

## **Staff and Faculty Mini-Grant Committee**

Last Updated: 5/1/2025

### **Instructions:**

1. Submit a Staff and Faculty Mini-Grant Application and any supporting documents electronically (via email) to the Staff and Faculty Mini-Grant Committee chair (Dr. Aretha Matt, [matta@unm.edu](mailto:matta@unm.edu)) before the 1st of the month for consideration. Applications will be available on the Staff and Faculty Mini-Grant Committee website. Applicants should submit the application with a complete budget and any necessary supporting material. Applications submitted after the 1st of each month will be reviewed the following month/cycle.
2. An incomplete or outdated application will be returned to the applicant for revision and resubmission.
3. Applicants will be notified of the committee and dean's decision via an official email from the Staff and Faculty Mini-Grant Committee chair within two weeks of the review cycle. The Committee will provide all applicants with a written explanation of their decision. The decision of the Committee is final and not subject to any appeal.
4. All approved applicants must submit a one-page report to the Committee Chair within 15 working days of the completion of the project. The preferred method for this report is to send it by email. Submitting reports by email facilitates storage, organization, and review of reports.

### **Guidelines:**

1. All full-time Staff and Faculty may apply for funding.
2. The grant will offer an award amount ranging from \$100 - \$1,000. The grant will not exceed \$1,000 for individual staff or faculty members in any fiscal year. A staff or faculty member may apply multiple times per fiscal year, but priority will be given to first-time applicants. Funds will be granted to applicants based on funding availability.
3. Projects must be aligned to the goals of the [UNM-Gallup Strategic Plan](#).
4. Projects must benefit the faculty, staff, students, UNM-Gallup, or the community at large.
5. Funds will be granted towards professional and teaching campus-based activities that are directly or very closely related to the professional work done by the staff or faculty members in their field at the University.
6. Funds will not be used to supplement grants or departmental and institutional funds, like FPDC funding.
7. Funds will not be used to cover tuition/fees for any postgraduate degree programs.
8. Funds will not be used for travel expenses.
9. Reimbursements will not be allowed for any self-purchases made by applicants prior to official approval of application.
10. New projects will be given priority over projects funded in the past.
11. Only one project, event, or activity can be included in each application.
12. All equipment purchased using the awarded fund is UNM-Gallup property.

13. A grant recipient who did not provide a written final report from previous funding will not be considered for funding in the future, until the missing report is submitted to the committee chair.

**Additional Information:**

- The mission of the Staff and Faculty Mini-Grant Committee is to advocate on behalf of staff and faculty in their participation in professional and teaching activities and to act as stewards of institutional funds to support that participation.
- The Staff and Faculty Mini-Grant Committee is an advisory body to the Dean of Instruction and members of the committee are appointed annually by the Dean.
- At the beginning of each academic year, the Dean of Instruction will appoint staff and faculty members to the committee. The appointed members will vote on a committee chair.
- Committee decisions will be made at Staff and Faculty Mini-Grant Committee scheduled meetings.
- The Staff and Faculty Mini-Grant Committee will submit to the Dean of Instruction recommendations on funding, and on strategies to encourage and promote the professional growth of staff and faculty.
- The Staff and Faculty Mini-Grant Committee will submit to the Dean of Instruction an annual report to include a list of funded activities, and brief descriptions of activities not funded with reasons for that decision.
- Members of the Staff and Faculty Mini-Grant Committee may apply for funding but are subject to the same priorities as other applicants and must recuse themselves from all parts of the deliberating and decision process.
- After a project has been approved, the applicant will receive further instructions on how to proceed with the purchase(s) needed for their project.