

2-23-2013

GPSA Council Meeting, 2/23/2013

Graduate and Professional Student Association

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GPSA Council Agenda
Saturday / 23 February 2013
9 a.m. - 12 p.m.
Domenici Center West - room 3010



GPSA @ UNM
Graduate And Professional Student Association

- I. Roll Call
- II. Opening Business
 - A. Approval of the February agenda
 - B. Approval of the January minutes
 - C. Media & Gallery
- III. Officer Reports
 - A. President's Report
 - B. Council Chair's Report
- IV. Action Items
 - A. Spring 2013 Council Clerk Appointment: Saliha Qasemi (Management)**
 - B. Elections Timeline**
 - C. Standing Committees
 1. Legislative Steering Committee
 - a. LSC Report
 - b. LSC Appointments**
 - c. LSC Business**
 1. SL-13-001: Grants Code Revisions
 2. SL-13-002: Elections Code Revisions
 2. Legislative Finance Committee
 - a. LFC Report
 - b. LFC Business**
 - i. SA-13-009: ALPFA
 - ii. SA-13-010: English Graduate Student Association
 - iii. SA-13-011: International Medical Delegation: Brazil
 - iv. SA-13-012: GPSA Council
 - v. SA-13-013: Philosophy Graduate Student Association
 - vi. SA-13-014: Political Science Graduate Student Association
 - vii. SA-13-015: Women in the Academy
 - D. Emergency Joint Resolution SR-13-001: In Support of SFRB Fee Recommendations**
- V Discussion Items
- VI. Executive Committee Reports
- VII. Closing Announcements
- VIII. Adjourn



**GPSA COUNCIL MEETING
SATURDAY JANUARY 26, 2013 9:00 AM
STUDENT UNION BUILDING – ACOMA A&B**

Meeting called to order – 9:13am

Presiding: Kris Miranda, GPSA Council Chair

Recording: Heather Berghmans, GPSA Council Clerk

Attendance listed at end of document

II. OPENING BUSINESS

- Motion made by Representative Vicky Wood to approve the Agenda, seconded. **Motion passes unanimously.**

- Motion made by Representative James Davenport to approve the Minutes from December 8, 2012, seconded by Representative Isle Biel. **Motion passes unanimously.**

- No **Media & Gallery**

III. GUEST SPEAKERS

- New Mexico Student PIRG gave a presentation about their agenda for Spring 2013. You can find information about them at <http://nmpirgstudents.org/>.
- Dr. Julia Coonrod, the Dean of Graduate Studies, gave a short presentation about her agenda for this Spring.
- Beverly Kloepfel from Student Health and Counseling gave a short presentation about the changes in student health care. You can find more about SHAC and contact information at <https://shac.unm.edu/>.
- Ryan Brown gave a short presentation about the New Mexico Shared Knowledge Conference. You can find information about it at <http://unmgrc.unm.edu/conference>.

IV. OFFICER REPORTS

- **President's Report** – GPSA President Marisa Silva gave her report covering the work at the SHAC, UNM Day at the state legislative session, Senate Bill 11, The Brain Drain Bill, and how you can get involved with the Lobby Committee. The Graduate Scholarship Fund (GSF) application deadline is coming up and the EFC (Executive Finance Committee), who oversees those applications, is always looking for more members. The Grants Committee is looking for more members as well, and the Grants deadlines are coming up soon! UNM 2020—President

Frank's webpage where the public can express their opinions about where the university is heading, can be found here <http://unm2020.unm.edu/>. There is still talk about creating a new Health and Wellness Center, and there is another retreat and discussion about its construction on Friday February 8th from 8am-1pm in the SUB that students are welcome to attend but an RSVP is required due to lunch being provided. Please let Marisa know if you are committed to attend this event. Student Fee and Review Board (SFRB)—There are 4 new applying entities, and were seen by the SFRB as not being qualified to receiving student fees. There will be a small increase in student fees of about \$6 to \$7 mostly due to the minimum wage increase. The SFRB also voted unanimously to note continue the \$50 increase in fees that athletics received last year; however, these recommendations are only suggestions to the UNM Regents at the end of the day.

- **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. There has been the creation of a Grants Code working group, if you would like to get involved let Kris or Marisa know. Matthew Rush is going to work on drafting a resolution about Council's support of the SFRB recommendations and if you would like to help out with the drafting, let Kris or Marisa know.
 - Text of Council Chair's prepared remarks for Clerk Berghmans:

So this is Heather's last meeting as Council Clerk. We are losing her to Berlin, which I think she hopes to use as a base for further globetrotting in a job with a human rights watchdog agency.

Heather and I have worked together for a long time. At the risk of undermining my own authority: if you'd asked me a year ago if I saw the two of us at the front of Council in the upcoming year, I'd have said Sure, I Could See That -- but our positions would've been reversed. (We've argued about this, recently even, but I'm chair, so right now I win.) Heather has been the president of UNM's award-winning Model United Nations delegation and she's still more than somewhat involved in it, whereas I was the official clerk of the Ad Hoc Bylaws Committee in summer of 2011, and before I entered the Council Chair election close to the last minute last March I didn't really see myself as a leader. Still not sure I do.

A lot of what Heather does you don't see. A lot of what Heather does her successor might not also do. Part of the idea of having Heather as my clerk was that I'd learn enough from her that I wouldn't *need* another Heather in the spring. We'll see how that pans out. But even if strictly speaking I don't "need" another Heather (in terms of parliamentary expertise and institutional knowledge), I'm still gonna miss her, lots.

Heather's official responsibility has been to record motions and votes and to summarize officer reports and guest speaker Q&As, so that we can post all of that online, and in theory be held accountable to constituents who care enough to poke around on the GPSA website

for our minutes. In practice no one's ever really done that. I mean I guess I did, once earlier this year, to look up an amendment to an old resolution. But the general student body? Not so much. Even the Daily Lobo doesn't need to consult our minutes, because they're here in person and they get a lot of what we say verbatim. And I haven't had any random students come to the office demanding to know how their representatives are voting.

Don't get me wrong, minutes are important, and they can be useful, and in settings bigger and more official than student government I'm sure they're a bigger deal. Even for us I would say they're underappreciated. It's one of those If It's Not in Writing, It Didn't Happen things. Constituents haven't had to go after Council or the E-Board, but our transparency mandates exist for the times when things might not go as smoothly as they generally have this year. Minutes are kind of like Batman: we'd prefer they didn't *have* to exist, but it's nice to know they're around.

But I've digressed pretty severely. My real point is that in practice, Heather's role has not solely, or even primarily, been recording who makes what motions. She's helped me ferry food to north campus, she's helped me set up tables in Domenici, she's helped me with paperwork, she's helped me with lots of planning, and she's been an advisor and a sounding board, and I haven't always listened to her even when I should've. And even when I haven't actively required her help for specific tasks, just knowing that my clerk was Heather has sort of been a psychological safety blanket. She's never reached the limits of her reliability, but even if she did, because we're friends I'd still have recourse to guilt. So with Heather I've always been able to tell myself that everything's gonna be okay.

I'm still not entirely sure what I'm going to do without her. Not in the sense that I'm worried about my ability to run Council. At this point you all know what you've gotten yourselves into. It's just that I'm running out of people I trust implicitly (no offense; I'm just that kind of guy), people I can lean on. I've leaned on Heather a lot. Sometimes literally. And now I can't. Which kinda sucks And I just wanted to say all that out loud. And to publicly wish her the best.

15-minute recess

V. ACTION ITEMS

A. Standing Rules 2013

- A motion was made by Rep. LisaMarie Turk to approve the Standing Rules as introduced, seconded by Rep. Sarah Haynes. **Motion passes unanimously.**

B. Standing Committees

1. LEGISLATIVE STEERING COMMITTEE (LSC) BUSINESS

- **A. Legislative Steering Committee (LSC) Chair report** was briefly gone over by the Council Chair.

2. LEGISLATIVE FINANCE COMMITTEE (LFC) BUSINESS

- **A. Legislative Finance Committee (LFC) Chair report** – were working on the first round of Budget Workshops for chartered student organizations and their Annual Budget process. The LFC also changed their standing rules to meet the challenges of the amount of funding left in the General Fund. Specific line items that were changed included: advertising, computer costs, office supplies, the mileage rate was decreased, airfare rules were redefined, educational, supplies/subscriptions as well as food and refreshments were removed from the appropriation process. All of these Standing Rules can be found on the GPSA website under the Legislative Finance Committee section.
- **B. LFC Business** – Appointment of James Davenport appointment – A motion was made by Rep. Isle Biel, seconded by Rep. Seth Grant. **Motion passes. 1 abstention (JD).**
- **C. LFC Standing Rules revision** – A motion was made by Rep. Vicky Wood to approve the changes to the LFC standing rules, seconded by Rep. Ryan Brown. **Motion passes unanimously.**
- **D. LFC Business**
 - SA-13-001: Language, Literacy & Sociocultural Studies GSA – A motion was made by Rep. Vicky Wood to approve the appropriation with the LFC recommendations at \$1,203, seconded by Rep. Thomas McGuire. **Motion passes. 1 nay. 7 abstentions (RB, MB, LT, BH, MS, GG).**
 - **SA-13-002: Rotarac** – A motion was made by Rep. James Davenport to approve the appropriation with the LFC recommendations at \$502.00, seconded by Rep. Isle Biel. **Motion passes. 2 abstentions (MB, LT).**
 - SA-13-003: Grad. Scholarship Fund (GPSA Exec. Finance Cmte.) – A motion was made by Rep. Joy Eklund to approve the appropriation with the LFC recommendations at \$401, seconded by Rep. James Davenport. **Motion passes. 2 abstentions (MB, LT).**
 - SA-13-004: Anthropology Graduate Student Union – A motion was made by Rep. Briton Hagan to approve the appropriation with the EFC recommendations at \$922, seconded by Rep. Nicole Nelson. **Motion passes. 4 abstentions (MB, LT, JD, IB).**
 - **SA-13-005: American Studies GSA** – A motion was made by Rep. Vicky Wood to approve the appropriation with the LFC recommendations at \$251, seconded by Rep. Chris Galanis. **Motion passes. 3 abstentions (MB, LT, NE).**

- **SA-13-006: Student Organization for Latin American Studies** – A motion was made by Rep. Grey Gustafson to approve the appropriation with the EFC recommendations at \$1,025, seconded by Rep. Amber Jacks. **Motion passes. 1 opposed (DF), 5 abstentions (MB, LT, JD, VW, EH)**
- **SA-13-007: World Affairs Delegation** – A motion was made by Rep. Dennis Flannigan to approve the appropriation with the LFC recommendations at \$896, seconded by Rep. James Davenport. **Motion passes. 3 abstentions (MB, LT, RB).**
- **SA-13-008: GPSA Grants Committee** – A motion was made by Rep. Briton Hagan to approve the appropriation with the LFC recommendations at \$1,003, seconded by Rep. Chris Galanis. **Motion passes. 3 abstentions (MB, LT, RB).**

VI. DISCUSSION ITEMS:

- a. ELECTIONS CODE REVISIONS
- b. GRANTS CODE REVISIONS FOR SPRING 2013 CYCLE
- c. NEW MEXICO BRAIN DRAIN—SENATE BILL 11

VII. EXECUTIVE COMMITTEE REPORTS

VIII. CLOSING ANNOUNCEMENTS – The next meeting will be on February 23, 2013 on north campus again, on the third floor of the Domenici Building. The March meeting will be on March 23, 2013 also on north campus. SOLAS is hosting a film festival about Latin America next week!

IX. ADJOURN - Meeting adjourned at 12:20pm

Councilors in attendance

American Studies

Nick Estes

Anthropology

Ilse Biel

James Davenport

Art & Art History

Chris Galanis

Biology

Grey Gustafson

Biomedical Sciences

Joshua Sheak

Community & Regional Planning

Michaela Shirley

College of Education

Megan Thienel

Scott Burley

Vicky Wood

Sarah Haynes

Briton Hagan

English

Laura Perlichek

Student Organization for Latin American Studies

Elizabeth Halpin

Student Bar Association (Law)

Seth Grant

Associated Graduate Business Students (Management)

Grace Lerner

Joy Eklund

Melissa Berghmans

Ryan Brown

Thomas Maguire

Guiovanna Aguirre

Dennis Flannigan

Nursing

LisaMarie Turk

Political Science

Nicole Nelson

Spanish & Portuguese

Amber Jacks (with alternate Maria Elena Corral)

Legislative Steering Committee

February Business

GPSA COUNCIL BILL # SL-13-001

GPSA COUNCIL – SPRING 2013 SESSION

AMENDMENT TO GRANTS CODE

Short Title: GRANTS CODE

INTRODUCED BY
Genesea Carter, GPSA Grants Chair

BE IT ENACTED BY THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION THAT
THE FOLLOWING CHANGE BE MADE TO THE GPSA BYLAWS:

Summary:

Updates to the GPSA Grants Code.

GPSA BYLAWS, CODE VIII, VARIOUS SECTIONS.

ORIGINAL LANGUAGE

See attachment.

PROPOSED REVISIONS

See attachment.

FINAL LANGUAGE

TBD

EFFECTIVE DATE: Upon approval by University Counsel.

RATIONALE:

Any outdated references to individual subcommittees for each of the three grants (Student Research Grant, Professional Development Grant, New Mexico Research Grant) were replaced with references to the sole Grants Committee.

(cont.)

Also proposed is a change to pay all recipients of the SRG the amounts they requested, rather than the tiered approach currently in place. The PDG does not have a tiered award system, and the Grants Committee hopes to make its policies both more internally consistent and more accessible to the average student reading through the Code before applying for a grant.

Finally, a process for appealing the decision of the Grants Committee has been more fully outlined. The appeals process has been left vague in the past to give the committee maximum discretion, but this has proven more confusing than empowering. Having a more detailed process clearly outlined in the Code is also helpful to applicants. Appeals can be run in a less ad hoc fashion in the future.

Kris Miranda

GPSA Council Chair 2012-2013

GPSA Grants Committee Vice Chair 2011-2012

LSC:

Grants Code

Proposal by Genesea Carter, GPSA Grants Chair

Grants Code

Section 1. Student Research and Allocations Committee (GPSA Student 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 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 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 funds the development and dissemination of research including travel for research-related purposes. GPSA Student 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 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 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.
4. See [Bylaws [I.Section 1.E.8](#)~~VIII.Section 1.E.8~~] for activity funding periods and see [Bylaws [I.Section 1.D.1](#)~~VIII.Section 1.D.1~~]. for application submission deadlines.

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.1](#)~~VIII.Section 1.N.1~~].
3. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification [Bylaws [I.Section 1.M.1](#)~~VIII.Section 1.M.1~~].

Comment [GC1]: We've changed this to 5:00pm or midnight I think? Noon is just too early.

E. Applicant Eligibility

1. Only GPSA members may receive grant funding.
2. Grants Chairs are ineligible to apply for any grants. **However, an GPSA Student 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 Student 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.Section 1.C~~]. 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.

Comment [GC2]: #2 and #4 say the same thing, right? Can we condense?

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.
 6. No materials besides those listed in [Bylaws [I.Section 1.F.5](#)~~VIII.Section 1.F.5~~] shall be accepted.
 7. Applications must adhere to the online instructions.
 8. At the discretion of the Grants 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.

Comment [GC3]: Should this be July?

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 points 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.

- a. Remaining funds shall remain in the endowment.
 2. 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).
 3. 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 fourteen (14) calendar days from the date of the award notification.
 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 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 Grants 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 Grants Committee may file a final appeal to the GPSA Council within two (2) weeks 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

1. Grants monies will be distributed on a direct grant basis.
2. Monies will be direct deposited into the awardee's bursar account.

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](#)~~VIII.Section 2.N.1~~].
4. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification. See [Bylaws [I.Section 2.M](#)~~VIII.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](#)~~VIII.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 (optional): 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 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.

Comment [UNM4]: This is optional and should be reflected in the language.

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. Applications will be read by at least one (1) 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. 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 points 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

Comment [UNM5]: I know these points are smaller than the percentage (35 points for the high priority), but can we keep it consistent between all the grant scoring process?

- 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 award notification.
- 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.3](#)~~VIII.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.1](#)~~VIII.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.3](#)~~VIII.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.

LSC:

Grants Code

LSC Recommendation

Grants Code

Section 1. Student Research and Allocations Committee (GPSA Student 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 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 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 funds the development and dissemination of research including travel for research-related purposes. GPSA Student 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 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 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.
4. See [Bylaws I.Section 1.E.7] for activity funding periods and see [Bylaws I.Section 1.D.1]. for application submission deadlines.

D. Deadlines

1. The deadline for submission of applications will be noon 5:00 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.1].
3. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification [Bylaws I.Section 1.M.1].

Comment [GC1]: We've changed this to 5:00pm or midnight I think? Noon is just too early.

E. Applicant Eligibility

1. Only GPSA members may receive grant funding.
2. **Grants Chairs are ineligible to apply for any grants. Grants Committee members must notify Grants Chair(s) when they apply for a grant.**
3. **A GPSA Student Research Grant reader may apply for a Professional Development Grant and vice versa.**
4. An applicant may submit only one application per semester for each grant.
5. Each application may be made for one allowable event or activity.
6. 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]. of GPSA Student Research Grant or Professional Development Grant funding per year. Per year means per summer-fall-spring funding cycle.
7. 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.

Comment [GC2]: #2 and #4 say the same thing, right? Can we condense?

F. Application Requirements

1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws I.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.7].
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]. 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.
6. No materials besides those listed in [Bylaws I.Section 1.F.5] shall be accepted.
7. Applications must adhere to the online instructions.
8. At the discretion of the Grants Chair(s), applications may not be read if the requirements outlined in [Bylaws I.Section 1.F] are not met. The applicant may always appeal [Bylaws I.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

Comment [GC3]: Should this be July?

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 points 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.
 - a. Remaining funds shall remain in the endowment.
 2. 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], 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] 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] Alternatively, additional money may be sought from Council by the Grants Chair(s).

3. Funds not claimed within the ninety (90) day limit [Bylaws I.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 fourteen (14) calendar days from the date of the award notification.
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 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 Grants 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 **are required to** 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 **to grant the appeal**, 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 **committee votes to reject the appeal**, no change in funding or scoring will be granted.
7. Any applicant dissatisfied with the results of an appeal to the GPSA Grants Committee may file a final appeal to the GPSA Council within two (2) weeks 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

1. Grants monies will be distributed on a direct grant basis.
2. Monies will be direct deposited into the awardee's bursar account.

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].

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 fourteen (14) calendar days of the 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].

2. Applications must be for activities taking place in the current funding period according to section [Bylaws I.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].
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 (optional): 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 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.7-9]. 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] are not met. The applicant may always appeal [Bylaws I.Section 2.M].

Comment [UNM4]: This is optional and should be reflected in the language.

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. Applications will be read by at least one (1) 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. 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 points 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.

Comment [UNM5]: I know these points are smaller than the percentage (35 points for the high priority), but can we keep it consistent between all the grant scoring 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 award notification.
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.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.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.3] may be requested in writing and granted at the committee's discretion within fourteen (14) calendar days of receiving the request.

GPSA COUNCIL BILL # SL-13-002

GPSA COUNCIL – SPRING 2013 SESSION

AMENDMENT TO ELECTIONS CODE ADVERTISING REQUIREMENTS

Short Title: ELECTIONS ADVERTISING

INTRODUCED BY

Ioan Belovarski, GPSA Elections Chair

BE IT ENACTED BY THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION THAT
THE FOLLOWING CHANGE BE MADE TO THE GPSA BYLAWS:

Summary:

To remove the Daily Lobo advertising requirement for GPSA Elections.

**GPSA BYLAWS, CODE IX, SECTION 3.E
(ELECTIONS CODE, NOTICE OF ELECTIONS)**

ORIGINAL LANGUAGE

E. The Elections Committee shall publish on the last regularly scheduled academic day prior to a General or Special Election at least one (1) full-page advertisement in the Daily Lobo.

PROPOSED REVISIONS

E. The Elections Committee shall **promote any General or Special Election with at least one (1) full-page advertisement in the Daily Lobo on the last regularly scheduled academic day prior to the election, or with an alternative but equivalent method on the last regularly scheduled week before the election.**

FINAL LANGUAGE

TBD

EFFECTIVE DATE: Upon approval by University Counsel.

RATIONALE:

The new wording maintains the old option of using a full-page Daily Lobo advertisement just so that we can request at least the \$800 necessary for that page, though it adds a note about using "alternative but equivalent" methods of advertising if so desired. I think this would allow us to still get the money, but apply it to things like more flyers, posters, et cetera, which grad students would actually see around campus.

Legislative Finance Committee

February Business

Chair's Summary of Appropriations Requests - February 2013 - Prepared for Council Meeting					
ALPFA (SA-13-009)					
	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Conference Fees (4 students)	\$400.00	\$400.00		\$400.00	Organization's rationale supports
Travel - Airfare (\$430 x 4 students)	\$1,720.00	\$1,000.00	2 students at standing rules max 500.00	\$860.00	2 students at price requested (\$430/unit)
Travel - Per Diem (5 nights/4 students)	\$1,000.00	\$750.00	Reflects funding for 2 students	\$750.00	Reflects funding for 2 students
Foundation Surcharge	\$0.00	\$6.00	0.0025% Total Standing Surcharge	\$6.00	0.0025% Total Standing Surcharge
Total	\$3,120.00	\$2,156.00		\$2,016.00	Rounded to nearest whole dollar
English Graduate Student Association (SA-13-010)					
	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Honorarium	\$250.00	\$250.00	Suspend standing rules	\$175.00	Reduce to standing rules max for honoraria
Tote Bags (\$1.90/unit)	\$323.00	\$323.00	No change	\$323.00	No change, per standing rules
Food and Refreshments	\$1,000.00	\$1,000.00	Suspend standing rules	\$1,000.00	Suspend standing rules
Foundation Surcharge	\$0.00	\$4.00	0.0025% Total Standing Surcharge	\$4.00	0.0025% Total Standing Surcharge
Total	\$1,573.00	\$1,577.00		\$1,502.00	Rounded to nearest whole dollar
International Medical Delegation: Brazil (SA-13-011)					
	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Travel-Airfare (total \$1473.25)	\$500.00	\$500.00	As per standing rules	\$0.00	Denial of funding for entire request
Travel-Gas Mileage (1700 miles/2 buses)	\$850.00	\$850.00	As per standing rules	\$0.00	Denial of funding for entire request
Travel - Per Diem (17 days)	\$1,275.00	\$1,200.00	Per diem allowance for 16 days	\$0.00	Denial of funding for entire request
Total	\$2,625.00	\$2,550.00		\$0.00	Rounded to nearest whole dollar
GPSA Council (SA-13-012)					
	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Council Chair Salary (Per Constitution/Bylaws)	\$2,635.00	\$2,635.00	Compliance with GPSA Constitution	\$2,635.00	Compliance with GPSA Constitution
Foundation Surcharge	\$0.00	\$0.00		\$0.00	0.0025% Total - Standing Surcharge
Total	\$2,635.00	\$2,635.00		\$2,635.00	Rounded to nearest whole dollar
Philosophy Graduate Student Association (SA-13-013)					
	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Speaker Hotel	\$555.16	\$555.16	Suspend standing rules	\$0.00	Bundled, reduced as honorarium
Speaker Lodging	\$267.00	\$0.00	Bundled in speaker hotel	\$0.00	Bundled, reduced as honorarium
Honorarium Bundled	\$0.00	\$0.00		\$175.00	Bundled, reduced as honorarium
Food and Refreshments	\$114.00	\$110.00	Reduced to meet standing rules	\$0.00	Bundled, reduced
Food and Refreshments	\$91.00	\$90.00	Reduced to meet standing rules	\$0.00	Bundled, reduced
Food and Refreshments Bundled	\$0.00	\$0.00		\$200.00	Bundled, reduced
Foundation Surcharge	\$0.00	\$2.00	0.0025% Total - Standing Surcharge	\$1.00	0.0025% Total - Standing Surcharge
Total	\$1,027.16	\$757.16		\$376.00	Rounded to nearest whole dollar
Political Science Graduate Student Association (SA-13-014)					
	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Professional Services - Travel	\$398.00	\$0.00	Bundled, reduced as honorarium	\$0.00	Bundled, reduced as honorarium
Professional Services - Per Diem	\$274.00	\$0.00	Bundled, reduced as honorarium	\$0.00	Bundled, reduced as honorarium
Professional Services - Presentation	\$250.00	\$0.00	Bundled, reduced as honorarium	\$0.00	Bundled, reduced as honorarium
Honorarium Bundled	\$0.00	\$175.00	Bundled, reduced as honorarium	\$175.00	Bundled, reduced as honorarium
Food and Refreshments	\$60.00	\$60.00	No change, as per standing rules	\$60.00	No change, as per standing rules
Food and Refreshments	\$10.00	\$10.00	No change, as per standing rules	\$10.00	No change, as per standing rules
Foundation Surcharge	\$0.00	\$1.00	0.0025% Total - Standing Surcharge	\$1.00	0.0025% Total - Standing Surcharge
Total	\$992.00	\$246.00		\$246.00	Rounded to nearest whole dollar
Women in the Academy (SA-13-015)					

	Request	EFC Recommendation	Rationale	LFC Recommendation	Rationale
Professional Services (yoga instructor)	\$105.00	\$105.00	No change	\$105.00	No change, benefit/impact valid
Foundation Surcharge	\$0.00	\$1.00	0.0025% Total - Standing Surcharge	\$1.00	0.0025% Total - Standing Surcharge
Total	\$105.00	\$106.00		\$106.00	Rounded to nearest whole dollar
General Fund		29,739.31			
		Requested	EFC Recommendation	LFC Recommendation	
Appropriations Totals		\$12,077.16	\$10,027.16	\$6,881.00	
GF-Total		\$17,662.15		\$19,712.15	\$22,858.31

Resolution: GPSA Council in Support of SFRB Fee Recommendations

Submitted by: Matthew Rush & GPSA Student Support & Advocacy Standing Committee

WHEREAS the Student Fee Review Board (SFRB) is composed of graduate and undergraduate students from the University of New Mexico;

WHEREAS the purpose of the SFRB is to provide recommendations on the amount and allocation of student fees for all students on the next fiscal year to the President, Strategic Budget Leadership Team (SBLT), and the Regents;

WHEREAS the SFRB updated policy has been passed by incoming President Frank as a recommendation body;

WHEREAS the SFRB held application workshops for applying entities in December, 2012;

WHEREAS the SFRB holds hearing with each and every applying entity to listen to proposed budgetary needs and ask questions of the applicants (January 10th, 11th, & 12th, 2013, 9am-5pm);

WHEREAS this year the SFRB extended hearing times and structure to better address questions and concerns of budgets for each applying entity;

WHEREAS the SFRB holds community fora for students, staff, faculty, and community members to address their concerns for student fees for the next academic year;

WHEREAS more than one hundred and fifty students gave testament to where they desire student fees to be spent at this year's community fora (fora held in SUB atrium 1/15/13, 5-7pm & 1/17/13, 11:30am-1:30pm);

WHEREAS individual members of the SFRB have contributed more than one hundred hours on research, deliberations, and reading for applications for FY13-FY14 budgets;

WHEREAS the SFRB has convened for more than 24 hours for public deliberation of budgets;

WHEREAS the SFRB has been available since December to address applicant and student concerns about student fees and the application process;

WHEREAS the SFRB has worked closely with the SBLT and Andrew Cullen to discuss recommendations and concerns about funding recommendations;

THEREFORE BE IT RESOLVED that GPSA supports the recommended student fee breakdown for FY13-FY14 as proposed by the SFRB;

BE IT FURTHER RESOLVED that GPSA does not support any changes to the proposed student fees without explicit justification for such changes;

BE IT FURTHER RESOLVED that GPSA encourages the Regents to support the SFRB recommendations for student fees with no significant changes;

BE IT FURTHER RESOLVED that GPSA encourages the SFRB to continue working with the President and SBLT to make future recommendations to student fees;

FINALLY BE IT RESOLVED that a copy of this resolution be sent to the GPSA President, ASUNM President, ASUNM Vice President, UNM President, Associate Vice President (Office of Planning, Budget, and Analysis) Andrew Cullen, Staff Council, Faculty Senate, and the UNM Board of Regents.