and program/department chair or dean. No form letters will be accepted.
4. *Advertising:* GPSA support must be acknowledged on all advertisements and announcements with the statement: "Funded by the University of New Mexico Graduate & Professional Student Association (GPSA) Projects Committee." Submit and ad, flyer or sample of proposed promotional material with application.

#### Guidelines:

1. One original application must be submitted to the GPSA office and one electronic copy should be emailed to [gpsaproj@unm.edu](mailto:gpsaproj@unm.edu) by noon on the monthly deadlines of September 12, October 15, November 14, January 16, February 13, March 13 and April 10.
2. Only complete applications (application, proposal, budget, letters and advertising) will be considered.
3. Proposals will be evaluated by the following criteria: Is the proposal a graduate/professional student effort? How will graduate/professional students benefit? What other funding has been sought/secured?
4. The committee may fund up to \$500. Awards over \$500 must be referred to the GPSA Council for approval; in which case the applicant is required to attend the Council meeting. Council meetings are generally held the third Saturday of each month. Check the GPSA website for dates and locations.
5. Projects will not fund salaries, class or course projects, capital acquisitions including equipment, party-affiliated political or religious activities or on going events (those previously funded two times by Projects are only eligible for no more than 50% funding of the total budget). The committee will only fund refreshments if the organization has secured funding of all other expenses from additional sources.

#### Funding:

1. Applicants will receive notification of funding within two weeks of the monthly deadline.
2. Successful applicants will have funds transferred by the Student Government Accounting Office into their student organization account.
4. Any revisions to budgeted amounts need to be approved by the Projects Committee.
5. All unspent allocations revert to the GPSA at the end of the school year.