

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

Appendix Two:
Grants Codes
GRD

APPENDIX TWO: GRANTS CODES

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 Chair 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 Court of Review, or as GRD Chair
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 Chair, Vice-Chair 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 GRD Committee Chair no later than the October GPSA Council Meeting. In the event of unforeseen, or extraordinary circumstances, the GRD Chair 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 \$3,000 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.
5. The maximum amount awarded to an individual, based on the total of the applications to which they are signatory, is \$5,000 per year.

H. Submission of the application:

1. Each application for funding must include: one (1) original and three (3) copies, excluding the cover page, submitted in a single large envelope.
 - a. Upon receipt from the applicant, the original application copy must remain in the GPSA office for a period of five (5) years.
2. All three (3) copies must be submitted anonymously, with all references to the applicant(s) name, address, email address and phone number removed.
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 for a single project.

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 three (3) 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 Chair, 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.

b. The three (3) anonymous copies of each application shall be reviewed and evaluated, by members of the GRD committee representing different departments at UNM.

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

- a. The GRD Committee Chair shall maintain a public document that states guidelines for GRD Committee members to evaluate GRD applications.
- b. Each proposal will be evaluated by three separate readers. A reader may not evaluate a proposal from his or her department and shall not review more than 25 proposals.
- c. When the difference between the high and low scores of an application exceeds 15% of the total possible, the GRD Chair and Vice Chair shall 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.
- 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. High Priority: The total awarded to all high priority applications shall not exceed half (1/2) of the overall amount awarded in the GRD process. High Priority applications will be fully funded, starting with the highest scoring application
- f. Low Priority: The total awarded to all low priority applications shall not exceed the remaining amount to be awarded in the GRD process after the High Priority grants are awarded.
- g. The lower 50% of both high and low priority applications will not be eligible for funding.

3. The GRD Chair shall have the authority to disqualify applications for fatal errors and is empowered to evaluate the itemized budget for compliance with this article of the GPSA Grants Code. The GRD Chair and Vice-Chair shall only evaluate, or read, applications as mentioned in 1c.

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 Chair within the prescribed deadline.
- f. Violation of any of the guidelines enumerated within this article of the GPSA Grants Code.
- g. Failure to submit appropriate anonymous copies.

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 Chair 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 Chair shall ensure that the funding process takes place in a timely manner, and therefore award recipients shall be notified by mail by not later than the second week of February.
 3. The GRD Chair shall require that all award recipients submit original receipts and research project progress and/or final reports to the GPSA Office by the end of the academic year in which the application was awarded.
 4. The GRD Chair shall ensure that all GRD Fund allocations are processed through university accounting by the first Friday of February.
 5. The GRD Chair 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, stipends for the GRD Chair, Vice-Chair 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 three (3) copies of all of the previously described documents, excluding the cover page, with all references to the applicant(s)' name, address, email address, and phone number removed.
 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.
 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.