UNIVERSITY OF NEW MEXICO
COLLEGE of EDUCATION & HUMAN SCIENCES

Fall 2022
Request for Proposals for Mini-grants

1. INTRODUCTION

The College of Education and Human Sciences (COEHS) is pleased to announce a request for proposals for the Fall 2022 Research Mini-grants. These awards are for small-scale seed research to support and facilitate investigators’ research activities and whose intent would be to later seek external funding. **Note:** these grants only support expenses for data collection, including travel to gather data; these grants are **not** to be used to fund travel for dissemination.

**Available Funding.** A total of $40,000 is available for this RFP. Proposals are capped at $4,000 per individual proposal and $10,000 for inter/transdisciplinary collaborative proposals. PIs are restricted to submitting one proposal in the individual category. You may also submit a collaborative proposal and are restricted to one proposal submission as a PI or co-PI. To apply for funds, prepare to include the information in Section III and submit your complete proposal in the Infready system (portal information found below). **The deadline to submit a proposal is 11:59 p.m. on November 3, 2022.** You will be notified of your grant status by December 2022.

**Focus:** There are no special focus areas for the Fall 2022 Mini-grant competition. All research relating to the academic and service program areas within the College of Education and Human Sciences are eligible. All proposals, however, should be viewed as seed projects that can be scaled-up for future external funding.

All researchers interested in submitting a proposal must submit an Early Alert ([https://unm.selfservice.vivantio.com/Account/LogIn](https://unm.selfservice.vivantio.com/Account/LogIn)) as soon as possible to discuss proposals and allowable budgets prior to submission.
II. RESEARCH PROPOSAL REQUESTS

Eligibility: Only full-time tenured/tenure-track/research-stream faculty members are eligible to apply for the mini-grant research funds. One proposal submission per category area will be accepted per PI.

Priority: Untenured faculty members who are at the rank of Assistant Professor are especially encouraged to apply.

Allowable Use of Funds:

- Faculty may request research funds for expenses associated with a range of research activities (e.g., supplies, materials, services, incentives, travel to collect data or do field work, data analysis, and research personnel [i.e., graduate students at 24% FTE or less; project assistants]. Summer stipends and course release for faculty will not be covered). Mobile devices or laptop computers can only be requested if essential for field-based data collection. No subawards are allowed.
- If awarded, all budget items must be committed by June 30, 2023.
- Recipients must submit a final report at the conclusion of their project or before the beginning of the next academic year, whichever is earlier. If a faculty member received COEHS Mini-grants before and has not yet submitted a report, any future proposal will not be considered for funding until the required report is submitted.

III. SUBMITTING PROPOSALS

Each proposal must have a: (1) a contact page, (2) a proposal cover page, (3) a proposal narrative (limited to 1,000 words, excluding the references, the contact, cover, and budget), and (4) budget page. Do not attach any addendum.

1. **Contact Page:** This page should include the following:
   a. Applicant's name, e-mail address
   b. Applicant's Program, Department

2. **Cover Page:** This page should include the following:
   a. Rank
   b. Years at UNM
   c. Proposal title
   d. Proposal Category
   e. Total funds requested: $
   f. Have you received prior COEHS funding? Yes No

   If yes:
   Most recent year you received: _______________

   If no:
Did you submit a final report to COEHS?  Yes  No
Have you published from it?  Yes  No
Have you presented from it?  Yes  No
Did it lead to other funded support?  Yes  No

g. IRB status of your current research proposal. Check one:
   i  In-progress _____
   ii  Submitted _____
   iii. Approved _____ (please provide approval number: _______

Note: You may still submit a mini-grant request for research funds if IRB approval has not yet been received; in this case, if awarded, the COEHS Research Office will consider your request for conditional acceptance. The Associate Dean for Research and Distance Education must receive your official IRB approval to disburse funds. The disbursement of research funds, but not the submission of an application, is contingent upon IRB approval of your research proposal.

3. Proposal Narrative: (1,000 words, double-spaced, 12-point font size, 1-inch margin all sides). Do not include any identifying information in the proposal narrative. Please provide the following information within the proposal narrative:
   • Title of your proposed project
   • Scholarship
      o Provide a literature review and background information
      o Briefly articulate the scope, rationale, and research questions/purposes of the proposed project
      o Clearly describe methods, including participants, instrumentation, measurement, data collection procedures, and data analysis plan. Be sure to provide adequate rationale if the request includes travel funds to collect data or do field work.
   • Statement of future research direction
   • Statement of contribution to the field
   • Statement of plan to seek external funding. Please do not just name potential funder, but list specific funding opportunities and how this seed funding would support you in seeking this external funding.
   • Statement of populations who will benefit from the proposed project (e.g. COEHS, UNM, Albuquerque, NM region, US, students, and profession)

4. Budget Page:

Provide a detailed justification for each budget item requested. If you have supplemental sources of funds for the proposed project please describe these as well. Please see example of an acceptable budget format at the end of this document, which demonstrates the kind of information required for a mini-grant budget.
BUDGET EXAMPLE

Project assistant (PA) 5 hr/day @ $11.00/hr X 30 days $1650.00

Field Travel – PI contact by ground transportation for 15 days: mileage (.32 X 600 miles) $192.00

Field Travel – PA data collection for 15 days: mileage (.32 X 600 miles) $192.00

TOTAL $2034.00

Requested amount $2,000.00

Budget Justification:

Personnel: Project Assistant (PA) — Funds are being requested to hire one hourly-paid Project Assistant (or equivalent) that will assist in recruiting families and administering questionnaires. The PA is expected to work 150 hours and will be paid $11.00 an hour.

Also, if your estimated budget is more than the allowable mini-grant amount, then indicate how you would cover the difference to complete your proposed project.

IV. EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Statement of future research directions</th>
<th>Statement of contribution/impact to the field</th>
<th>Statement of plan to seek external funding</th>
<th>Statement of populations who will benefit from the proposed project</th>
<th>Budget &amp; Justification</th>
<th>Total</th>
<th>Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 points</td>
<td>5 points</td>
<td>10 points</td>
<td>10 points</td>
<td>5 points</td>
<td>5 points</td>
<td>100 points</td>
<td>Up to 10 points</td>
</tr>
</tbody>
</table>

Scholarship (65 points)
- Literature review and background information 10 points
- Research questions/purposes/objectives of the proposed project 20 points
- Methods of data collection and analysis 35 points

Budget (15 points):
The budget is clearly written, detailed, itemized, and within above stated allowable use of fund limits. If the estimated budget is more than the allowable mini-grant amount, then indicate how you would cover the difference to complete the proposed project (See Budget Example above).

**Bonus Points** (Up to 10 points)

- Untenured faculty members who are at the rank of Assistant Professor   5 points
- Faculty member who has presented or published from a previous COEHS grant   2 point
- Faculty member whose previous COEHS grant(s) led to other funded support?   3 point

**For Additional Questions:** Please contact the Associate Dean for Research and Distance Education (kgoodric@unm.edu) for any scientific questions about this targeted mini-grant program. For technical issues, please contact Denise Wallen ([wallen@unm.edu](mailto:wallen@unm.edu)) and Christine Marquez ([cmarquez24@unm.edu](mailto:cmarquez24@unm.edu)). All investigators are instructed to submit an Early Alert as soon as possible.

**Proposals are due no later than 11:59PM on November 3, 2022 to the COEHS Infoready Portal.**