



Staff and Faculty Mini-Grant Committee

Last Updated: 2/3/2025

Instructions: x

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) 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 An incomplete or outdated application will be returned to the applicant for revision and resubmission.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 WKHLU GHFLVLRQ 7KH GHFLVLRQ RI WKH & RPPLW WHH LV
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: x

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. Staff and faculty PD \ VXEPLW QR PRUH WKDQ RQH DSSOLFDWLRQ SHU
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 DW ODUJH x
5. Funds will be granted towards professional and teaching 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 funds.
7. Funds will not be used to cover tuition/fees for any postgraduate degree SURJUDP V x



12. 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

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Additional Information: x

- 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.

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