



GPSA Student Research Allocations Committee (SRAC) Rules

I. Who can apply?

GPSA members, graduate and professional students currently enrolled in degree programs at the University of New Mexico, are eligible to apply.

II. What activities will SRAC fund?

A. SRAC will fund the following activities:

1. Research
2. Travel to a conference where the applicant is or is not presenting

B. The activity to be funded must be directly related to the applicant's field of study. If travel funds are needed for something other than a conference or research, please apply for a GPSA Specialized Travel grant.

III. When must the activity take place?

A. Funding periods for the academic year are:

1. **Summer: June 1-August 14**
2. **Fall: August 15-December 31**
3. **Spring: January 1-May 31**

B. Part of the activity must fall within the funding period.

C. Retroactive applications will be accepted for projects taking place one funding period prior to the current funding period. All applications must explicitly state they are retroactive.

D. An applicant must submit two distinct applications to fund two different activities occurring in one funding period (i.e. two conferences = two SRAC grant applications).

IV. When must an applicant apply?

A. Applications must be received in the GPSA office by 12:00 noon on the day of the deadline:

1. **Fall & Spring deadlines are the 5th Friday of the semester** (based on the main campus schedule)
2. **The Summer deadline is the 1st Friday of classes** (based on the main campus schedule)

B. **Late applications** will **not** be considered.

C. **Mailed applications** will be considered only if they arrive prior to the deadline.

V. How much money can an applicant get?

A. Each student is eligible to receive up to **\$500 per academic year**. Thus, if the applicant received less than \$500 in the Fall, the applicant may submit an application in the Spring and/or Summer for the remaining amount, not to exceed \$500 total for the academic year.

VI. What SRAC covers:

SRAC will fund:

A. Software not available in UNM computer pods. *Applicants must justify the need for software.*

B. Duplicating costs.

C. Airfare, registration costs, hotel, shuttle fees, 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 (<http://www.unm.edu/~ubppm/ubppmanual/4030.htm>).

D. Supplies and consumables necessary for research and not readily supplied by the applicant's department.

SRAC will not fund:

E. Permanent equipment. (i.e. equipment that will not be depleted at the end of the research).

F. Salaries, tuition, binding, or transcription. (This does not apply to compensation of subjects involved in a study.)

G. Organization fees or conference social functions.

H. Travel, room and board for workshops or clinicals.

VII. Filling out the application (*there are four parts to an SRAC application*):

A. Cover page (available on the GPSA website):

1. Answer all the questions.
2. If a question does not apply to you, put N/A in the blank.
3. **Important:** *Applicants must ask for funds from their department, even if there are no funds available.* In addition, the applicant must record this request and amount on the cover page.

B. Proposal:

1. The proposal should be longer than two pages and must be typed in 12 point font, double-spaced and have one inch margins.
2. Each applicant must write an individual and original proposal even if several applicants are involved in the same activity.
3. The proposal should explain the technical aspects of the project, clearly and simply enough to be comprehensible to a student from any department.
4. Clearly indicate how the money you are requesting will be used.
5. Whether requesting money for research or to attend a conference, it is important to explain your interests, your area of specialization and/or your research project.
6. The proposal should explain how it will help the applicant both academically and professionally.
7. In addition, the proposal should explain how the project will benefit the University, New Mexico and society.

C. Recommendation letter:

1. Each applicant must submit a signed letter of support by your faculty advisor or other contact.
2. Letters should be attached to each copy of your application.
3. The letter for the three anonymous copies of the application must have the applicant's name and other identifiable information removed.

D. Budget:

1. Each applicant is required to submit a budget.
2. The budget has a one-page limit.
3. Applicant must note on the budget what will be funded by SRAC.
4. See section VI for what items SRAC will and will not fund.

VIII. Fatal Errors (*an application will automatically be rejected if the applicant*):

- A. Fails to turn in the application by 12:00 noon on the deadline.
- B. Fails to provide a complete and current application.
- C. Fails to remove the applicant's name or identifying information, from the 3 anonymous copies. **Note:** Even if the applicant has attempted to remove his/her name, but it is still legible, the application will not be reviewed.
- D. Fails to request money from the applicant's department.
- E. Fails to record on the cover page that the applicant requested money from his/her department.
- F. Fails to have the required signatures on the original application.
- G. Fails to submit a signed letter of support.

IX. Turning in the Application:

- A. Only complete and current application packets will be considered.
- B. A complete application is composed of the following:
 1. Cover page
 2. 2 page proposal
 3. 1 page budget
 4. 1 page letter of recommendation
- C. Two signatures (applicant, advisor or dean) are required on the original copy.
- D. UNM Banner ID of the applicant must appear on the original.
- E. Three complete and legible anonymous copies of your application **MUST** accompany your application.
 1. Anonymous copies may not have: applicant's name or identifying information.
 2. Anonymous copies must include a stapled Score Sheet.
- F. A complete packet consists of one original application and three anonymous applications

X. Evaluation of applications

- A. Applications are scored on a 130-point scale.
- B. There are 4 evaluation categories:
 - 1. Technical merit (worth 35 points).
 - 2. Clarity and completeness (worth 30 points).
 - 3. Budget (worth 30 points).
 - 4. Benefits (worth 35 points).
- C. For more details of the above listed areas, see the SRAC Application Evaluation Guidelines and the SRAC Score Sheet.

XI. Notification of an award and other award details

- A. Applicants will be notified by e-mail of funding decisions within six weeks of the application deadline.
- B. The SRAC recipient initiates payment by returning an award acceptance form sent with the award notification.
- C. Recipients will be reimbursed by the Student Government Accounting Office for all funded expenses. Original receipts must be submitted for all funds to be awarded as a reimbursement.
- D. Awards must be accepted and claimed within 90 days of notification.
- E. Any funding decision may be appealed in a written letter to the SRAC chair within three weeks of receipt of letter of notification. The committee will reconsider funding those proposals.

XI. Review of scored applications

- A. All applicants shall have access to their grant applications, complete with score sheets, on request.
- B. Applicants will not know the identity of their application's readers, as all scored forms are anonymous.

XII. Reimbursement

- A. SRAC will use a reimbursement process for paying students' grant money.
- B. Each person awarded **must** submit receipts (travel, lodging, meals, etc.) with their award form.
- C. If a person wishes to revise their original budget to include expenses not originally allocated, s/he may petition to have SRAC reimburse for those expenses. Thereafter, the Finance Committee will decide whether or not to approve the revision.
- D. So that GPSA is consistent with University regulations, GPSA reimbursement rates for travel should be on par with The University of New Mexico's policy for mileage reimbursement.

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