Dear Colleagues,

We hope you are enjoying your Spring Semester! We look forward to working with you this semester and the Center for Collaborative Research and Community Engagement (CCRCE) Research Support Team - Brianna Fragua, Christine Marquez, Denise Wallen, and Mary Wolford. We would like to introduce you to our two student employees – Andrea Guerra and Jaen Emmanuel Ugalde Becerra. We are pleased to continue to assist you with proposal and budget development as well as with generating ideas and networking across campus to pursue interdisciplinary collaborations and new projects. The CCRCE Advisory Board is working on the strategic plan, developing by-laws, and calls for proposals.

Once again, we have planned panels, through our Brown Bag Series, to provide opportunities to hear from colleagues and graduate students who have been funded through TREE, RAC, and the OFAC Graduate Student Travel. The panels will also highlight faculty research. Currently, we are planning for our Fall Semester Research & Community Engagement Showcase. Our ongoing Grant Matters Walk-in sessions will provide you with an opportunity to ask any questions and get advice. The Methodology Group will be available by appointment for Spring 2019.

We are here to support your research needs and to discuss your development as a scholar. We want to take this opportunity to thank you for all the work that you do to represent the COE in your research endeavors. It is wonderful to work with faculty who are advancing the mission of the college and who are contributing to the education of New Mexico.

Sincerely,

The Research Support Team
Sylvia Celedón-Pattichis, Ph.D.
Senior Associate Dean for Research and Community Engagement
Director, Center for Collaborative Research and Community Engagement
Professor, Department of Language, Literacy, and Sociocultural Studies
College of Education
University of New Mexico
MSC05 3041
Albuquerque, NM 87131-0001
sceledon@unm.edu

TO REQUEST ASSISTANCE FROM THE COLLEGE OF EDUCATION RESEARCH SUPPORT TEAM:

Go to the College of Education – Center for Collaborative Research & Community Engagement (CCRCE) homepage (coeresearch.unm.edu) and click on the red button in the lower left hand corner of the homepage:

The direct link to request support can be found at researchsupport.unm.edu. Your request will automatically be routed to the Research Support Team. For questions or more information, please email Denise Wallen or Christine Marquez at coeresearch@unm.edu.
Digest of Education Statistics 2017 provides new and historical data on all aspects of education

The Digest of Education Statistics is a compilation of a wide array of data about education. Compiled by the National Center for Education Statistics (NCES), the Digest is a comprehensive statistical reference for all levels of education, from prekindergarten through graduate school. Data cover a variety of topics, including the number of schools and colleges, teachers, enrollments, and graduates, in addition to educational attainment, finances, and federal funds for education, libraries, and international comparisons. The new and updated statistical tables that are included in the Digest are released on a rolling basis. A complete volume that includes text and graphics is released annually. To view the full report please visit http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2018070

National Science Foundation Find Funding

To browse NSF funding opportunities go to: https://www.nsf.gov/funding/azindex.jsp

Browse Funding Opportunities A-Z  |  A | NSF - National Science Foundation: www.nsf.gov

NSF’s mission is to advance the progress of science, a mission accomplished by funding proposals for research and education made by scientists, engineers, and educators from across the country.
Resumption of Operations at NSF

Notice Number: NOT-OD-18-210

A Resumption of Operations at NSF page has been developed that includes Important Notice No. 145, Resumption of Operations at the National Science Foundation, dated January 28, 2019, as well as supplemental guidance that addresses grant and cooperative agreement-related policy and systems issues. This page will be of interest to your membership and we would appreciate your sharing this link as soon as possible. This page will continue to be updated as new information becomes available.

Policy-related questions regarding resumption of operations at NSF may be addressed to policy@nsf.gov.

Best,

Jean

Jean Feldman
Head, Policy Office
Division of Institution & Award Support
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230
voice: 703.292.8243
email: jfeldman@nsf.gov

NIH Research Portfolio Online Reporting Tools
(RePORT)

In addition to carrying out its scientific mission, the NIH exemplifies and promotes the highest level of public accountability. To that end, the Research Portfolio Online Reporting Tools provides access to reports, data, and analyses of NIH research activities, including information on NIH expenditures and the results of NIH supported research. Go to https://projectreporter.nih.gov/reporter.cfm.

Spotlight

NIH Categorical Spending (RCDC) for FY2017 is now available, highlighting the annual support level for various research, condition, and disease categories based on grants, contracts, and other funding mechanisms used across the National Institutes of Health (NIH), linked to disease burden data published by the National Center for Health Statistics (NCHS) at the Centers for Disease Control & Prevention (CDC).

Federal RePORTER allows the public to search for funding information from several research funders, including NIH, USDA, NSF, NASA, EPA, HHS, DOD, VA, and more.

World RePORT is a new system that highlights worldwide biomedical research from several major funders, including NIH, the Centers for Disease Control and Prevention (CDC), the National Institutes of Health (NIH), the National Science Foundation, and several other federal agencies.

NIH Data Book (NDB) is a new system that highlights worldwide biomedical research from several major funders, and includes information on collaborations.

The NIH Data Book (NDB) provides basic summary statistics on extramural grants and contract awards, grant applications, the organizations that NIH supports, the trainees and fellows supported through NIH programs, and the national biomedical workforce.

Website: https://researchtraining.nih.gov
Email: NIHTraining@mail.nih.gov

FY19 COE Awards by Faculty
7/1/18 through 12/31/18

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Department Affiliation</th>
<th>Project Title</th>
<th>Agency</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selene, Lorenda</td>
<td>Health, Exercise &amp; Sports Sciences (HESS)</td>
<td>Exploring Palliative Care Communication with Alaska Native and American Indian People at Two Primary Care Sites</td>
<td>Southcentral Foundation</td>
<td>$54,127</td>
</tr>
<tr>
<td>Calefio-Paltzko, Sylvia</td>
<td>Center for Collaborative Research &amp; Community Engagement (CCRCE)</td>
<td>Advancing Out-of-School Learning in Mathematics and Engineering (ALME): Using Innovative Experiences that Broaden Participation and Promote College Readiness</td>
<td>National Science Foundation</td>
<td>$209,304</td>
</tr>
<tr>
<td>Frederick, Smith</td>
<td>Center for Student Success (CSS)</td>
<td>Three Tiered Teacher Literacy System - FY19</td>
<td>NIH/NSF Education Department</td>
<td>$667,531</td>
</tr>
<tr>
<td>Lantner, David</td>
<td>Individual, Family &amp; Community Education (IFCE)</td>
<td>Potatoer Coalition Against Substance Use, Drug Free Communities Continuation Grant: Evaluation Component</td>
<td>Montana State University</td>
<td>$6,940</td>
</tr>
<tr>
<td>Seawhite, Elisa</td>
<td>Health, Exercise &amp; Sports Sciences (HESS)</td>
<td>Breast Health Policies (BHP) Project</td>
<td>New Mexico Department of Health</td>
<td>$25,000</td>
</tr>
<tr>
<td>Seawhite, Elisa</td>
<td>Health, Exercise &amp; Sports Sciences (HESS)</td>
<td>Comadre a Comadre - FY19</td>
<td>New Mexico Department of Health</td>
<td>$25,452</td>
</tr>
<tr>
<td>Sims, Christine</td>
<td>Language, Literacy &amp; Sociocultural Studies (LLSS)</td>
<td>Language Learning Teacher Preparation Program</td>
<td>New Mexico Higher Education Department</td>
<td>$86,100</td>
</tr>
<tr>
<td>Sims, Christine</td>
<td>Language, Literacy &amp; Sociocultural Studies (LLSS)</td>
<td>American Indian Professional Education Collaborative</td>
<td>National Science Foundation</td>
<td>$252,304</td>
</tr>
<tr>
<td>Swanson, H.</td>
<td>Center for Collaborative Research &amp; Community Engagement (CCRCE)</td>
<td>English Language Learners with Math Disabilities</td>
<td>National Science Foundation</td>
<td>$649,090</td>
</tr>
<tr>
<td>Swanson, H.</td>
<td>Center for Collaborative Research &amp; Community Engagement (CCRCE)</td>
<td>Math Problem Solving and Working Memory Growth in English Language Learners with Math Disabilities</td>
<td>National Science Foundation</td>
<td>$378,156</td>
</tr>
<tr>
<td>Tyson, Kathy</td>
<td>Teacher Education, Educational Leadership &amp; Policy (TELP)</td>
<td>NSF DMR U Seed: ETS Collaboration with COE</td>
<td>Educational Testing Service</td>
<td>$14,020</td>
</tr>
<tr>
<td>Vardyal, Lois</td>
<td>Family Development Program (FDP)</td>
<td>Building Collaborative Leadership Capacity</td>
<td>New Mexico Children and Families Department</td>
<td>$250,000</td>
</tr>
<tr>
<td>Zagona, Alison</td>
<td>Special Education (SE)</td>
<td>Parenting Outcomes for Elementary Students with the Most Significant Cognitive Disabilities</td>
<td>University of Kansas Center for Research</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

TOTAL 3,046,922
COE Proposals for FY19 by Sponsor Type
7/1/18 through 12/31/18
Total Dollars Requested: $6.4 Million
Total Proposals Submitted: 20

COE Awards for FY19 by Sponsor Type
7/1/18 through 12/31/18
Total Dollars: $3.3 Million
Total Number of Awards: 13

PIVOT
The University of New Mexico uses Pivot to assist with prospect research and research development. The Pivot database contains pre-populated scholar profiles from the Community of Science database for faculty at UNM and matches them to current federal and non-federal funding opportunities. UNM faculty members are responsible for keeping their Pivot profile up to date. Users can LOG IN to search for funding opportunities as well as potential research collaborators, both internal and external to UNM.

PIVOT Funding
PIVOT Quick Search Tutorial
While you are there, try out the Pivot search box. Please keep in mind that you do not need to claim your Pivot profile to use the search box, but you will need to register in Pivot in order to receive Limited Competition Alerts.

If you need help creating or updating your PIVOT profile, please complete and Early Alert and request assistance.

Proposal Submission Pathway

Submit an Early Alert to discuss your project.

Early Alert
For ALL Internal & External Proposals

• Submit an Early Alert e.g. for proposals that you are either PI, co-PI, or key personnel;
• Inform your Chair of your intentions; and
• CCRCE will schedule a meeting within one week of Early Alert receipt.

Meet with CCRCE
• Identify funding agencies;
• Establish proposal development timelines;
• Alleviate COE, OSP & agency deadlines;
• Review and analyze agency guidelines & deliverables; and
• Clarify CCRCE and PI roles and responsibilities.

Submit a Proposal:
• PI approves record in Cayuse 8 to 10 business days prior to OSP deadline.
• OSP approves and initiates internal routing for Chair, Dean, and OSP.
• Cayuse record must contain full proposal and budget.

Sponsor Approval:
• PI approves record in Cayuse 8 to 10 business days prior to OSP deadline.
• PI approval initiates internal routing for Chair, Dean, and OSP.
• Cayuse record must contain full proposal and budget.

OSP = Office of Sponsored Projects

• Within 5 business days prior to agency deadline the Cayuse record is reviewed and approved by OSP*;
• OSP notifies PI; and
• Submission of proposal occurs:
  • By the PI via agency website; or
  • By OSP via Cayuse

*Please note: OSP Deadline is a minimum of 5 business days prior to the agency deadline, via Cayuse, with all Department and COE approvals.

Revised: 08/17/18

COE = College of Education
CCRCE = COE’s Center for Collaborative Research & Community Engagement

• Research Support Team includes:
  • Sr. Associate Dean for Research & Community Engagement
  • Research Officer
  • Sr. Contract & Grant Administrator
  • Development Officer
  • Administrative Assistant
  • Graduate Assistant

Revised: 08/17/18
Office of Sponsored Projects (OSP)
Proposal Review Process

Did you know?
OSP is now scheduling Comprehensive Proposal Review Appointments.
You may now schedule a designated time for your proposal materials to be reviewed by a Proposal Specialist.

You may select up to 3 preferred proposal review dates when scheduling your Comprehensive Review to ensure you schedule a review appointment that is most convenient for you and/or your designated representative.

The Proposal Review Matrix highlights the proposal components that are reviewed by a Proposal Specialist during both an Essential and Comprehensive Review and can be found here: https://osp.unm.edu/proposals/index.html

Scheduling a Proposal Review with OSP
Appointment requests for proposal review are submitted through the OSP Appointment Scheduler (https://osp.unm.edu/proposals/pi-appointment-request-form.html).

Please complete all fillable text fields and complete your request by clicking “submit”.

Once request is submitted, work on completing proposal elements and Cayuse SP record in preparation for your scheduled proposal review.

Request is sent to OSP and PI will be contacted by the scheduler on the proposal team to coordinate a reasonable time for a Proposal Specialist to provide a comprehensive proposal review.

OSP Staff Members
The UNM Office of Sponsored Projects staff listing can be found here: http://osp.unm.edu/Contact%20OSP/staff.html

What is a “Consolidated Relationship?”

Some funders have asked the University to manage communications and requests for gifts and grants coming from UNM. In these cases, the UNM Foundation’s Office of Corporate and Foundation Relations (CFR) manages these “consolidated relationships.” For example, a funder like PNM or Nusenda Credit Union may want all requests and communications to come from one member of the CFR staff. Many of these organizations are very generous and provide significant funding to the University.

The list of organizations where a “consolidated relationship” exists is:

The following organizations have requested that all contact and requests be handled through the CFR Office or are Presidential-level strategic organizations coordinated through CFR. Bank of America:

- Bank of America
- Blue Cross/Blue Shield
- Boeing
- Canon USA / Canon ITS
- Chase Foundation
- Con Alma Foundation
- Conoco Phillips
- Gates Foundation (Note: PIs may apply directly for Grand Challenges Awards)
- General Mills
- Gordon and Betty Moore Foundation
- Hewlett Packard
- Intel Corporation
- Kresge Foundation
- Lockheed Martin/Sandia
- Masons Of New Mexico (Grand Lodge of NM, Ancient Free & Accepted Masons)
- Mellon Foundation
- Nusenda/NM Educators Federal Credit Union
- NM Gas Co / Teso
- PNM and PNM Resources Foundation
- Wells Fargo

If you are interested in requesting a sponsorship, gift or grant from one of these organizations, please submit an early alert.

How the College’s Development Officer Can Help You, Your Students and Your Program

If you have ideas of creative ways to support your students or projects, after you have discussed these with your Department Chair, please reach out to me. I focus on charitable gifts of $10,000 and above.

You may have met individuals who have financial resources and an interest to support the College but you’re unsure about next steps. Maybe you’re looking for a list of potential Foundations that fund in your area of expertise. Perhaps you’re traveling for business and are interested in meeting with a successful graduate of the COE in order to support the overall Development effort. Regardless of the reason, please don’t hesitate to reach out.

You can reach me at 505-277-1088 or Mary.Wolford@unmfund.org

Mary Wolford
Sr. Director of Development
College of Education
Revised Common Rule

The Federal Policy for the Protection of Human Subjects, or the “Common Rule” is being revised for the first time since being promulgated in 1991. The revisions are extensive, but only the highlights are covered here. If you are interested in reading the revisions in their entirety, you can access them online at Federal Register Common Rule.

The implementation of the revised Common Rule was delayed for one year and now these new regulations went into effect on January 21, 2019. Forms and templates have been revised to accommodate the revised Common Rule and are posted in the IRB Library. It is important that you download the most current versions of IRB submission documents to prevent delays in the review process. Please note that these changes are specific to federally funded research.

Some of the important elements of the revised rule include:

- The requirement for consent forms to provide potential research participants “key information” so they can make a more fully informed decision about whether to participate.
- The establishment of new exempt categories of research based on the level of risk posed to participants. For example, to reduce unnecessary regulatory burden and allow IRBs to focus their attention on higher risk studies, there is a new exemption for secondary research involving identifiable private information if the research is regulated by and participants protected under the HIPAA rule.
- Removal of the requirement to conduct continuing review of ongoing minimal risk research studies in instances where such review does little to protect participants.
- New informed consent waiver criteria that requires the researcher to justify why access to identifiable data or biospecimens is necessary.
- The requirement that consent forms for certain federally funded clinical trials be posted on a public website.
- The requirement to use a single institutional review board (sIRB) for multi-site federally funded research. This particular requirement has an implementation date of 2020 but has already been adopted by NIH and is now required for NIH funded multi-site studies.

Based on the revised Common Rule, the UNM IRB has made some important changes in our institutional policies and procedures, which are highlighted below:

- There are now two tracks for review of human research: federally funded projects (and projects expected to be submitted for federal funding) and non-federally funded projects. It is important to keep the IRB informed of the funding status of your project to ensure it is reviewed under the appropriate policies.
- Most minimal risk research (regardless of funding) no longer requires continuing review by the IRB unless recommended by the IRB reviewer. Approval letters will indicate whether continuing review is required for your project. NOTE that current IRB approval expiration dates are valid until the project is reviewed under the revised regulations. Also amendments must still be submitted to the IRB for approval prior to implementation.
- All human research will be subject to post approval monitoring (PAM) such as directed self-assessments, consent form reviews, and administrative check-in by ORIR staff in order for the University to ensure that research is being conducted in accordance with IRB approval and ethical standards.
- It is strongly recommended that all human researchers review the updated policies and download new and/or revised forms that will be posted on the website, when submitting new packages to the IRB, always obtain forms and templates from the IRB Library to avoid delays in processing. Again, note that if you have a currently approved project with an expiration date, that expiration date is still in effect until the IRB reviews the project under the new regulations.

Please contact the IRB office with any questions at http://irb.unm.edu or 505-277-2644.

IRB Library

The IRB Library houses submission documents, guidance, and policies for the research community to access and download and can be located at http://irb.unm.edu/.

- Forms - IRB application documents
- Templates - sample documents for an IRB submission
- Guidance - information on important topics such as FERPA and data security
- Policies - standard operating procedures (SOPs) for the review of human subjects research
- PAM - post approval monitoring, documents to assist researchers with ongoing monitoring of research

Required documents for IRB Review can be located at -


---

CGA Updates

UNM Effort Certification Reminders:

There are still several delinquent pre-reviews and certifications for the 201801 effort period (period covering January – June 2018). As a reminder, the certifications for this effort period were due on November 30th. Please refer to the January 2018 – June 2018 Deadline Memo email that went out through the effort reporting listserv. Our effort reporting team has been following up with these delinquent reports. Please ensure these actions are complete before the next effort reporting period rolls out.

Useful link: Quick Guide for Certifiers

MyReports Effort certification tools/resources:

The following reports are located in the Finance/F All Campuses Reports folder.

- FNRECR - Effort Certification Status Report: This report provides a list of employees in the effort queue by Status and State of the employee record and also allows departments to view any pending actions or actions taken by Organization code.
- FNRECD - Effort Certification Detail and Summary Report: The detail report type is a reconciliation tool between salary reports and effort certification percentages displayed in LoboWeb (by pay period and total). The summary report type is equivalent (and a replacement) for the Print reports FR9CEO1 and FR9CEO2 and can be used as a hard copy replacement to be signed manually as needed.

---

C&G message regarding effort certifications and delinquent email notices

Good Morning,

The Contract & Grant Accounting Office would like to share some information related to effort certification delinquent notices for the 201801 effort period (January 2018 – June 2018). Our office found out last week that the 201801 effort certification delinquent email notices had not been firing since the end of November. These notices have now been reconfiggured to run each Monday and Wednesday through the end of February, with an additional delinquent certification notice going out last Friday. We apologize for any confusion or inconvenience this has caused.

If you are receiving the delinquent email notification, please complete your effort certification actions as soon as possible. The effort certifications for the 201801 effort period were due on November 30th, which was originally communicated in the January 2018 – June 2018 Effort Certification Launch email sent on 10/02/2018. Our office is working closely with certified that still have quef actions left to complete.

The Quick Guide for Certifiers can be found on our website and offers a quick eight-step instruction guide for how to complete these effort certifications in LoboWeb. If you are unable to see “Effort Certification & Labor Redistribution” link as shown in Step 2, you will need to get the BAR role “Department Effort Certification Reviewer”. This role gives permanent access to the effort certification module to all PIs. In order to obtain the BAR role, a very quick training must be completed first through Learning Central, EOD 931 - Effort Certification Training for Certifiers (PIs).

If you wish to sign a hard copy e-print report for this effort period due to time constraints and the failure of the delinquent notices going out, please contact maineffortrptng@unm.edu to request a pdf hard copy of your effort reports. Further instructions will be sent with the e-print reports if requested.

Thank you,

Jeremy Hamlin
Contract & Grant Accounting
(505)277-7721
**Team Updates**

**Award Team**

**What is an ABS?**

An ABS is an Award Budget Sheet. An ABS designates how award dollars will be spent. A copy of the ABS can be found at the following link: [https://osp.unm.edu/forms/index.html](https://osp.unm.edu/forms/index.html)

**Why is an ABS important?**

An ABS is reviewed carefully to determine that the budget categories are aligned with the award documents received and that the dollar amounts are correct.

**When is an ABS used?**

The ABS should be submitted to the Office of Sponsored Projects (osp@unm.edu) at Award Stage. Please note that an ABS is different from the Budget Template that is submitted at Proposal Stage.

---

**Grants Management Training**

**Dear Research Community**

All Principal Investigators (PIs) and Co-Investigators (Co-PIs) with new and existing awards are required to complete Grants Management Training by March 1, 2019. Please refer to the following OVPR memo and training online link (located to the left) for more information on how to register for the training.

---

**UNM Finance Bulletin**

Please share the following information with all Faculty, Staff and Students in your areas.

Beginning February 11, 2019, expenses and reimbursements that are not submitted in Chrome River - Mercury within 180 calendar days of the expenditure date will no longer be processed for payment per the policy changes that became effective in 2018 regarding submission requirements.

At the recommendation of Internal Audit, University Policies 4000 (“Allowable and Unallowable Expenditures”), 4030 (“Travel”), and 4320 (“Purchasing Goods Off Campus”) were updated to prohibit the reimbursements of expenses beyond 180 calendar days.

This change applies to:

- Travel Reimbursements with travel end dates on or after August 14, 2018
- Other Chrome River - Mercury Payments/Reimbursements incurred on or after August 14, 2018.

Please be sure to submit your Chrome River - Mercury reimbursements and payments within 60 days to avoid IRS Accountable Plan tax to the recipient and within 180 days to avoid non-payment to the recipient.

Thank you,

Financial Services Resources
MSC01 1290
http://fssc.unm.edu/

---

**To:** UNM Main Campus and Branches Faculty & Staff  
**From:** Facility & Administrative (F&A) Rates for Non-federal New Mexico Public Sponsor Agreements with UNM Main & Branch Campuses

This memo clarifies the F&A indirect rates for Non-federal New Mexico Public Sponsor Agreements with UNM Main & Branch Campuses. Funds provided by outside sponsors for sponsored projects must include an appropriate amount to offset F&A costs incurred by the University.

Please note that federal pass-through awards (all awards funded with federal funds) will be required to use the indirect cost rate that applies per UNM’s federally negotiated F&A rate agreement, at [http://osp.unm.edu/sites/default/files/UNM%20Rate%20Agreement%20FY17%20Signed.pdf](http://osp.unm.edu/sites/default/files/UNM%20Rate%20Agreement%20FY17%20Signed.pdf)

To support the research mission at UNM and be compliant with our federal commitments, it is critical that we obtain the appropriate F&A rate. The standard rate for Non-federal New Mexico Public Sponsor Agreements with UNM Main & Branch Campuses is 29%, unless noted an exception in the list below:

**Agency** | **Rate (unless Federal Flow Through)**
--- | ---
All NM School Districts, Including APS | 10%
Higher Education Department | 5%
Children, Youth and Families Department | 10%
Department of Health | 5.5%
Health & Human Services Department | 5.5%
Public Education Department | 10%
New Mexico Environment Department | 10%

Any rate that is lower than the rates above must be accompanied by an F&A Reduction Request Form indicating the UNM organization that will provide the difference in indirect cost reduction. The Reduction Request form is at [http://osp.unm.edu/osp-forms](http://osp.unm.edu/osp-forms) and must be completed prior to submitting a package to the Office of Sponsored Projects (OSP).

Investigators are reminded that while they are free to discuss the scope of work with a potential sponsor, they are not authorized to negotiate F&A costs. Any “prior understanding” between an investigator and a sponsor regarding F&A rate is not binding on the university.

**Notes:**

- If the Sponsor is submitting a proposal to the federal government, UNM’s federally negotiated F&A rate agreement shall be used to develop UNM’s subcontract costs, unless F&A is appropriately capped by the Federal sponsor in accordance with applicable federal regulations.
- There may be Sponsor specific program direction specifying the allowable F&A on a specific program. Faculty must include a copy of this direction with the proposal or new contract as justification for a different rate. Investigators are encouraged to coordinate early with OSP to determine if a particular rate deviation is valid for that purpose.
- When using the New Mexico Public Sponsor rates above, there will be no additional F&A modifiers on the cost line items. Total Direct Costs (TDC) method will be applied to all costs.

---

1. As covered by the Code of Federal Regulations (CFR) at 2 CFR or 48 CFR for example.
TO REQUEST ASSISTANCE FROM THE COLLEGE OF EDUCATION RESEARCH SUPPORT TEAM:

Go to the College of Education - Center for Collaborative Research & Community Engagement (CCRCE) homepage (coeresearch.unm.edu) and click on the red button in the lower left hand corner of the homepage:

The direct link to request support can be found at researchsupport.unm.edu. Your request will automatically be routed to the Research Support Team. For questions or more information, please email Denise Wallen or Christine Marquez at coeresearch@unm.edu.
MEMORANDUM

Date: July 1, 2018

To: Main Campus Principal Investigators, Chairs, Deans, Directors and Department Administrators

From: Gabriel P. Lopez, Ph.D., Vice President for Research

Re: Main Campus Fringe Benefit Rates on Proposals – FY 2019

The fringe benefit rates and methodologies provided in this memo are to be used on new contract and grant proposal budgets with a begin date on or after July 1, 2018. These rates replace the prior year rates. Principal investigators may use either prior year actuals (Method 1) or estimated rates (Method 2). To comply with Uniform Guidance monitored costs, Cost Accounting Standards, whichever method is used, it must be used consistently throughout the entire proposal. Since we are responsible for the actual costs incurred, the budgeted amounts should reflect as close as possible what actual expenses would be. In the event that the budgeted amount does not cover the actual costs incurred, it will be necessary to re-budget during the period of the contract/grant to pay for actual fringe benefit costs.

Method 1 (Actuals):
Estimate cost per person based on past experience (actuals). UNM MyReports Report PNRSLBE (Salary Labor Benefits and Encumbrance Report) showing fringe benefit rates as a percent of salary must be included as supplementary documentation when the proposal is sent to the Main Campus Office of Sponsored Projects. A schedule of all personnel on the grant and their respective fringe rates is to be included in each proposal. Fringe benefits are to be increased by 1.5% per year.

FY 19 Example:
If the FY 18 actual full-time faculty fringe rate was 29%, the FY 19 actual full-time faculty fringe rate would be projected at 29.38%, calculated as follows: 29.0 * 1.013 – 29.077 or 29.38%.

Method 2 (Estimates):
The fringe benefit rates below assume a 5.0% group insurance rate increase each year, FY20- FY23, for eligible employees.

<table>
<thead>
<tr>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty .50 FTE and above</td>
<td>29.0%</td>
<td>29.2%</td>
<td>29.4%</td>
</tr>
<tr>
<td>Staff .50 FTE and above</td>
<td>36.0%</td>
<td>36.5%</td>
<td>36.6%</td>
</tr>
<tr>
<td>Part-time Faculty and Staff, 25 - 49 FTE</td>
<td>22.0%</td>
<td>22.0%</td>
<td>22.0%</td>
</tr>
<tr>
<td>Part-time Faculty and Staff, less than 25 FTE</td>
<td>8.1%</td>
<td>8.1%</td>
<td>8.1%</td>
</tr>
<tr>
<td>Summer salary only</td>
<td>22.0%</td>
<td>22.0%</td>
<td>22.0%</td>
</tr>
<tr>
<td>Postdoctoral Fellows</td>
<td>26.8%</td>
<td>27.4%</td>
<td>27.9%</td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>1.0%</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Temporary Employees (Total work &gt; 90 hours)</td>
<td>22.0%</td>
<td>22.0%</td>
<td>22.0%</td>
</tr>
</tbody>
</table>

*Proposals exceeding FY23 will continue to use FY23 rates.

Note on Insurance:
For Research Assistants (RA) and Project Assistants (PA) working > .25 FTE, health insurance should be budgeted as follows for each method (student insurance projected to increase 5% per year from FY19):

<table>
<thead>
<tr>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>$1,118</td>
<td>$1,230</td>
<td>$1,335</td>
<td>$1,488</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>$1,118</td>
<td>$1,230</td>
<td>$1,335</td>
<td>$1,488</td>
</tr>
<tr>
<td>Summer Only</td>
<td>$795</td>
<td>$818</td>
<td>$841</td>
<td>$865</td>
</tr>
</tbody>
</table>

*Proposals exceeding FY23 will continue to use FY23 rates.

Fringe benefit rates are subject to change. The following reference links may assist with questions that arise in budget planning.

Reference Links:
Main Campus Office of Sponsored Projects, UNM Sponsored Projects Team;
UNM Health Sciences Center (HSC), RSC fringe benefit rates on Proposals – FY 2019;
Office of Budget, Planning & Analysis, Budget Planner/Developers;
Division of Human Resources, Payroll;
Division of Human Resources, UNM Employee Health Plan.
These awards support direct expenses incurred for archival or field research explicitly conducted off campus. This award may not be used for stipends, books, travel to conferences, or equipment expenses. Please see the description on the Graduate Studies website for information on procedures and requirements.

**Doctoral Conference Presentation Award**
The Doctoral Conference Presentation Award provides up to $1000 to fund travel for doctoral students (MFA included) to give oral presentations or posters at national or international, professional conferences. Funds may only be used for travel expenses, lodging, meals, and conference application fees. Applications will not be accepted for research travel. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per diem must be in accordance with UNM policy. Travel must be outside of Albuquerque. Eligible students must be enrolled in a doctoral or MFA program at the time of application. Students must be registered as full time. Fall Application Deadline: Sept. 18 for conferences held between Aug. 16-Dec. 31, 2018.

**Graduate Student Excellence Awards**
The COE funds graduate assistantships (GA) for faculty/student research. Assistantships include tuition, insurance, GPA, fees, and stipends. Students may apply for GA stipends for a combined of no more than 12 hours of work. Readers must also be available to attend their normal reading hours. The first 25 readers from each faculty member may be selected on their own merit. The call for applications goes out to faculty only and not students. If interested, students need to begin conversations with faculty about their research interests to see if there are opportunities for research collaborations.

**College of Education Emergency Grant Fund**
The purpose of the Emergency Grant Fund is to provide financial assistance to COE students who have encountered a sudden, unforeseen catastrophic life event that causes a dire financial burden on a student’s ability to maintain adequate academic progress.

**Graduate Student Success Scholarship**
Graduate Studies and the Office of Financial Aid jointly administer the Graduate Student Success Scholarship (GSSS) for graduate students with demonstrable financial need. Designed to help students continue or complete their degree programs, the Success Scholarship allocates funds to the colleges and schools so that they can use the scholarships strategically for their own graduate student population. The GSSS provides up to $1,000 and up to $7,500 per student per semester for terminal master's degree students and at least $1,000 and up to $9,000 per student per semester for doctoral students. The scholarships may be renewable up to two semesters. Tuition and health care are not included as part of the award.

The COE runs its own process for selecting nominations. Graduate Studies does not accept nominations directly from graduate students. Announcements will go out on COE listservs. Be sure to check your UNM email.

**Graduate Research Supplement**
Offered by the Office of Graduate Studies, the Graduate Research Supplement awards up to $2,000 to facilitate completion of the MFA or PhD dissertation. These awards support direct expenses incurred for archival or field research explicitly conducted off campus. This award may not be used for stipends, books, travel to conferences, or equipment expenses. Please see the description on the Graduate Studies website link below for details on application requirements.

**Rogers Research/Project Award**
The Graduate Research Supplement awards computational up to $2,000 to 10 students to support faculty/student research. This award may not be used for stipends, books, travel to conferences, or equipment expenses. Awards are intended for the purchase of equipment, such as computers, for research activity, teaching, and/or practice best demonstrates capacity to make a significant impact not only in New Mexico and the Southwest but nationally and internationally.

**GPSA Summer Scholarship Fund**
This new initiative by GPSA has been launched and students are invited to spread the word. During the Summer semester of 2013, 2,208 graduate and professional students took credit courses. During the summer of 2014, 2,042 did the same. This added semester helps students to matriculate on time, focus on a research project, and complete their semnal works. For students with families, being able to spread their coursework over three semesters a year instead of two is a way to take the stress out of juggling responsibilities. GPSA hopes to assist similar students through an award to cover tuition cost in summers to come with the GPSA Summer Scholarship. Check the website for more information!

**El Centro de la Raza Scholarships - Student Professional Development Scholarships**
El Centro offers the “student professional development scholarship” that is available to any undergraduate or graduate student seeking financial assistance to participate or present at a professional or academic conference. Scholarship recipients are awarded a scholarship award up to $300 maximum and only one will be allowed per academic year per student.

**University of New Mexico Alumni Scholarship Opportunities**
Thanks to the gifts from alumni, friends, and chapters, the UNM Alumni Association assists top UNM students with their academic expenses. The scholarships are available to full-time undergraduate and graduate students. Scholarship amounts may change annually. There are three graduate scholarships ranging from $750 to $1100.

**American Indian Student Services General Scholarship**
Enrollment in and member of a federally recognized tribe is required. Applicants must have completed at least one semester of coursework at UNM-Main Campus to be considered and the majority of awards will be based on grade point average and a combination of other factors, including, but not limited to: field of study, leadership experience, financial need or unmet need.

**GPSA Student Research Grant (SRG)**
The PDG may fund travel/lodging and fees for job interviews, auditions, clinics, mock trials, unpaid internships, conferences at which the applicant is not making a presentation, and other professional development travel or related expenses. May not fund expenses eligible for the SRG. This award funds up to $500. Check GPSA website for grant cycle deadlines and requirements.

**GPSA Professional Development Grant (PDG)**
Every Fall and Spring semester, GPSA awards $1000 scholarships to students through the Graduate Student Fund. This fund was created to help students afford to complete their graduate or professional degree. Graduate and professional students in good standing in a UNM graduate or professional degree program are eligible for the scholarship. Preference is given to students near the completion of their studies who demonstrate significant financial need.

**GPSA New Mexico Research Grant (NMRG)**
The NMRG may fund travel, lodging, supplies, and other costs related to field research. Projects with a New Mexico state agency, nonprofit or community organization require a letter of recommendation from a representative of the organization, and are eligible for up to $5000 (High Priority). Other research projects are eligible for up to $3000 (General Priority). Offered only in the FALL semester.

**GPSA Grant Reader Opportunities**
All GPSA grants are read and scored by fellow graduate students. As a GPSA grant reader, you ultimately determine which graduate and professional students will be awarded funding each semester. This is a great way to learn about our grants process, hone your own grant writing skills, and get involved with GPSA. All enrolled, degree-seeking graduate students are eligible to apply to be a GPSA Reader. Grant Readers are required to attend a short training session and score 12-15 applications each (3-4 hours of work). Readers must also be available to read last minute applications, re-read applications, and be available to attend any appeals that may arise. For their efforts, all readers receive a $50 stipend.