



## GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

# SRAC APPLICATION RULES

### I. Who can apply?

Only graduate students currently enrolled in degree programs at the University of New Mexico are eligible to apply.

### II. What activities will SRAC fund?

A. SRAC will fund the following activities:

1. Research.
  2. Travel to a conference where the applicant is, or is not, presenting.
- B. The activity to be funded must be directly related to the applicant's field of study. If travel funds are needed for something other than a conference or research, please apply for a Specialized Travel grant, not an SRAC Research/Travel grant.

### III. When must the activity take place?

A. Funding periods for the academic year are:

1. **Summer: June 1-August 14.**
  2. **Fall: August 15-December 31.**
  3. **Spring: January 1-May 31.**
- B. Part of the activity must fall within the funding period.
- C. Retroactive applications will be accepted for projects taking place one funding period prior to the current funding period. All such applications must explicitly state they are retroactive.

D. An applicant must submit two distinct applications to fund two different activities occurring in one funding period (i.e. two conferences = two SRAC grant applications).

### IV. When must an applicant apply?

A. Applications must be received in the GPSA office by 12:00 noon of the day of the deadline:

1. **Fall and Spring deadlines are the FIFTH Friday of the semester.** (Based on the main campus schedule.)
  2. **The Summer deadline is the FIRST Friday of classes.** (Based on the main campus schedule.)
- B. Late applications will not be considered for funding.
- C. Mailed applications will be considered only if they arrive prior to the deadline.

### V. How much money can an applicant get?

A. The total **maximum award** each student is eligible to receive is **\$500 per academic year** total. Thus, if the applicant received less than \$500 in the Fall, the applicant may submit an application in the Spring and/or Summer for the remaining amount, not to exceed \$500 total for the academic year.

### VI. SRAC will fund:

- A. Software not available in UNM computer pods. Make sure you justify the need for this software.
- B. Duplicating costs.
- C. Airfare, registration costs, hotel, shuttle fees, 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 (<http://www.unm.edu/~ubppm/ubppmanual/4030.htm>).

D. Supplies and consumables necessary for research and not readily supplied by the applicant's department.

### SRAC will not fund:

- E. Permanent equipment. (i.e. equipment that will not be depleted at the end of the research).
- F. Salaries, tuition, binding, or transcription. (This does not apply to compensation of subjects involved in a study.)
- G. Organization fees or conference social functions.
- H. Travel, room and board for workshops, or clinicals.

### VII. Filling out the application:

There are four parts to an SRAC application

#### A. Cover page (provided by the GPSA):

1. Answer all the questions.
2. If a question does not apply to you, put N/A in the blank.
3. **Important: Applicants must ask for funds from their department**, even if there are no funds available for them. In addition, the applicant must record on the cover page that the applicant requested money from his/her department.

#### B. Proposal:

1. The proposal may be a maximum of two pages and must be typed in 12 point font, double-spaced and have one inch margins.
2. Each applicant must write an individual and original proposal even if several applicants are involved in the same activity.
3. The proposal should explain the technical aspects of the project, clearly and simply enough to be comprehensible to a graduate student from any department.
4. Clearly mention how the money you are requesting will be used.

5. Whether requesting money for research or to attend a conference, it is important to explain your interests, your area of specialization, and/or your research project.
6. The proposal should explain how it will help the applicant both academically and professionally.
7. In addition, the proposal should explain how the project will benefit the University, New Mexico, and society.

**C. Recommendation letter:**

1. A current letter of support or recommendation signed by your faculty advisor is required.
2. Letters should be attached to each copy of your application.
3. Copies of the letter for the 3 anonymous copies of the application must have the applicant's name removed.

**D. Budget:**

1. Each applicant is required to submit a budget.
2. The budget has a one-page limit.
3. Applicant must note on the budget what will be funded by SRAC.
4. See parts VI and VII of the SRAC Application Rules for what materials SRAC will and will not fund.

**VIII. Fatal Errors:**

An application will **automatically** be rejected if the applicant:

- A. Fails to turn in the application by 12:00 noon on the deadline.
- B. Fails to provide a complete and current application.
- C. Fails to remove the applicant's name, address, phone, signature and email address, from the 3 anonymous copies. **Note:** Even if the applicant has attempted to remove his/her name, but it is still legible, the application will not be reviewed.

- D. Fails to request money from the applicant's department.
- E. Fails to record on the cover page that the applicant requested money from his/her department.
- F. Fails to have the required signatures on the original application.

**IX. Turning in the Application:**

**A. Only complete and current application packets will be considered.**

- B. A complete application is composed of the following:

1. Cover page
2. 2 page proposal
3. 1 page budget
4. 1 page letter of recommendation

- C. Two signatures (applicant, advisor or dean) are required on the original copy.

- D. The social security number of the applicant must appear on the original.

- E. In addition to, three complete and legible anonymous copies of your application **MUST** accompany your application.

- a. Anonymous copies may not have:

- (1) The applicant's name or Social Security Number.
- (2) The applicant's signatures
- (3) The applicant's e-mail address.

\*Staple one Score Sheet to the back of each anonymous copy.

**F. A complete packet consists of one original application and three anonymous applications**

**X. Evaluation of applications**

- A. Applications are scored on a 140-point scale.

- B. There are 4 evaluation categories:

1. Technical merit (worth 45 points).

2. Clarity and completeness (worth 30 points).
3. Budget (worth 30 points).
4. Benefits (worth 35 points).

- C. For a more detailed discussion of the above listed areas, see the SRAC Application Evaluation Guidelines and the SRAC Score Sheet.

**XI. Notification of an award and other award details**

- A. Applicants will be notified by mail of funding decisions.

- B. The SRAC recipient initiates payment by returning an award acceptance letter, which is sent to the recipient with the award notification letter.

- C. Recipients will have to accept the grant as an award. Awards are taxable.

- D. Funds must be claimed within 90 days of notification.

- E. Any funding decision may be appealed in a written letter to the SRAC chair within three weeks of receipt of letter of notification. The committee will reconsider funding those proposals.

(2/06)