

4. Describe the timeline for the project, resources needed, and the person responsible for each action step.

When

Action Step

Resources Needed

Responsible Person

5. Estimated budget with justifications:

6. What other funding sources have you explored? Give details.
(Note: funds for this mini-grant must be expended by June 30, 2020)

7. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair, Carmela Lanza, Eng48@unm.edu within two weeks upon the completion of the project.

Prepared by (please type or print): _____ Date: _____

Approval or Denial (please circle one):

Division Chair or Supervisor

Date

Approval or Denial (please circle one)

Chair, Mini-Grant Committee

Date

Approval or Denial (please circle one)

Director of Business Operation

Date

Reason(s) for denial. (Applicant may resubmit proposal for 2020-2021):

Please submit your mini-grant application to Ms. Geraldene Lahi, Accountant I, Business Office (SSTC 286, extension 7577), after you obtain your division head's or supervisor's signature.

Due to Geraldine Lahi's Office by Monday, 9/23/2019 5:00 p.m.
Decisions will be announced by no later than 10/9/2019