1-26-2013

GPSA Council Meeting, 1/26/2013

Graduate and Professional Student Association

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GPSA Council Agenda  
Saturday / 26 January 2013  
9 a.m. - 12 p.m.  
Student Union Building  
Acoma A&B

I. Roll Call

II. Opening Business  
A. Approval of the January agenda  
B. Approval of the December minutes  
C. Media & Gallery

III. Guest Speaker  
A. Dr. Julia Coonrod (Dean of Graduate Studies)  
B. Talal Saint-Lôt (Graduate Resource Center: New Mexico Shared Knowledge Conference)

IV. Officer Reports  
A. President’s Report  
B. Council Chair’s Report

V. Action Items  
A. Standing Committees  
   1. Legislative Steering Committee  
      a. LSC Report  
   2. Legislative Finance Committee  
      a. LFC Report  
      b. LFC Appointment: James Davenport (Anthropology)  
      c. LFC Standing Rules revision  
      d. LFC Business  
         i. SA-13-001: Language, Literacy & Sociocultural Studies GSA  
         ii. SA-13-002: Rotarac  
         iii. SA-13-003: Graduate Scholarship Fund (GPSA Exec. Finance Cmte.)  
         iv. SA-13-004: Anthropology Graduate Student Union  
         v. SA-13-005: American Studies GSA  
         vi. SA-13-006: Student Organization for Latin American Studies  
         vii. SA-13-007: World Affairs Delegation  
         viii. SA-13-008: GPSA Grants Committee  
B. Emergency Items  
   1. Grants Code revisions for Spring 2013 cycle

VI. Discussion Items  
A. Elections Code (up to 20 minutes)  
B. New Mexico Brain Drain - Senate Bill 11 (up to 20 minutes)

   Discussion times may be extended by vote.

VII. Executive Committee Reports

VIII. Closing Announcements

IX. Adjourn
Meeting called to order – 9:14am

II. OPENING BUSINESS

• Motion made by Representative Felipe Ruibal to approve the Agenda, seconded. **Motion passes unanimously.**

• Motion made by Representative Joy Eklund to approve the Minutes from November 17, 2012, seconded by Representative Felipe Ruibal. **Motion passes unanimously.**

• No Media & Gallery

III. GUEST SPEAKERS

• The Graduate Resource Center (GRC) rep, Talal Saint-Lot, spoke about the conference the GRC is holding this year, the New Mexico Shared Knowledge Conference. This is the GRC’s second annual graduate student conference, and this year graduate students from the entire state of New Mexico are being invited to participate. Graduate students organize the conference, and the GRC is looking for people to join the Planning Committees. The submission deadlines are in February and the beginning of March and the event will be held in the SUB. If you have any questions about the conference or would like to be part of the Conference organization, send Kris an email, or Talal at tsaintlot@GMAIL.COM. You can also find more information about the conference and the GRC in general at their website unmgrc.unm.edu.

IV. OFFICER REPORTS

• **President’s Report** – GPSA President Marisa Silva was not able to make it today but a memo from her was passed out to Council. Representative Matt Rush also gave a brief updated about the Student Fee and Review Board (SFRB). If you have any questions or concerns about the SFRB please contact GPSA President Marisa Silva at unmgpsa@UNM.EDU.

• **Council Chair’s Report** – Just a reminder that elections for Council Chair and GPSA President are in April of 2013 and campaigning usually starts in March. If you are interested in either of these positions and have any questions just contact Kris or Marisa.
V. ACTION ITEMS
A. Standing Committees

I. LEGISLATIVE STEERING COMMITTEE (LSC) BUSINESS
o A. Legislative Steering Committee (LSC) Chair report given by LSC Chair Rep. Timothy Sipp.
o B. LSC Business:
  ▪ i. GPSA Bylaws Revision:
    • II. Section 6.1.a - A motion was made by Rep. Felipe Ruibal to approve section II.6.1.(a) in the GPSA Bylaws that clarifies what “final approval” means as suggested by UNM Legal Counsel, seconded by Rep. Joy Eklund. **Motion passes, 1 abstention. (T.SL.).**
    • V. Section 1.A.3 – A motion was made by Rep. Joy Eklund to approve the addition of “representatives need not be considered an officer of an RDSA”, seconded by Rep. Travis Baggett. **Motion passes unanimously.**
    • V.1.B.1 – A motion was made by Rep. Vicky Wood to approve the correction of grammar in this section, seconded by Representative Dennis Flannigan. (This motion includes an approved addition to include the word “representative”.) **Motion passes unanimously as amended.**
    • A motion was made by Representative Matthew Rush to amend the above motion to include the word “representative”, seconded by Rep. Timothy Sipp. **Motion passes unanimously.**

2. LEGISLATIVE FINANCE COMMITTEE (LFC) BUSINESS
o A. Legislative Finance Committee (LFC) Chair report – unfortunately LFC Chair Rep. LisaMarie Turk was not able to be here today. As of the passage of the December appropriations, the GPSA General Fund (the account that appropriations are funded out of) has $29,949 left in it to last for monthly appropriations up until May 2013.
o B. LFC Business –
  ▪ FA-12-017: Caribbean Student Association
  ▪ FA-12-018: Graduate Art Association
  ▪ FA-12-019: Engineers Without Borders
  ▪ FA-12-020: GPSA Council Chair
o A motion was made by Rep. Travis Baggett to block and approve all of the appropriations as recommended by the LFC at a total of $4,660, seconded by Rep. Vicki Wood. **Motion passes, 2 abstentions. (M.R. and T.SL.).**
3. EXECUTIVE APPOINTMENTS
   o  A. Grants Committee Chair: Genesea Carter – A motion was made by Rep. Matthew Rush to approve the appointment of Genesea Carter, seconded by Rep. Vicky Wood. **Motion passes unanimously.**

VI. DISCUSSION ITEMS:
   a. Writing Resolution – Please look at the suggested/sample resolutions that were handed out to Council (and are in the electronic binder in the email) and use them to get some ideas about any resolutions you may want to write! Council has not had many resolutions this semester and we are looking to up the submission of them. Any graduate/professional student, or group of students, may submit a resolution to Council.
   b. Finance Restrictions – There is not very much money left in the GPSA General Fund so the Executive Finance Committee along with the Legislative Finance Committee will be holding a joint meeting in January to discuss what changes can be made to the current Standing Rules to compensate this funding shortage.

VII. EXECUTIVE COMMITTEE REPORTS –
   a. Elections Chair Report – The Elections Committee is getting ready for the elections in April and is working to digitize many of the election documents. The committee is still looking for members, so please get involved with the GPSA Elections Committee if you are interested!
   b. Executive Finance Committee (EFC) – The EFC just awarded the first ever round of the Graduate Student Scholarship to a wide group of applicants at a total of $20,000!
   c. Grants Committee – The Grants Committee has completed the Fall Grants cycle. In the Spring we will be looking for a student who can help out the committee with re-designing/cleaning up the computer code that establishes the electronic submission process for every grant. If you know computer languages and would like to be involved in this, please get in touch with the Grants Chair Genesea Carter at genesea@UNM.EDU, or ask Kris or Marisa about it!
   d. Lobby Committee – The Lobby Committee will again be tackling the Graduate Student STEM Hire Bill at the coming Legislative Session in hopes of getting it passed this time! The committee is also putting together a survey to reach out and find out what other universities are doing the same things. UNM Day at the coming Legislative Session is January 29, 2013! Please come up to the Capital Building in Santa Fe on this day and show your UNM pride! If you are interested in getting involved with the Lobby Committee or have any questions or comments, please contact the Chairs, Kris, or Marisa about it. There is a UNM listserv that sends out updates about what UNM is doing in the State Legislature, govrel-l@list.unm.edu.
   e. Programs Committee – The Programs Committee has been working to extend the Graduate Student night at the Faculty & Staff Club on Thursday’s
and Friday’s into the upcoming Spring Semester. We have not heard back from the Faculty & Staff Club Committee yet, but it is looking hopeful!

f. **Student Support & Advocacy** – We have been working on looking at Graduate Student Employee contracts and what is being required of them if the contracts include teaching a class. The second thing we are working on is the IRB process on campus and possibly streamlining the process for both qualitative and quantitative research. We also agreed that we would incorporate the Student Fee Ad Hoc committee since the membership of both committees was so similar. The Chair of that committee will now be the Vice-Chair of the SS&A.

VIII. **CLOSING ANNOUNCEMENTS** – Thank you all for your hard work and commitment this semester!! The SFRB hearings will be on January 10-12, 2013 in the SUB if you are interested in attending. There will be a student forum for the SFRB recommendations on January 17\(^{th}\) from 1:30pm-4:30pm, and on the 20\(^{th}\) from 4pm-6pm in the SUB atrium.

IX. **UPCOMING MEETINGS** – the next meeting will be January 26, 2013! The deadline for appropriations and resolutions will be January 11, 2013! Also there may be 2 meetings scheduled in March instead of just 1!

X. **ADJOURN** - Meeting adjourned at 11:45am
Legislative Steering Committee

January Business
MEMORANDUM FROM THE DESK OF THE COUNCIL CHAIR

TO: Timothy Sipp and members of the Legislative Steering Committee
FROM: Kris Miranda, GPSA Council Chair
DATE: 14 January 2013
RE: Grants Code Working Group

I am assembling an open GPSA working group to review and revise the Grants Code (code VIII in the current GPSA Bylaws), which governs the disbursement of the Student Research Grant (SRG), Professional Development Grant (PDG), and New Mexico Research Grant (NMRG). I hope to submit an updated code to the GPSA Council’s Legislative Steering Committee in March, for full Council approval in April, so that University Legal Counsel has sufficient time to review it before the summer 2013 grants cycle.

The GPSA Grants Code received its last major overhaul in the 2009-2010 academic year, when grants cycles were first run online instead of on paper. Despite a ground-up rewrite of the GPSA Constitution in 2010-2011 and an extensive bylaws writing process in 2011-2012, and although in practice the Grants Committee has made some significant changes to its operations, the Grants Code has in that same period received only cosmetic changes. For example, each grant used to be administered by its own committee. All three grants are now administered by a single committee, but the bylaws still refer to the old structure.

To be clear, the process works. The committee disburses over $100,000 in research and travel grants to graduate and professional students each year. But each year, members of the Grants Committee pick up on new problems, oversights in the bylaws, and possible ways to improve the process. Such improvements have not been formally implemented for longer than a semester at a time because running a grants cycle leaves little downtime to rewrite governing documents.

These frustrations have reached something of a boiling point. I and Talal Saint-Lôt, a Council alternate representative for Community & Regional Planning, were core members of last year’s Grants Committee, and are in positions now that afford us the perspective and the time to spearhead a bylaws revision, but we are also on track to graduate this spring. It seems wise, then, that we finally give the Grants Code the line-by-line attention that the rest of GPSA’s governing documents have received.

In previously unrelated business, GPSA President Marisa Silva and I have done, I think, an excellent job cultivating a stronger rapport with GPSA’s undergraduate counterpart, the Associated Students of UNM, than our predecessors enjoyed. The executive branches in particular have worked closely
since the summer, but I have had trouble thinking of a good way to increase collaboration between
our respective legislatures. I intend, therefore, to invite members of the ASUNM Senate to
participate in the working group.

I believe ASUNM Senate involvement in a major overhaul of GPSA legislation would be mutually
beneficial. The obligations of ASUNM Senators are more formally structured than those of GPSA
Councilors, and ASUNM’s government calendar is more densely packed at the monthly level than
GPSA’s, so Senate tends to produce more legislation than Council does. However, ASUNM does
not have an equivalent to GPSA’s research and travel grants program. Whether or not it ever has
the financial opportunity to establish such a program, in working with us on this legislation,
ASUNM’s officers may glean some useful information about a finance process markedly different
from the monthly appropriations cycles both our governments administer.

Finally, with respect to running this through an informal “working group” rather than establishing a
Council Ad Hoc Committee, a working group arrangement allows for much broader possible
student representation and involvement. It should also give me greater administrative flexibility.
We can work without motions or votes, and we can work through correspondence, especially if
scheduling meetings proves to be difficult.

Grants Committee Chair Genesea Carter has already begun revising the scoring criteria for the
NMRG. I will ask my working group to begin work on the SRG/PDG score sheet, and also to
investigate the possibility of translating Grants Committee documents into Spanish.

In the meantime, I request that the Legislative Steering Committee do an editing pass
on the current Grants Code (attached), to make language clearer wherever possible,
and to find any internal policy inconsistencies.

Thank you, as always, for your service. Please let me know if you have any questions.

Cc:     Genesea Carter, GPSA Grants Committee Chair
       Sara Niedbalski, GPSA Grants Committee Vice Chair
       Marisa Silva, GPSA President
       Caroline Muraida, ASUNM President
       Sunny Liu, ASUNM Vice President
       Cassandra Thompson, ASUNM Senate President Pro Tempore
       Grants Code Working Group
       (Maria Elena Corral, Spanish & Portuguese; Daniel Cryer, English; Jennifer Gammage,
       Philosophy; Bryan McLean, Biology; Talal Saint-Lôt, Community & Regional Planning /
       Public Administration)
Legislative Finance Committee

January Business
# Chair’s Summary of Appropriations Requests - January 2013 - Prepared for Council Meeting

## Language Literacy Sociocultural Studies

<table>
<thead>
<tr>
<th>Request</th>
<th>EFC Recommendation</th>
<th>Rationale</th>
<th>LFC Recommendation</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Expenses</td>
<td>$1,500.00</td>
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<td>As per standing rules</td>
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<td>$200.00</td>
<td>As per standing rules</td>
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<tr>
<td>Food and Refreshments</td>
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<td>$500.00</td>
<td>As per standing rules/7 separate events</td>
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<td></td>
<td>$3.00</td>
<td>0.0025% Total Standing Surcharge</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$1,203.00</strong></td>
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## Political Science Graduate Student Association

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<th>EFC Recommendation</th>
<th>Rationale</th>
<th>LFC Recommendation</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
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<td>$250.00</td>
<td>No change, per standing rules</td>
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<tr>
<td>Food and Refreshments</td>
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<td>$100.00</td>
<td>No change, per standing rules</td>
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<tr>
<td>Event</td>
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<td>$150.00</td>
<td>No change, per standing rules</td>
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<tr>
<td>General Operating</td>
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## GPSA Graduate Scholarship Fund Committee

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<th>LFC Recommendation</th>
<th>Rationale</th>
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<td>Professional Services - Reader Stipends</td>
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## Anthropology Graduate Student Union

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<th>Rationale</th>
<th>LFC Recommendation</th>
<th>Rationale</th>
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<tr>
<td>Food and Refreshments</td>
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<td>Honorarium</td>
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<td>Office Supplies</td>
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<td>$66.00</td>
<td>No change, per standing rules</td>
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<td>0.0025% Total - Standing Surcharge</td>
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<td><strong>$671.00</strong></td>
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## American Studies Graduate Students Association (ASGSA)

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<th>LFC Recommendation</th>
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<td>Speaker Honorarium</td>
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<td>Travel-Mileage</td>
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<th>Rationale</th>
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<td>$5,651.00</td>
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**GPSA Appropriation Request Form**

**LLSS GSA**

*Name of Organization*

---

Click here to enter a date.

*December 12, 2012*

---

**Total Request Amount**

$3,000

---

**CONTACT INFORMATION**

Sac Box 118, MSC03-2210 1 University of New Mexico

*Campus Address*

---

<table>
<thead>
<tr>
<th>Douglas Daugherty</th>
<th>505-217-6602</th>
<th><a href="mailto:dkees@unm.edu">dkees@unm.edu</a></th>
</tr>
</thead>
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<td>Phone Number</td>
<td>Email Address</td>
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<table>
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<th>Abdulaziz Saeed Abumiha</th>
<th>303-503-9302</th>
<th><a href="mailto:abumiha@unm.edu">abumiha@unm.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Contact Name</td>
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<td>Email Address</td>
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**ORGANIZATION INFORMATION**

*Please select all of the following that apply.*

- A chartered student organization through the Student Activities Center
- Has an account in the Student Government Accounting Office
- Receives PB Funding from a Recognized Department Student Association
- Has received GPSA funding in the past year (appropriation or budget)

---

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

---

Last year we received $1,850 for our first annual lecture series.

This year, so far, we have a commitment from Africana Studies of $1,000 for our second annual lecture series.

---

**REQUEST INFORMATION:** Please select and describe what your student group is requesting funds for:

- [ ] Travel
- [ ] Event
- [ ] One-Time Capital Outlay (ie: computer)
- [ ] Unforeseen Expenditures/Other

---

Basic Description of the Appropriation Request:

The LLSS GSA is requesting $3,000 for our second annual lecture series. Unlike last year we are bringing in two guest lectures. Dr. Cherl Matias from the University of Colorado at Denver and Dr. Charles Mills from Northwestern University.

This lecture series is entitled Critical Theory and Social Transformation. In our first year without much publicity we had over 500 students who went this lecture series. This year we hope to double that number. All of the lectures are held on campus and Dr. Mills lecture includes a formal sit down dinner.

---

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than **5:00 PM ON THE FRIDAY** before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.
**APPROPRIATION DETAIL SHEET**

**LLSS GSA**

*Name of Organization*

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<th>Category:</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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</thead>
<tbody>
<tr>
<td><strong>Travel Expenses</strong></td>
<td>Helping to Pay travel expenses for Dr. Matias and Dr. Mills</td>
<td></td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Food For Key Note Dinner</strong></td>
<td>Helping to pay for Key Note Dinner</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Food for UNM Lectures</strong></td>
<td>Helping to provide for refreshments for all Lectures</td>
<td></td>
<td>$5000</td>
</tr>
</tbody>
</table>

**Category:** Select a Category

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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</table>

<table>
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<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
</table>

**TOTAL APPROPRIATION REQUEST AMOUNT:** $3,000

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request. Please round the total price(s) for each line-item to the nearest whole dollar.
ROTARAC

Name of Organization

1/11/2013 $750.00

Date Total Request Amount

CONTACT INFORMATION

Campus Address

Jason Jones 5052284090 jjones08@unm.edu

Primary Contact Name Phone Number Email Address

Lisa Galindo 5058049073 lgalindo@unm.edu

Secondary Contact Name Phone Number Email Address

ORGANIZATION INFORMATION

Please select all of the following that apply.
The student group requesting appropriation funding:

☑ A chartered student organization through the Student Activities Center
☑ Has an account in the Student Government Accounting Office
☐ Receives PB Funding from a Recognized Department Student Association
☐ Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

We do not have an operating budget.

REQUEST INFORMATION: Please select and describe what your student group is requesting funds for:

☐ Travel ☑ Event ☐ One-Time Capital Outlay (ie: computer) ☐ Unforeseen Expenditures/Other

Basic Description of the Appropriation Request:

Community Outreach Event. Rotarac is hosting and partnering with other UNM organizations to bring awareness on sex trafficking. Two day event, candle vigil and a awareness workshop.

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than 5:00 PM ON THE FRIDAY before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.
<table>
<thead>
<tr>
<th>Category: Advertising</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flyers, posters, press release</td>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: Food &amp; Refreshments</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>cheese, crackers, pastries and coffee</td>
<td></td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: Event</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables and audio equipment</td>
<td></td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: General Operating</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: Select a Category</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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</table>

<table>
<thead>
<tr>
<th>Category: Select a Category</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
</table>

**TOTAL APPROPRIATION REQUEST AMOUNT:** $750.00

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request. Please round the total price(s) for each line-item to the nearest whole dollar.
GPSA Appropriation Request Form

GPSA- GSF Committee

Name of Organization

1/8/2013

Date

400.00

Total Request Amount

CONTACT INFORMATION

Student Activities Center Box 103 MSC 032210

Campus Address

Sarah Coffey

(505)315-5062

scoffey24@gmail.com

Primary Contact Name

Phone Number

Email Address

Saheb Singh

(505) 930-2009

sahebimp@gmail.com

Secondary Contact Name

Phone Number

Email Address

ORGANIZATION INFORMATION

Please select all of the following that apply.

The student group requesting appropriation funding:

☑ A chartered student organization through the Student Activities Center

☑ Has an account in the Student Government Accounting Office

☐ Receives PB Funding from a Recognized Department Student Association

☐ Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

REQUEST INFORMATION: Please select and describe what your student group is requesting funds for:

☐ Travel

☐ Event

☐ One-Time Capital Outlay (ie: computer)

☑ Unforeseen Expenditures/Other

Basic Description of the Appropriation Request:

We need funding for 8 student readers for the GSF scholarship for the spring semester. Stipends will be for $50. These readers will be responsible for reading and scoring all the applications received by the GSF committee. A general call for readers will be sent out on the list serv. If more than 8 students respond, the readers will be selected at random from the interested pool. Last semester we had over 70 applicants. I anticipate more for the spring cycle since more students generally look for scholarship funding in the spring.

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (legfin@unm.edu) no later than 5:00 PM ON THE FRIDAY before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.
# Appropriation Detail Sheet

**Name of Organization**

**Category:** Professional Services

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Reader Stipends</td>
<td>50</td>
<td>400</td>
</tr>
</tbody>
</table>

**Category:** Select a Category

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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</thead>
<tbody>
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</table>

**Category:** Select a Category

<table>
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<tr>
<th>DESCRIPTION</th>
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<th>TOTAL PRICE</th>
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**Category:** Select a Category

<table>
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<tr>
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</table>

**Category:** Select a Category

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL APPROPRIATION REQUEST AMOUNT:** 400.00

Organizations need to attend the Legislative Finance Committee Meeting to present their appropriation request. Please round the total price(s) for each line-item to the nearest whole dollar.
GPSA Appropriation Request Form

Name of Organization

Anthropology Graduate Student Union

1/11/13

Date

$919

Total Request

Amount

CONTACT INFORMATION

La Posada 211

Campus Address

James Davenport (614) 323-8456 jdavenp@unm.edu

Primary Contact Name Phone Number Email Address

Lisa Fontes (518) 596-6977 lfontes@unm.edu

Secondary Contact Name Phone Number Email Address

ORGANIZATION INFORMATION

Please select all of the following that apply.

The student group requesting appropriation funding:

☐ A chartered student organization through the Student Activities Center

☐ Has an account in the Student Government Accounting Office

☐ Receives PB Funding from a Recognized Department Student Association

☐ Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

Additional funding from AGSU Budget, $300 to be requested from GRC, additional $200 in donations

REQUEST INFORMATION: Please select and describe what your student group is requesting funds for:

☐ Travel       ☑ Event       ☐ One-Time Capital Outlay (ie: computer)       ☐ Unforeseen Expenditures/ Other

Basic Description of the Appropriation Request:

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than 5:00 PM ON THE FRIDAY before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.

AGSU Conference is an annual event organized by AGSU but open to all students, undergraduate and graduate, in all departments, as well as from nearby universities. Students can share, in a professional conference setting, their research, followed by questions. Additionally, the conference sponsors workshops on varied topics, including securing funding, applying to graduate school (for undergrads), and the use of new technology or tools in research and analysis. The conference also features a keynote speaker, who is brought in from another institution, as well as reception events with food.

AGSU Conference is an annual event organized by AGSU but open to all students, undergraduate and graduate, in all departments, as well as from nearby universities. Students can share, in a professional conference setting, their research, followed by questions. Additionally, the conference sponsors workshops on varied topics, including securing funding, applying to graduate school (for undergrads), and the use of new technology or tools in research and analysis. The conference also features a keynote speaker, who is brought in from another institution, as well as reception events with food.
# APPROPRIATION DETAIL SHEET

**Anthropology Graduate Student Union**

**Name of Organization**

**Category: Food/Refreshments**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Food costs around $800 total for entire event; therefore requesting maximum to be supplemented by other sources</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Category: Copying Services**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 pages, black and white, double sided, stapled, on recycled paper, 100 at $0.53 each</td>
<td>$0.53</td>
<td>$53</td>
</tr>
</tbody>
</table>

**Category: Advertising**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15” total in Daily Lobo at $15.50/inch ($232.50), 1 page color copies for fliers at Staples, 239 at $0.49 each ($117.11)</td>
<td>$15.50; $0.49</td>
<td>$350</td>
</tr>
</tbody>
</table>

**Category: Honorarium**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>For keynote speaker</td>
<td>$250</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Category: Office Supplies**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ream of paper ($8.99), C-Line Recycles Two-Pocket Portfolio (Case of 100) 2 at $28.21 each ($56.42)</td>
<td>$8.99; $28.21</td>
<td>$66</td>
</tr>
</tbody>
</table>

**TOTAL APPROPRIATION REQUEST AMOUNT:** $919

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request.

Please round the total price(s) for each line-item to the nearest whole dollar.
American Studies Graduate Students Association (ASGSA)

Name of Organization
1/9/2013
Date
$2005
Total Request Amount

CONTACT INFORMATION

MSC03 2110
Campus Address

Farah Nousheen 206-779-9561 nousheen@unm.edu
Primary Contact Name Phone Number Email Address

Nick Estes 605-680-0669 wicasatanka@gmail.com
Secondary Contact Name Phone Number Email Address

ORGANIZATION INFORMATION

Please select all of the following that apply.
The student group requesting appropriation funding:

☐ A chartered student organization through the Student Activities Center
☒ Has an account in the Student Government Accounting Office
☒ Receives PB Funding from a Recognized Department Student Association
☒ Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

We are in conversation with several departments and student organizations. We have gathered enough support for volunteering for tasks such as driving the speaker, posting flyers, and leadership of specific events. The following institutions are being contacted for co-sponsorships including for funding: American Studies, Political Science, Sociology, Communication, Women Studies, English, Africana Studies, Chicano/a Studies, the Graduate Resource Center, the LGBTQ Resource Center, the Women's Resource Center, and the Project of New Mexico Graduates of Color. We believe these sources will cover roundtrip airfare Seattle-Albuquerque+bag ($517), refreshments ($115), printing promotional and workshops materials ($53), and transportation.

We have not received any GPSA funding in the past year.

REQUEST INFORMATION: Please select and describe what your student group is requesting funds for:

☐ Travel ☒ Event ☐ One-Time Capital Outlay (ie: computer) ☐ Unforeseen Expenditures/Other

Basic Description of the Appropriation Request:

ASGSA requests funding for honorarium and hotel costs of bringing Dr. Chandan Reddy, Associate Professor of English from University of Washington, Seattle to UNM for a university-wide lecture and events geared towards the enrichment of graduate students in various disciplines in the Humanities and Social Sciences. Dr.
Reddy is a cross/inter-disciplinary scholar whose scholarship and lectures focus on diagnosing and connecting issues of the current political moment (i.e. War on Terror, immigration, civil rights and surveillance, etc.) from the perspective of global inequality. His latest monograph *Freedom with Violence* examines the contradiction and politics of freedom and violence constituted in the global war on terror. His book has quickly made its way on the renowned and favorite lists across traditional disciplines such as English, Communication, Sociology, and Political Science as well as interdisciplinary academic spaces such as Critical Ethnic Studies, Women Studies, and American Studies. We are organizing the following events for his visit tentatively scheduled for March 20-23, 2013: 1) University-wide lecture focusing on his book and latest research; 2) Brownbag Lunch with graduate students; 3) Professional development workshop on research methods in collaboration with AMST600 Research/Methods course open to all graduate students; and 4) Informal seminar and conversation with graduate students whose research is critical ethnic studies and queer theory. We hope to create multiple formal and informal opportunities for graduate students to discuss their research with Dr. Reddy and also for graduate students to connect with one another through these interdisciplinary events.

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than 5:00 PM ON THE FRIDAY before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.
**APPROPRIATION DETAIL SHEET**

American Studies Graduate Students Association

**Name of Organization**

**Category:** Hotel

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriot Airport Hotel for 3 nights+tax</td>
<td>$149</td>
<td>$505</td>
</tr>
</tbody>
</table>

**Category:** Speaker Honorarium

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Reddy has requested $1500 based on the varied events</td>
<td>$1500</td>
<td>$1500</td>
</tr>
</tbody>
</table>

**Category:** Select a Category

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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**Category:** Select a Category

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<tr>
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<th>UNIT PRICE</th>
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</table>

**Category:** Select a Category

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<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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</thead>
</table>

**Categories:** Select a Category

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
</table>

**TOTAL APPROPRIATION REQUEST AMOUNT:** $2005

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request. Please round the total price(s) for each line-item to the nearest whole dollar.
**GPSA Appropriation Request Form**

**Student Organization for Latin American Studies (SOLAS)**

**Name of Organization**

1/9/2013

**Date**

$1794

**Total Request Amount**

**CONTACT INFORMATION**

Latin American and Iberian Institute, 801 Yale Blvd. NE

**Campus Address**

Elizabeth Halpin

**Primary Contact Name**

(505) 277-2961

**Phone Number**

ehalpin@unm.edu

**Email Address**

Samuel Johnson

**Secondary Contact Name**

(616) 690-2199

**Phone Number**

sgjohnso@unm.edu

**Email Address**

**ORGANIZATION INFORMATION**

*Please select all of the following that apply.*

- [ ] A chartered student organization through the Student Activities Center
- [ ] Has an account in the Student Government Accounting Office
- [ ] Receives PB Funding from a Recognized Department Student Association
- [ ] Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

N/A

**REQUEST INFORMATION:** Please select and describe what your student group is requesting funds for:

- [ ] **Travel**
- [ ] **Event**
- [ ] **One-Time Capital Outlay (ie: computer)**
- [ ] **Unforeseen Expenditures/Other**

Basic Description of the Appropriation Request:

SOLAS is requesting an appropriation to send a group of students to the annual student conference of the Institute of Latin American Studies Student Association (ILASSA) at the University of Texas at Austin for the weekend of February 7-9. The ILASSA conference provides an interdisciplinary forum for students with interest in Latin America to present original research. Moreover, it is a great opportunity for students to develop presentation skills, network with students and professors from different institutions in the U.S. and Latin America, and develop professionally as they prepare for a career in academia or elsewhere. The facilitation of academic and professional development is an essential component of the mission of SOLAS and ILASSA. as one

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than **5:00 PM ON THE FRIDAY** before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.
## Appropriation Detail Sheet

**Name of Organization**

Student Organization for Latin American Studies

### Travel - Per Diem

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLAS would like to fund 3 students for 4 days. The $75 Per Diem will include food and travel related costs for Thursday through Sunday and lodging for 3 nights. The 3 students will share two hotel rooms.</td>
<td>$75</td>
<td>$900</td>
</tr>
</tbody>
</table>

### Travel - Mileage

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be driving to Austin in one vehicle. Round trip from Austin to Albuquerque is 1388 miles. Please see map.</td>
<td></td>
<td>$694</td>
</tr>
</tbody>
</table>

### Conference Fees

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are charged $25 to submit their research at the ILASSA conference. Please see conference information print out.</td>
<td>$25</td>
<td>$75</td>
</tr>
</tbody>
</table>

### Select a Category

<table>
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<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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<tr>
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<th>TOTAL PRICE</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Total Appropriation Request Amount:** $1794

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request. Please round the total price(s) for each line-item to the nearest whole dollar.
GPSA APPROPRIATION REQUEST FORM

Name of Organization: World Affairs Delegation
Date: January 11, 2013

Total Request Amount: $5,602.50

CONTACT INFORMATION
Campus Address: Lobo Lair #1022

Primary Contact Name: Melissa Berghmans
Phone Number: 505615401
Email Address: melissab@unm.edu

Secondary Contact Name: Felipe Acosta
Phone Number: 5054509045
Email Address: pipeacosta@hotmail.com

ORGANIZATION INFORMATION
Please select all of the following that apply.

The student group requesting appropriation funding:
X - A chartered student organization through the Student Activities Center
X - Has an account in the Student Government Accounting Office
   - Receives PB Funds from a Recognized Departmental Student Association
   - Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

We spend a great deal of time fundraising in many different ways. In the past 5 years we have done bake sales, raffles, auctions, we clean the UNM Pit and Stadium, we seek out business and private donations, we do Dining to Donate, and every year we work towards new fundraising ideas. We received both ASUNM and GPSA appropriations last school year.

REQUEST INFORMATION: Please select and describe what your student group is requesting funds for:

X Travel   Event   One-time Capital Outlay   Unforseen Expenditures/Other
Basic Description of the Appropriation Request:

We are attending the Harvard World Model United Nations Conference 2013 in Melbourne, Australia in March from the 16th through the 24th. In order to keep costs low, we are driving to LA, California to save on airfare costs. We are asking for funding to cover the graduate students who will be participating in this once in a lifetime opportunity. There are 3 graduate students who are traveling to this conference. We are asking for airfare, per diem, and mileage costs.

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than **5:00 pm on the Friday** before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.

**Name of Organization**
**Category: Travel - Airfare**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare from LAX-Melbourne, roundtrip, per standing rules for 3 GPSA students</td>
<td>$892.50 (70% of one ticket at $1,275)</td>
<td>$2,677.50</td>
</tr>
</tbody>
</table>

**Category: Travel – Car Rental**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental car from ABQ-Los Angeles, California, per standing rules</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
</tbody>
</table>

**Category: Travel – Per Diem**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per diem, per standing rules, for 3 grad students</td>
<td>3 students x $75 per day = $225 per day x 9 days</td>
<td>$2,025.00</td>
</tr>
</tbody>
</table>

**Category: Select a Category**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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<table>
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<thead>
<tr>
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**TOTAL APPROPRIATION REQUEST AMOUNT:** $5,602.50

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request. Please round the total price(s) for each line-item to the nearest whole dollar.
GPSA Appropriation Request Form

GPSA Grants Committee

Name of Organization ___________________________ $1,100.00

January 11, 2013 Total Request Amount

CONTACT INFORMATION

GPSA Office SUB 1021

Genesea Carter, Chair 805-296-2316 Genesea@unm.edu

Primary Contact Name ___________ Phone Number ___________ Email Address ___________

Sara Niedbalski, Vice Chair 574-360-8548 sara.d.niedbalski@gmail.com

Secondary Contact Name ___________ Phone Number ___________ Email Address ___________

ORGANIZATION INFORMATION

Please select all of the following that apply.

The student group requesting appropriation funding:

☐ A chartered student organization through the Student Activities Center

☐ Has an account in the Student Government Accounting Office

☐ Has received GPSA funding in the past year (appropriation or budget)

Describe below amount(s) of funding from other sources. Please include any GPSA funding from the past year.

We receive funding from GPSA to fund grants, grant readers, and the Chair stipend. In the summer we receive a lump sum to pay for readers (generally around $4,000) based on assumed needs. As well, we receive $1,000 for each fall and spring chair stipends.

REQUEST INFORMATION: Please select and describe what your student group is requesting funds for:

☐ Travel ☐ Event ☐ One-Time Capital Outlay (ie: computer) ☐ Unforeseen Expenditures/Other

Due to the large amount of grants submitted in the summer and the fall, we had to hire more readers than anticipated. In particular, especially during re-reads, we have had to hire several more readers as we have had an increase in re-reads this year. On average, we are receiving 150 applications each cycle. Remaining in our budget is enough money to fund 24 readers at @ $50.00 a stipend. I am requesting $1,000.00 to fund an additional 20 readers. To be on the safe side, we like to have as many as 40 readers on our list, as several drop out over the semester, and I believe it is necessary to have an extra cushion in case we do need as many as 40 readers this spring cycle.

Basic Description of the Appropriation Request:

Requests must be filled out completely including detail sheet on the back and submitted to the GPSA Legislative Finance Chair via email (unmgpsafinance@gmail.com) no later than 5:00 PM ON THE FRIDAY before the scheduled committee meeting. The LFC Chair should contact the organization to notify them of the time and location of the meeting after the appropriation is received.
## Appropriation Detail Sheet

**GPSA Grants Committee**

**Name of Organization**

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**TOTAL APPROPRIATION REQUEST AMOUNT:** $1,000.00

Organizations need to attend the Executive OR Legislative Finance Committee meeting to present their request. Please round the total price(s) for each line-item to the nearest whole dollar.
Other Business
Grants Code

Section 1. Student Research and Allocations Committee (GPSA Student Research Grant RESEARCH GRANT) and Specialized Travel (Professional Development Grants)

A. Funding History

1. The Professional Development Grant and its quasi-endowment were established in 2004 with $220,000 from the UNM Provost’s office.
2. The GPSA Student Research Grant RESEARCH Grant and its quasi-endowment were established in 1996 with $14,000 in student fees and $14,000 from the UNM Provost’s office as requested by the GPSA.
3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year the spending allowance from the endowments funds grant activity.
4. Additional GPSA Student Research Grant RESEARCH GRANT and Professional Development Grant funding may be determined through the annual budget process and augmented by appropriations from Council.

B. Activities Funded

1. The GPSA Student Research Grant RESEARCH GRANT funds the development and dissemination of research including travel for research-related purposes. GPSA Student Research Grant RESEARCH GRANT will also fund any travel or supply expenses incurred in the development or dissemination of original work.
   a. Acceptable GPSA Student Research Grant RESEARCH GRANT costs include:
      i. Software not available in UNM computer pods or to which the student does not have free access.
      ii. Airfare, registration, hotel, shuttle fees, taxi fares, 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, Policy 4030.
      iii. Supplies, consumables and printing costs necessary for development and dissemination of research and not readily supplied by the applicant’s department.
   b. Unacceptable GPSA Student Research Grant RESEARCH GRANT costs include:
      i. Salaries, tuition or binding.
      ii. Organization fees or conference social functions.
      iii. Travel, room or board for any event whose purpose is not the development or dissemination of student's research.

2. The Professional Development Grant funds travel expenses that further the professional and career development of students.
   a. Acceptable Professional Development Grant costs include:
      i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials and other career or professional events where the student is not presenting or conducting research. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares, 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, Policy 4030.

b. Unacceptable Professional Development Grant costs include:
   i. Travel to present research.
   ii. Any activity that could be funded by GPSA Student Research Grant.

C. Amount of Funding
   1. GPSA Student Research Grants can fund up to $500 per student per year.
   2. Professional Development Grants can fund up to $500 per student per year.
   3. A year refers to the period between June 1 and May 31.

D. Deadlines
   1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer semester. No late applications will be accepted. In the event of unforeseen or extraordinary circumstances, the GPSA Grants Chair(s) may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with Public Notice Requirements.
   2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise funds will revert back to the committee to disseminate in the next funding cycle [Bylaws I.Section 1.N.IV.S.VIII].
   3. Appeals of award decisions must occur within twenty-one (21) calendar days of the letter of award notification [Bylaws I.Section 1.M.IV.S.VIII].

E. Applicant Eligibility
   1. Only GPSA members may receive grant funding.
   2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants. However, an GPSA Research Grant reader may apply for a Professional Development Grant and vice versa.
   3. Grants Committee members must notify Grants Chair(s) when they apply for a grant.
   4. A GPSA Research Grant reader may apply for a Professional Development Grant and vice versa.
   5. An applicant may submit only one application per semester for each grant.
   6. Each application may be made for one allowable event or activity.
   7. An applicant is only eligible for the remaining amount of funding for GPSA Student Research Grant or Professional Development Grant if the applicant has not yet been awarded the full amount in section [Bylaws I.Section 1.C.VIII.S.X]. of GPSA Student Research Grant or Professional Development Grant funding per year. Per year means per summer-fall-spring funding cycle.
   8. The event or activity for which funds are sought must occur within the next, 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.

F. Application Requirements
   1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws I.Section 1.D/VIII.Section 1.D].
   2. Applications must be for activities taking place in the current, previous or next funding period, according to section [Bylaws I.Section 1.E.8/VIII.Section 1.E.8].
   3. Submission must occur through the online application system. The Grants Chair(s) must accommodate students with circumstances that prevent or prohibit their use of the online system. If a method of accommodation for circumstances not concerning disabilities cannot be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws I.Section 1.M/VIII.Section 1.M]. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center.
   4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person’s words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant’s own, original writing.
   5. A complete GPSA Student Research Grant/Professional Development Grant application includes
      a. The completed HTML fields of the online GPSA Student Research Grant/Professional Development Grant application
      b. An activity proposal submitted through the online system and not to exceed seven hundred (700) words.
      c. An activity budget submitted through the online system.
      d. A letter of recommendation through the online system.
   7. Applications must adhere to the online instructions.
   8. At the discretion of the GPSA RESEARCH GRANT/Professional Development Grant Chair(s), applications may not be read if the requirements outlined in [Bylaws I.Section 1.F/VIII.Section 1.F] are not met. The applicant may always appeal [Bylaws I.Section 1.M/VIII.Section 1.M]

G. Applicant Workshops and Outreach
   1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
   2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
   3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in an April report to Council.
   4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.

H. Application Readers
   1. Readers of grants must be GPSA members.
2. Readers cannot read for any grant for which they have also applied in the same semester.
3. Readers will be compensated for their work with a stipend.
4. Readers must attend a training once in each June 1 to May 31 cycle before reading applications. The Grants Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

I. Application Scoring
1. The application will be read and scored by three (3) readers.
2. Applications will be read by readers from a different department than the applicant.
3. Applicants and readers will self-identify within one (1) of five (5) perspectives. Applications will be read by at least one reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:
   a. Quantitative - Methodologically and/or theoretically based in measurable, numerical, and/or empirical information, data, and/or phenomena.
   b. Qualitative - Methodologically and/or theoretically based in describing and investigating phenomena via various methods. It is context-specific and fundamentally interpretive.
   c. Critical - Theoretically based in interrogating and contesting power dynamics. It is often invested in researching and accounting for histories and enduring practices of oppression and resistance.
   d. Creative - Engages in performative and/or artistic processes and/or products.
   e. Applied - Implies the acquisition and/or development of professional or vocational skills.
4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the criteria online which are posted one month prior to the application deadlines.
5. The scoring criteria categories and minimum weighting for GPSA **Student Research Grant**/**Professional Development Grant** must include:
   a. Technical merit: twenty percent (20%)
   b. Proposal composition: twenty percent (20%)
   c. Benefits: thirty-five percent (35%)
   d. Budget: twenty percent (20%)
6. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader’s scores.
7. When the difference between the high and low normalized scores for an application exceeds twenty-five percent points (25%) of the total possible score (100 points), two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

J. Application Funding Procedure
1. Funds shall be allocated in percentages according to the semester totals from the averages of the previous year. For example, if there were two hundred fifty (250)
Professional Development Grant applications in the previous year, with fifty (50) applications for the summer and one hundred (100) each for the fall and spring, then funds should be allocated as twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and spring. If appeals are not granted, this money will roll over into the next funding cycle.

2. For GPSA RESEARCH GRANT, from the total amount of money for the funding cycle, outlined in [Bylaws VIII.Section 1.J.1], the committee shall award funds according to the rank ordering of normalized [Bylaws VIII.Section 1.I.6] scores:
   a. The top twenty percent (20%) of GPSA RESEARCH GRANT applications will be eligible for full funding of the amount requested, up to the maximum in [Bylaws VIII.Section 1.C].
   b. The second (2nd) twenty percent (20%) will be eligible for eighty percent (80%) of the amount requested.
   c. The next ten percent (10%) will be eligible for sixty percent (60%) of the amount requested.
   d. The lower fifty percent (50%) will not be eligible for funding.
   e. If funds are not available to award all the eligible applications as outlined above, awards will be made to the highest ranked proposals until all money has been exhausted, excepting money withheld to fund appeals, as provided in [Bylaws VIII.Section 1.J.1]. Alternatively, additional money may be sought from Council by the Grants Chair(s).

f. Remaining funds shall remain in the endowment.

3. For Student Research Grant/Professional Development Grant, from the total amount of money for the funding cycle outlined in [Bylaws I.Section 1.J.1 VIII.Section 1.J.1], the committee shall award one hundred percent (100%) of the requested funds according to the rank ordering of normalized [Bylaws I.Section 1.I.6 VIII.Section 1.I.6] scores until all money has been exhausted, excepting money withheld to fund two appeals for each category, as provided in section [Bylaws I.Section 1.J.1 VIII.Section 1.J.1]. Alternatively, additional money may be sought from Council by the Grants Chair(s).

4. Funds not claimed within the ninety (90) day limit [Bylaws I.Section 1.D.2 VIII.Section 1.D.2] revert to the grant accounts unless the original allocation for an activity was made specifically for a time period which extends beyond the ninety (90) day limit or unless the recipient requests and is granted an extension in writing.

K. Records

1. The committee shall keep records of:
   a. all applications.
   b. scores and score comment sheets.
   c. a database of cover sheet information (such as name, email, department and requested amount) and score results.
   d. a separate record of who was awarded at what amount and when it was awarded.

2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) and kept for a minimum of five years.
3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

L. Reports
1. The committee shall compose a report for each funding cycle.
   a. The report shall contain the total amount of GPSA Student Research Grant and Professional Development Grant allocations.
   b. The report shall contain a breakdown of awards and applications by college, school, or department.
   c. The report shall provide details of the total allocation and the balance.
   d. The report shall also include all appeals, decisions, and results.

M. Appeals
1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be received by the GPSA Grants Committee within twenty one fourteen (2114) calendar days from the date of the award notification letter.
2. The appeal must stipulate on what grounds the appeal is based.
3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
4. An applicant making an appeal may request a meeting with all readers, written detailed extrapolation of reader(s) scoring and comments before the appeal. If reader(s) are willing, they may offer the opportunity. If a reader is unwilling or unable to meet with the applicant, the reader will need to provide a written response to an applicant’s reasons for appeal.
5. The GPSA RESEARCH GRANT/Professional Development Grant committee will review the request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three (3) voting members who, ideally, have been grant readers in good standing with the Grants committee. Voting members cannot include the Grant chair or anyone who has advised and/or met with the appellant. Applicants are entitled to attend and speak at their appeal review. Application readers are encouraged to attend the hearing to present their rationale and scoring process. If reader(s) cannot attend, they must provide a written response to the applicant’s reasons for appeal. The review may be delayed beyond the two (2) week deadline if the applicant cannot attend.
6. If the committee votes that the appeal is valid, the committee shall decide a course of action to resolve the appeal. A standard re-read is the default action, unless the majority of the committee decides another course of action. If the reasons for the appeal are found to be invalid, no change in funding or scoring will be granted.
7. Any applicant dissatisfied with the results of an appeal to the GPSA RESEARCH GRANT/Professional Development Grant committee may file a final appeal to the GPSA Council within two (2) weeks of receiving the GPSA RESEARCH GRANT/Professional Development Grant committee decision. The decision of the GPSA Council will be considered final. No further appeal will be granted.
8. The Grants Committee will maintain an appeal guideline on the GPSA website.

N. Claiming Awards
1. Grants monies will be distributed on a direct grant basis.
2. **Monies will be direct deposited into the awardee’s bursar account. To claim a grant, a recipient must return a signed award form, provided online, to the GPSA Office within the ninety (90) day [Bylaws VIII. Section 1.D.2] limit.**

Section 2. Graduate Research Development (New Mexico Research) Fund

A. Funding History

1. The New Mexico Research quasi-endowment began with funding allocated to the GPSA by the New Mexico State Legislature in 2000. New Mexico Research grants assist with larger projects that require substantial funding and are aimed at encouraging UNM students to work on research with state agencies or in areas that directly benefit the state of New Mexico.

2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a small spending allowance from the endowment, along with substantial contributions from New Mexico State Legislature allocations, funds grants activity.

B. Activities Funded

1. The New Mexico Research grant funds the development of research, including travel for research related purposes.

2. Acceptable New Mexico Research costs include:
   a. Permanent equipment not available from the applicant(s)’ UNM Department, or not otherwise available for use by the applicant(s).
   b. Computer software not available at the UNM computer pods or at the applicant(s)’ UNM Department, or not otherwise available for use by the applicant(s).
   c. Room, board, and travel expenses to and from research facilities or field sites outside of Albuquerque.
   d. 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).
   e. Transcription expenses.
   f. Research projects commenced within the fiscal year, July 1 through June 30.

3. Unacceptable New Mexico Research costs include:
   a. Salaries or stipends, except for the New Mexico Research Chair, Vice-Chair and Committee Members.
   b. Travel expenses or other fees associated with a conference.
   c. Travel, room and board expenses for workshops, schools, clinicals or other travel that does not directly aid in the creation of student research.
   d. The purchase of computers.
   e. Tuition and supplies/books for classes.
   f. Any publication or subscription costs.
   g. Any research project that involves, or may involve, excessive or unreasonable harm to humans or animals. See [Bylaws I. Section 2.F.6][VIII. Section 2.F.6].

C. Amount of Funding

1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars ($5,000) for each research project.

2. General Research Project Grants will be awarded a maximum of three thousand dollars ($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 five thousand dollars ($5,000) per year (July 1 to June 30).
6. No individual can receive New Mexico Research funding more than three times.

D. Deadlines
1. All applications for New Mexico Research grants must be received by the GPSA by a date and time to be announced by the New Mexico Research Committee Chair no later than the regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary circumstances, the New Mexico Research Chair may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with The Public Notice Requirements.
2. Late applications will not be considered for funding.
3. Awarded funds must be claimed by the June 30 following award notification. Otherwise funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws I. Section 2.N.1]
4. Appeals of award decisions must occur within twenty-one fourteen (1421) calendar days of the letter of award notification. See [Bylaws I. Section 2.M].

E. Applicant Eligibility
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 GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico Research Chair or as a New Mexico Research reader.
3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA collaborating with a New Mexico State Agency.
4. The research activity for which funds are sought must occur between July 1 and June 30 for the current funding cycle.

F. Application Requirements
1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws I. Section 2.D.8. Section 2.D].
2. Applications must be for activities taking place in the current funding period according to section [Bylaws I. Section 2.E.4.VIII. Section 2.E.4].
3. Submission must occur through the online application system. The Grants Chair(s) must accommodate students with circumstances that prevent or prohibit their use of the online system. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center. If a method of accommodation, for circumstances not concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant can appeal, see [Bylaws I. Section 2.M.VIII. Section 2.M].
4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person’s words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant’s own, original writing.
5. All applicant(s) may apply for either a High Priority Research Project Grant or a General Research Project Grant, but may not apply for both for a single project.

6. For activities involving humans, animals, or hazardous materials:
   a. 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.
   b. 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.
   c. Approval of a research project by any of the entities described in subsections a or b above shall not be determinative of whether or not a research project involves excessive or unreasonable harm to humans or animals.

7. Proposal
   a. Each application must include a proposal identifying the following areas:
      i. Description of the research project.
      ii. Activity is introduced, given adequate background and put into the context of the field.
      iii. Student's academic interests are explained.
      iv. Relationship of specific activity to degree is explained.
      v. Methodology.
      vi. Significance of the project on the applicant(s) career.
      vii. Significance of the project to the University of New Mexico.
      viii. Significance of the project to New Mexico's communities.
      ix. Significance of the project to New Mexico's rural communities.
      x. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a New Mexico State Agency.
      xi. FOR GENERAL GRANTS COLLABORATING WITH NON–PROFIT COMMUNITY ORGANIZATIONS ONLY: Description of the collaboration with a non-profit community organization.
   b. All proposals shall be written in language easily understandable by graduate or professional students in any college or school. All technical terms shall be defined and explained.
   c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall be seven hundred (700) words.
   d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each proposal shall one thousand, one hundred (1100) words.

8. Letter(s) of Support
   a. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)’ research project.
   b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must also submit one (1) letter of support from a member in the collaborating New Mexico State Agency.
c. FOR GENERAL GRANTS COLLABORATING WITH NON-PROFIT COMMUNITY ORGANIZATIONS: Each application may also include one (1) letter of support from a member in the collaborating non-profit community organization.

9. Itemized Budget
   a. Each application for funding must include a reasonable itemized budget for the research project that includes the following:
      i. Total budget for the research project.
      ii. Line items that will be funded with New Mexico Research grant money must be clearly indicated.
      iii. All sources of funding for the research project, including all amounts requested, but not yet awarded, from any other funding source must be listed for each line item.
      iv. 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.
   b. Any proposed expenditures may be explained in text accompanying the itemized budget.
   c. Itemized budgets indicating New Mexico Research funded items that are unacceptable New Mexico Research costs shall be reduced by the amount indicated on the itemized budget.
   d. The New Mexico Research Grants Chair, at that person’s discretion, may request of the principal applicant the submission of a new itemized budget for review. The applicant will be given five (5) academic 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 disqualify the application from review.

10. No materials besides the online application itself and those listed in [Bylaws I. Section 2.F.7.VIII. Section 2.F.7-9]. shall be accepted.

11. Applications must adhere to the online instructions.

12. At the discretion of the New Mexico Research Chair, applications may be disqualified if the requirements outlined in [Bylaws I. Section 2.F.VIII. Section 2.F] are not met. The applicant may always appeal [Bylaws I. Section 2.M.VIII. Section 2.M].

G. Applicant Workshops and Outreach
   1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
   2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
   3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in the April report to Council.
   4. The Grants Committee will advertise the available grants at least twenty one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.
H. Application Readers
1. Readers of grants must be GPSA members.
2. Readers cannot read for any grant for which they have also applied in the same semester.
3. Readers will be compensated for their work with a stipend.
4. Readers must attend a training once in each cycle before reading applications. The Grants Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

I. Application Scoring
1. An application will be read and scored by three (3) readers.
2. Applications will be read by readers from a different department than the applicant.
3. Applicants and readers will self-identify within one (1) of five (5) disciplines.
   a. Quantitative - Methodologically and/or theoretically based in measurable, numerical, and/or empirical information, data, and/or phenomena.
   b. Qualitative - Methodologically and/or theoretically based in describing and investigating phenomena via various methods. It is context-specific and fundamentally interpretive.
   c. Critical - Theoretically based in interrogating and contesting power dynamics. It is often invested in researching and accounting for histories and enduring practices of oppression and resistance.
   d. Creative - Engages in performative and/or artistic processes and/or products.
   e. Applied - Implies the acquisition and/or development of professional or vocational skills.
4. Applications shall be scored according to the criteria online, and criteria must be posted at least one (1) month prior to the application deadlines. Score criteria changes must be approved by a two-thirds (2/3) vote from the Grants Committee, but may not be changed in the month prior to the application deadline.
5. The criteria for New Mexico Research scoring must include
   a. Description of the research project, five (5) points.
   b. Activity is introduced, given adequate background and put into the context of the field, five (5) points.
   c. Student's academic interests are explained, five (5) points.
   d. Relationship of specific activity to degree is explained, five (5) points.
   e. Language in the proposal is easily understandable by graduate and professional students in any college or school and all technical terms are defined and explained, ten (10) points.
   f. Methodology: Are the research project fundamentals and procedures sufficient to ensure project success?, ten (10) points.
   g. Student Benefits: Project will result in graduate/professional student development appropriate to the applicant's stage in career, ten (10) points.
   h. UNM Benefits: Research project benefits UNM, ten (10) points.
i. Budget shows source of funding for each line item, five (5) points.
j. Budget is well researched and complete for project, five (5) points.
k. Does the project directly impact New Mexico’s communities?, ten (10) points.
l. Does the project significantly impact New Mexico’s communities?, ten (10) points.
m. Does the project directly and significantly impact New Mexico’s rural communities?, ten (10) points.
n. Degree of support demonstrated in the letter from UNM faculty, ten (10) points.
o. FOR HIGH PRIORITY APPLICATIONS ONLY: Description of the collaboration with a New Mexico State Agency, twenty (20) points.
p. FOR HIGH PRIORITY APPLICATIONS ONLY: Degree of support demonstrated in the letter from the New Mexico State Agency, ten (10) points.
q. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT COMMUNITY ORGANIZATION (optional): Description of the collaboration with a non-profit community organization, five (5) optional points.
r. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT COMMUNITY ORGANIZATION (optional): Degree of support demonstrated in the letter from the non-profit community organization, five (5) points.

6. The scoring criteria above shall be the only criteria considered in scoring New Mexico Research applications.

7. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader’s scores.

8. When the difference between the high and low normalized scores for an application exceeds twenty-five percent (25%) of the total possible score, two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

J. Funding Procedures

1. New Mexico Research Total Budget
   a. The GPSA President shall recommend and the GPSA Council shall approve the total amount allocated each year for the New Mexico Research Funding Process.
   b. No more than ten percent (10%) of the total amount allocated annually may be used for administrative expenses.
   c. No less than two percent (2%) of the total amount allocated annually shall be set aside for the appeals process.
   d. The New Mexico Research Chair shall recommend and the Grants Committee shall approve the total amounts allocated annually for administrative expenses, appeals, and for High Priority and General Research Project Grants.
      i. The annual stipend of the New Mexico Research Chair shall be recommended by the GPSA President and approved by the GPSA Council. This stipend shall be no less than one percent (1%), and no more than three percent (3%), of the total amount allocated for the New Mexico Research process during the current fiscal year, but shall not exceed two thousand dollars ($2,000).

2. Funding Applications
a. 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.
b. High Priority: The total awarded to all High Priority applications shall not exceed half (1/2) of the overall amount awarded in the New Mexico Research process. High Priority applications will be fully funded, starting with the highest scoring application.
c. General Priority: The total awarded to all General Priority applications shall not exceed the remaining amount to be awarded in the New Mexico Research process after the High Priority grants are awarded.
d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of General Priority applications will not be eligible for funding.
e. Remaining funds shall remain in the endowment.

K. Records
1. The Grants Committee shall keep records of:
   a. all applications.
   b. scores and score comment sheets.
   c. a database of cover sheet information (such as name, email, department and requested amount) and score results.
   d. a separate record of who was awarded at what amount and when it was awarded.
2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) and kept for a minimum of five (5) years.
3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

L. Reports
1. The committee shall compose a report for each funding cycle.
   a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional Development Grant, and New Mexico Research grant allocations.
   b. The report shall contain a breakdown of awards and applications by college, school, or department.
   c. The report shall provide details of the total allocation and the balance.
   d. The report shall also include all appeals, decisions, and results.

M. Appeals
1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be received by the New Mexico Research committee within fourteen (14) calendar days from the date on the notification award letter.
2. The appeal must stipulate on what grounds the appeal is based.
3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
4. An applicant making an appeal may request a meeting with all readers. If a reader is unwilling or unable to meet with the applicant, the reader will need to provide a written response to an applicant’s reasons for appeal.
5. The Grants Committee will review the request for an appeal within fourteen (14) calendar days of its receipt. Applicants are entitled to attend and speak at their appeal.
review. The review may be delayed beyond the deadline if the applicant cannot attend.

6. If the committee votes that the appeal is valid, the committee shall decide a course of action to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in funding or scoring will be granted.

7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a final appeal to Council within ten (10) academic days of receiving the Grants Committee decision. The decision of the GPSA Council will be considered final. No further appeal will be granted.

8. The Grants Committee will maintain an appeal guideline on the GPSA website.

N. Claiming Awards, Budget Revisions and Funding Extensions

1. To claim a grant, a recipient must return to the GPSA Office before June 30 [Bylaws I.Section 2.D.3VIII.Section 2.D.3] :
   a. An award form, provided online.
   b. Original receipts of the expenditures.
   c. Original proposal and budget.

2. Significant revisions to an applicant’s budget must be approved by the Grants Committee Chair. Submission of the revised budget, a memo explaining the need for the revision and all the material in [Bylaws I.Section 2.N.IVIII.Section 2.N.1], is necessary. The committee shall make a decision within fourteen (14) calendar days of receiving the revision request.

3. Funding period extensions beyond the funding year [Bylaws I.Section 2.D.3VIII.Section 2.D.3] may be requested in writing and granted at the committee’s discretion within fourteen (14) calendar days of receiving the request.