Dear Colleagues,

Welcome back and I hope you had a revitalizing Summer break. I look forward to seeing you on campus and having the opportunity to work with many of you this Fall semester.

In reflection on the past year and the completion of Dean Ochoa’s first year at UNM, there were many accomplishments related to our overall mission as a college. One of those undertakings was the reorganization of the Dean’s office and the newly created or redefined roles of associate deans. Please join me and Associate Dean Rifenbary in welcoming Dr. Gloria Napper-Owen to the role of Associate Dean for Assessment, Accountability, and Accreditation and Dr. Glenabah Martinez as Associate Dean for Educator Preparation.

Related specifically to the research mission, I have assumed the new title of Associate Dean for Research, Community Relations, and Outreach. This role will allow me to place more focus on the COE research enterprise related to external funding and public outreach as well as faculty development and support.

Also related to the research mission, a working group of faculty representing all departments across the COE met several times throughout the 2014-15 year to discuss the conceptual foundation for a new interdisciplinary research center. Work will continue on this concept during the coming academic year with the goal of having an operational plan ready to present to faculty by the end of the Spring 2016 semester. There are several funding organizations that have expressed interest in this center so I am excited to be moving forward with this initiative.

A highlight of the 2014-15 year was continued interest and financial commitment from foundations to assist with the reimagination work of the College. Over $2 million was secured from foundations including W.K. Kellogg and the ECMC Foundation to support the work of the College in areas including teacher preparation, community school engagement, and Native language revitalization.

All of us are looking forward to another productive year. Last fiscal year, as you can see by the awards list published in this newsletter, your efforts produced many funded grants. Thank you all who worked so hard on writing proposals and pursuing your research inquiry.

We know and understand how much time and effort you devote to developing your concepts and writing your proposals. The COE Research Support Team is here to assist you with proposal development - from start to finish - we are available to meet with you to discuss your ideas, identify funding sources, review your proposal, help you to develop your budgets, and submit your proposal. We look forward to working with you and having another productive year.

Dr. David Scott
Associate Dean for Research, Community Relations & Outreach
## COE AWARDS
### FY 14/15 (July–June)
#### BY DEPARTMENT

<table>
<thead>
<tr>
<th>PI</th>
<th>Project Title</th>
<th>Agency</th>
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<tr>
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### COE Faculty Early Alert
If you are thinking about a grant, looking for funding, or ready to write the proposal, please use the Early Alert Electronic Grant Form.

http://coesurvey.unm.edu/Checkbox/Survey.aspx?s=42aba5ade3324df4abfe36573e8fec4b

### Welcome
Join us in welcoming our new Contract & Grant Administrator.

Christine Marquez
cmarquez24@unm.edu
phone: 277-6797
TEC 3rd Floor Dean's Suite
During Fall 2013, the University of New Mexico began utilizing 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 (faculty can log in to manage and update their profiles) and matches them to current federal and non-federal funding opportunities. Users can log in to search for funding opportunities as well as potential research collaborators, both internal and external to UNM.

**PIVOT Training Portal**  
Creating & Updating your PIVOT profile  
PIVOT Funding Training Guide

Click on the links above to get started with a few brief on-line tutorials for creating your Pivot Account, and claiming your Pivot Profile. While you’re there, try out the Pivot search box. Please keep in mind that you will need to register in Pivot in order to receive Limited Competition Alerts. Recommended early alerts to join: US Department of Education, NSF, NIH  
Faculty members are highly encouraged to create or claim and update their existing PIVOT profile.

**TIPS FOR NSF PROPOSALS**

Your NSF proposal’s Project Description section is critical and your ideas and objectives should be well formulated. A good outline and a well-conceived plan for organizing your Program Description will help you write your narrative. Some tips to consider:

1. Remain reviewer-centered and regularly read your narrative as a reviewer would. Write for the reviewers.
2. Keep the review criteria in mind at all times. Using bold or italic fonts occasionally emphasize points that specifically address intellectual merit (e.g., innovation, advance, and your qualifications) or broader impacts.
3. When it comes to the merit criteria, it is ok to state the obvious: “These experiments will transform our understanding of...”
4. Provide summary paragraphs throughout the proposal, to help the reviewer follow your logic and to emphasize intellectual merit and broader impacts.
5. Provide key background information.
6. Anticipate problems or weaknesses, and address them explicitly.
7. Break up dense text, with figures or text boxes.
8. Write your first draft without worrying about the page limit, focusing instead on clarity.
9. Take the opportunity to highlight your expertise because your qualifications are an important intellectual merit consideration. Show that you and your team are capable of doing the proposed work.
10. Keep your team, advisors and mentors involved and informed. Ask for their feedback and evaluations throughout the process.

“Since it was established in 1971, the Spencer Foundation has sought to support high-quality, innovative research with the potential to improve education. In pursuing that goal, we have always had broad ideas about the questions such research might ask, the methods it might use, and the ways in which we might support it.”

Here is a list of current opportunities with the Spencer Foundation. Click the links or visit [http://www.spencer.org/apply](http://www.spencer.org/apply) for more information on each program.

- Lyle Spencer Research Awards  
- Small Research Grants  
- Strategic Initiatives  
- Research-Practice Partnership Grants  
- Midcareer Grant Program  
- Education Journalism  
- Fellowship Awards  
- Special Projects
TIPS FOR DEVELOPING A GRANT PROPOSAL

(Adapted from the General Services Administration, Catalogue of Federal Domestic Assistance, Writing Grants; https://www.cfda.gov)

The Basic Components of a Proposal: There are eight basic components: 1) the proposal summary; 2) introduction of organization; 3) the problem statement (or needs assessment); 4) project objectives; 5) project methods or design; 6) project evaluation; 7) future funding; and 8) the project budget. The following will provide an overview of these components.

The Proposal Summary: Outline of Project Goals: The summary outlines the proposed project and should appear at the beginning of the proposal. It might be in the form of a cover letter or a separate page, but should be brief -- no longer than two or three paragraphs. The summary would be most useful if it were prepared after the proposal has been developed in order to encompass all the key summary points necessary to communicate the objectives of the project. This document becomes the cornerstone of your proposal, and the initial impression it gives will be critical your success. In many cases, the summary will be the first part of the proposal package seen by agency officials and very possibly could be the only part of the package that is carefully reviewed before the decision is made to further consider the project.

The applicant must select a fundable project that can be supported in view of the local need. Alternatives, in the absence of Federal support, should be pointed out. The influence of the project both during and after the project period should be explained. The consequences of the project as a result of funding should be highlighted.

Introduction: Presenting a Credible Applicant or Organization: The applicant should gather data about its organization from all available sources. Most proposals require a description of an applicant’s organization to describe its past and present operations. Boiler plate material can be found at the COE website at http://coeresearch.unm.edu/for-researchers/pi-toolkit/research-proposal-boilerplate.html

The Problem Statement: The problem statement (or needs assessment) is a key element that makes a clear, concise, and well-supported statement of the problem to be addressed. The best way to collect information about the problem is to conduct and document both a formal and informal needs assessment for a program. The information provided should be both factual and directly related to the problem addressed by the proposal. Areas to document are:

- The purpose for developing the proposal.
- The beneficiaries -- who are they and how will they benefit.
- The social and economic costs to be affected.
- The nature of the problem (provide as much hard evidence as possible).
- How the applicant organization came to realize the problem exists, and what is currently being done about the problem.
- Most importantly, the specific manner through which problems might be solved. Review the resources needed, considering how they will be used and to what end.

Project Objectives: Goals and Desired Outcome: Program objectives refer to specific activities in a proposal. It is necessary to identify all objectives related to the goals to be reached, and the methods to be employed to achieve the stated objectives. Consider quantities or things measurable and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective. The figures used should be verifiable. Remember, if the proposal is funded, the stated objectives will probably be used to evaluate program progress, so be realistic.

Program Methods and Program Design: A Plan of Action: The program design refers to how the project is expected to work and solve the stated problem. Consider the following:

- The activities to occur along with the related resources and staff needed to operate the project (inputs).
- A flow chart of the organizational features of the project. Describe how the parts interrelate, where personnel will be needed, and what they are expected to do. Identify the kinds of facilities, transportation, and support services required (throughputs).
- Explain what will be achieved through 1 and 2 above (outputs); i.e., plan for measurable results. Project
staff may be required to produce evidence of program performance through an examination of stated objectives during either an agency site visit and/or grant reviews which may involve peer review committees. It may be useful to devise a diagram of the program design. For example, a three column block, with each column headed by one of the parts (inputs, throughputs and outputs), and on the left (next to the first column) specific program features should be identified (i.e., implementation, staffing, procurement, and systems development). In the grid, specify something about the program design, for example, assume the first column is labeled inputs and the first row is labeled staff.

- Wherever possible, justify in the narrative the course of action taken. The most economical method should be used that does not compromise or sacrifice project quality. The financial expenses associated with performance of the project will later become points of negotiation with the funder.
- The remaining alternatives available when funding has been exhausted. Explain what will happen to the project and the impending implications.
- Highlight the innovative features of the proposal that could be considered distinct from other proposals under consideration.
- Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis. These types of data, although supportive of the proposal, if included in the body of the design, could detract from its readability.

**Evaluation: Product and Process Analysis:** The evaluation component is two-fold: (1) product evaluation and (2) process evaluation. Product evaluation addresses results that can be attributed to the project, as well as the extent to which the project has satisfied its desired objectives. Process evaluation addresses how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.

Most Federal agencies now require some form of program evaluation among grantees. The requirements of the proposed project should be explored carefully. Evaluations may be conducted by an internal staff member, an evaluation firm, or both. The applicant should state the amount of time needed to evaluate, how the feedback will be distributed among the proposed staff, and a schedule for review and comment for this type of communication. Evaluation designs may start at the beginning, middle or end of a project, but the applicant should specify a start-up time. It is practical to submit an evaluation design at the start of a project for two reasons:

- Convincing evaluations require the collection of appropriate data before and during program operations; and,
- If the evaluation design cannot be prepared at the outset then a critical review of the program design may be advisable.

Evaluation requires both coordination and agreement among program decision makers (if known). Above all, the agency’s requirements should be highlighted in the evaluation design. Also, agencies may require specific evaluation techniques such as designated data formats or they may offer financial inducements for voluntary participation in a national evaluation study. The applicant should ask specifically about these points. Also, consult the Criteria For Selecting Proposals section to determine the exact evaluation methods to be required for the program if funded.

**Future Funding: Long-Term Project Planning:** Describe a plan for continuation beyond the grant period, and/or the availability of other resources necessary to implement the grant. Discuss maintenance and future program funding if program is for construction activity. Account for other needed expenditures if program includes purchase of equipment.

**The Proposal Budget: Planning the Budget:** Funding levels in Federal assistance programs change yearly. It is useful to review the appropriations over the past several years to try to project future funding levels. Consider if the grant will/can be the sole support for the project. This consideration should be given to the overall budget requirements, and in particular, to budget line items most subject to inflationary pressures.

A well-prepared budget justifies all expenses and is consistent with the proposal narrative. Some areas in need of an evaluation for consistency are: 1) the salaries in the proposal in relation to those of the applicant organization should be realistic; 2) if new staff persons are being hired, additional space and equipment should be considered, as necessary; 3) if the budget calls for an equipment purchase, it should be the type allowed by the grantor agency; 4) if an indirect cost rate applies to the proposal, the division between direct and indirect costs should not be in conflict, and the aggregate budget totals should refer directly to the approved formula; and 6) only mandatory matching costs should be included.
An NIH Regional Seminar on Program Funding and Grants Administration will be held October 14-16, 2015, in San Diego, CA. These seminars bring together NIH & HHS experts to share and learn on topics such as Grant Writing for Success, Peer Review, grants policy, animals, humans, compliance, research integrity, R&D contracts, small business opportunities, special NIH initiatives, grants management and program information, and more.
For the first time in history, Washington State will host the annual National Institutes of Health Small Business Innovation Research & Small Business Technology Transfer Conference on October 27-29, 2015. This year’s conference From Washington to Washington: Supporting Small Business Innovation for Health, will provide attendees an opportunity to learn more about the $780 million dollars of annual NIH funding available exclusively for small businesses to perform innovative research and build new businesses based on their technologies. This event will be the largest annual gathering of HHS SBIR/STTR federal experts in the country, including representatives from NIH, CDC, FDA and others.

Conference Objectives:
- Understand NIH SBIR/STTR programs and funding opportunities
- Learn about the NIH application, review and award process
- Take advantage of one-on-one opportunities with NIH and HHS program managers
- Learn about other agencies’ SBIR/STTR programs
- Discuss with the NIH, and other HHS agencies including the CDC and FDA, opportunities for small businesses to pursue research opportunities to commercialize health technologies
Advisor's Corner: Guide to On Campus Student Funding

More than 40 scholarships are available to support COE Graduate Students!

Students should apply at the beginning of each spring semester for scholarships for the following academic year.

See complete listing of scholarships for details at: http://coe.unm.edu/current-students/scholarships/scholarship-listings.html.

SCHOLARSHIP & AWARD SPOTLIGHT:

William B. and Roberta V. Castetter Endowed Fellowship
This fellowship’s objective is to recruit and support a doctoral student of the highest caliber who has displayed exceptional academic qualifications. It will be used to recognize a doctoral student who, through his or her scholarship, creative work, 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 (NEW!) 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. This past summer, 2,042 did the same. This added semester helps students to matriculate on time, focus on a research project, and complete their seminal 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. It is our hope to assist similar students through an award to cover tuition cost in summers to come with the GPSA Summer Scholarship. Keep an eye out for more information from GPSA regarding this opportunity. You can find the GPSA webpage here: http://gpsa.unm.edu/funding/index.html.

Doctoral Conference Presentation Award (NEW!) The Doctoral Conference Presentation Award provides up to $1,000 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. 15 for conferences held between Sept. 1-Dec. 31, 2015. Spring Application Deadline: Jan. 29, 2016 for conferences held between Jan. 1, 2016-May 15, 2016. http://grad.unm.edu/funding/grants-students/doc-conference-award.html.

Graduate Student Excellence Awards The COE funds graduate assistantships (GA) for faculty/student research. Assistantships include tuition, insurance, GPSA fees, and stipend. COE faculty members must apply for GA funding in the spring semester. If awarded funding each faculty member runs his/her own selection process. 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 graduate programs. The GSSS provides support for program continuation and completion. The GSSS provides at least $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 units or 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. 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. http://grad.unm.edu/funding/grants-students/research-supplement.html.

Rogers Research/Project Award Offered by the Office of Graduate Studies, the Rogers Research Award provides funding up to $1,000 to facilitate field research including artistic projects. Funds may be used only for travel/lodging and research materials that are necessary to conduct the field/project research. Airfare, lodging, and per diem must be in accordance with UNM policy. Travel must be outside of Albuquerque. Beginning in Fall 2015, there will be only one application period per year.

The Fall 2015 deadline will be Sept. 15, 2015 for research/projects to be conducted from August to July. The Spring 2016 deadline will be Jan. 29, 2016 for funding the research to be conducted January to May. http://grad.unm.edu/funding/grants-students/rogers-research.html.

UNM Career Services Student Conference Award Program (S-CAP) The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to attend an academic or professional conference in their field of study. The maximum award is $600 and may include: round trip travel, lodging, airport shuttle or taxi fees, and conference registration fees. Your application must be submitted...
prior to the conference. The Office of Career Services begins accepting applications for each semester one month prior to the first day of instruction.

Please note: Changes have been made to the S-CAP reimbursement process. See the Application Packet for more information. http://www.career.unm.edu/students-alumni/s-cap.html

El Centro de la Raza Scholarships - Emergency Student Scholarships
El Centro offers the “emergency student scholarship” that is available to any UNM student who can demonstrate critical financial need. The five emergency awards totaling $1000 were awarded for the 2011-2012 academic year. Emergency scholarships are provided on a first come, first serve basis and will be available beginning of Fall Semester. http://elcentro.unm.edu/Scholarships%20and%20Funding/index.html

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 provided a scholarship award up to $300 maximum and only one will be allowed per academic year. Scholarship are provided on a first come, first serve basis and will be available beginning beginning of Spring, Fall and Summer semesters. http://elcentro.unm.edu/Scholarships%20and%20Funding/index.html

University of New Mexico Alumni Scholarship Opportunities
The UNM Alumni Association is proud to Help! 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 12 undergraduate scholarships ranging from $200 to $1,500 and 8 graduate scholarships ranging from $750 to $1,100. http://www.unmalumni.com/scholarships.html

American Indian Student Services General Scholarship
El Centro offers the “emergency student 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 provided a scholarship award up to $400 (only one allowed per academic year). Scholarships are provided on a first come, first serve basis and will be available beginning of Spring, Fall and Summer semesters. http://elcentro.unm.edu/Scholarships%20and%20Funding/index.html

GPSA Student Research Grant (SRG)
The SRG may fund travel and lodging to conduct research in the field (includes artistic projects like photography or dance), the cost of research materials, and/or travel/lodging and conference fees for conferences at which the applicant is making a presentation. This award funds up to $500. Check GPSA website for grant cycle deadlines and requirements. http://gpsagrants.unm.edu/

GPSA Professional Development Grant (PDG)
The PDG may fund travel/lodging and fees for job interviews, auditions, clinicals, 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. http://gpsagrants.unm.edu/

GPSA Graduate Scholarship Fund (GSF)
Every Fall and Spring semester, GPSA awards $1000 scholarships to students through the Graduate Scholarship 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. http://gpsa.unm.edu/funding/graduate-scholarship-fund.html

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. http://gpsagrants.unm.edu/

GPSA Grant Reader Opportunities
All GPSA grants are read and scored by fellow graduate and professional 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 become readers. 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. http://gpsa.unm.edu/funding/grants/readers.html

Questions please contact:
Denise Wallen, PhD
University of New Mexico
College of Education
(505) 277-2231
wallen@unm.edu

College of Education Web Address:
http://coe.unm.edu

COE Faculty Early Alert
If you are thinking about a grant, looking for funding, or ready to write the proposal, please use the Early Alert Electronic Grant Form http://coesurvey.unm.edu/Checkbox/Survey.aspx?es=42aba5ade3324df4abfe36573e8ec4b