



THE UNIVERSITY OF NEW MEXICO

# GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

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## Projects Committee Guidelines

### **Projects Committee Application Instructions and Guidelines**

The Projects Committee funds events that promote graduate student involvement and other 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, the purpose of the event, how it will be accomplished, which graduate students will benefit, how they will benefit, and how many people will attend the event; proposals should not exceed four typed, double-spaced pages. Proposals must be submitted by current UNM graduate students. Proposals 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. Secure and provide at least three estimates on indicated items. Include all sources of funding for this project. Funding may be available from your student organization's PB Funds or from your organization, your program and/or your department. 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 advisor/director 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. Applications must be submitted to the GPSA office. Only complete applications will be considered. GPSA staff will review the applications for completeness.
2. Proposals will be evaluated by the following criteria:
  - A. Is the proposal a graduate student effort?
  - B. How will graduate students benefit?
  - C. What other funding has been sought/secured?
3. 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 at which the committee makes its recommendation. Council meetings are generally held the first Saturday of each month in the SUB Lobo Room.
4. Projects will not fund salaries, class or course projects, capital acquisitions including equipment, party-affiliated political or religious groups, or on going events (those previously funded two times by Projects.) 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, or the status of their proposal, within two weeks of the committee meeting at which it is considered.
2. Successful applicants should contact the GPSA office as soon as possible to make financial arrangements. GPSA will pay some vendors directly or will reimburse applicants on the basis of appropriate, original receipts. All items for which payment is requested must have been included in the original budget.
3. A written summary of the project must be submitted to the GPSA office within two weeks of the event.
4. All unspent allocations revert to the Projects Committee 90 days from the date of notification.