THE UNIVERSITY OF NEW MEXICO

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

SRAC APPLICATION EVALUATION GUIDELINES

Your application will be evaluated based on 4 criteria: Technical Merit, Clarity and Completeness, Budget and Benefits. To help you, here are some general guidelines we recommend you follow:

I. Technical Merit (35 points):
- Proposal - The proposal should explain the technical aspects of the project, clearly and simply enough to be comprehensible to a graduate student from ANY department. Clearly mention how the money being requested will be used. Whether requesting money for research or to attend a conference, it is important the applicant explain his/her interests, area of specialization, and/or research project. The proposal should explain how it will help the applicant both academically and professionally.
- Letters of reference - The letter should briefly state why they support the applicant and how it will benefit the applicant. Make sure that you submit 4 copies of the letter (1 original with your name and 3 anonymous copies).

II. Clarity and Completeness (35 points):
- The application must be complete. You will be judged on whether directions were followed. Follow directions! DO NOT submit supplemental material. If it was not asked for, don't include it. There should be five pages to your application

. The cover page (which we supply), a two-page proposal, the one page budget, and the letter of reference. That is all.
- Avoid technical terms. If unavoidable, define them as soon as you use them. PROOFREAD.
- The proposal needs to follow a logical progression.

III. Budget (30 points):
- Seek other sources of funding. It is an invaluable tool to learn.
- Apparent financial need is based on the validity of the budget, and the amount of effort spent in pursuing other funding sources. On the cover page, DO NOT tell the reader to 'see budget'. Type in the appropriate information where it is requested AND include a budget.
- Make your budget easy to read. It should clearly state which items are to be funded by SRAC. For travel grants, include complete airline information and itinerary; Mileage if traveling by car. For research grants, demonstrate that you searched for the most affordable products (company names are appropriate.) The applicant must include the **entire** budget required to complete his/her project/travel/activity, not only what is to be funded by SRAC.

IV. Benefits (40 points):
- As explained in Part I, the proposal should describe the activity's tangible benefits to the applicant, as well as to society, the university, and/or academic and professional community.
- The applicant's department sets priorities on what activities should get funding (Ph.D. research, Masters research, non-degree research, presenting at a conference, attending a conference without presenting). Only your department has control over this.
- Some proposals are beautifully written, but forget to list how the activity will benefit the applicant. For example, how will it help the applicant earn his/her degree? In addition to attending talks at a conference, networking and making contacts at a conference are appropriate benefits, but

should be part of the learning process involved in attending a conference.

LIST OF DEPARTMENTS

When filling out the application, please only use the name of a department listed here. If your department is not listed, contact the SRAC chair:

American Studies
Anderson Schools
Anthropology
Architecture/CRP
Art & Art History
Art Education
Biology
BioMedical
Chem. & Nuclear Eng.
Chemistry
Civil Engineering
Comm. & Journalism
Commun. Disorders
Computer Science
Counseling
Counselor Education
Curricul. & Instruction
Earth & Planetary Sci.
Economics
Education/CIMTE
Educational Admin.
Ed. Foundations
Ed. Linguistics
Ed. Thought & Soc. Stud.
Electrical & Comp. Eng.
English Lang/Lit
Family Studies
Foreign Language

Geography
Health Education
History
Latin-American Studies
Law
Linguistics
Math & Statistics
Mech. Engineering
Medicine
Modern Language
Multicultural Teaching
Music
Nursing
Pharmacy
Philosophy
Physical Ed./Recreation
Physics & Astronomy
Political Science
Psychology
Psychological Found.
Public Administration
Recreation
Sociology
Spanish & Portuguese
Special Education
Theatre/Dance
Train. & Learn. Techn.
Water Res. Admin. Prog.