



# DEPARTMENT OF ANTHROPOLOGY

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## GRADUATE STUDENT FUNDING GUIDE

2018-2019

UNM DEPARTMENT OF ANTHROPOLOGY  
MSC01 1040, 1 University of New Mexico  
Albuquerque, NM 87131

# UNM Department of Anthropology Graduate Student Funding Guide

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## DEPARTMENT OF ANTHROPOLOGY AWARDS

### RUTH E. KENNEDY AWARD

The Ruth E. Kennedy Award is given annually by the Department of Anthropology to honor the memory of Ruth E. Kennedy, wife of Edwin L. Kennedy, a major donor to the Maxwell Museum. Initiated in 1981, the award recognizes Mrs. Kennedy's abiding interest in public education.

#### ***Application Deadline: Monday before fall break***

Nature of the award:

1. Student receives an honorarium of approximately \$500
2. Delivers a public lecture at the AGSU Spring Symposium.

Eligibility:

1. PhD with an exceptional academic record
2. Must have passed PhD Special Exam
3. Dissertation prospectus must be approved
4. Dissertation research must be completed and at least in the analysis phase
5. If dissertation is completed, the defense must have been in the past year
6. Must be able to deliver public lecture at the designated time

Student Self-nomination Procedure to the Subfield:

1. Submit self-nomination materials to Matt Tuttle and your subfield Grad Advisor. Submit letter of intent providing a title and a brief description of the lecture that will be presented.
2. Provide a copy of a Curriculum Vita.

Subfield Nomination Procedure:

1. Ascertain that potential candidate is eligible
2. Ascertain the candidate is able to give lecture at the AGSU Spring Symposium
3. Be prepared to make a short presentation on the candidate's qualifications at the next faculty meeting
4. Be prepared to introduce the successful candidate to the audience before the talk
5. Forward the name of the selected candidate and a copy of the nomination materials to the Graduate Committee for a final decision

Responsibilities of Kennedy Awardee:

1. Prepare for the Graduate Program Advisor, no later than 3 weeks prior to the symposium:
  - a. Name of Candidate as s/he wishes it to appear in print
  - b. Title of talk
  - c. Brief description of the talk and any audio-video equipment needed
  - d. Short biography for publicity purposes
  - e. A list of the people to be invited
2. Give the lecture on the selected date, bearing in mind that the presentation is for a general audience

Responsibilities of Subfield from which Awardee is selected:

1. Inform the successful candidate immediately of his/her responsibilities (above)
2. Assign the winner as necessary in preparing an appealing lecture for a general audience
3. Assign a subfield faculty member to introduce the winner to the audience

### FRIEDA BUTLER AWARD

The Frieda D. Butler Award is given annually by the department of anthropology to honor the memory of Mrs. Butler, who established an endowment in 1975, when her grandson, Dr. Richard A. Barrett, was a member of the department faculty. In 1981 Butler's daughter Margaret A. Barrett requested that a portion of the fund's income be used for "a small award to a promising graduate student in anthropology."

***Application Deadline: Monday before fall break***

Nature of the award:

1. Student receives an honorarium of approximately \$500
2. Student delivers a public lecture at the Graduate Student Symposium

Eligibility:

1. Has an exceptional academic record
2. Is at least in the semester in which s/he completes the Master's Degree
3. Has not yet taken the Doctoral Specials Examination
4. If the MA or qualifying exam is on hand, it must have been received no more than three years ago
5. Has done some primary research including fieldwork or museum's collections analysis that forms the basis of the lecture
6. Must be able to deliver public lecture at the designated time

#### Student Self-nomination Procedure to the Subfield

1. Submit self-nomination materials to Matt Tuttle and your subfield Grad Advisor.
2. Submit letter of intent providing a title and a brief description of the lecture that will be presented.
3. Provide a copy of a Curriculum Vitae

#### Subfield Nomination Procedure:

1. Ascertain that potential candidate is eligible
2. Ascertain the candidate is able to give lecture at the Spring AGSU Symposium
3. Be prepared to make a short presentation on the candidate's qualifications at the next faculty meeting
4. Be prepared to introduce the successful candidate to the audience before the talk
5. Prepare and submit a succinct, written nomination for review by the Graduate Committee
6. Forward the name of the selected candidate and a copy of the nomination materials to the Graduate Committee for a final decision no later than December

#### Responsibilities of Butler Awardee:

1. Prepare the following for the Graduate Program Advisor, no later than three weeks prior to the AGSU Symposium:
  - a. Full name of Candidate as s/he wishes it to appear in print
  - b. Title of the talk
  - c. Brief description of the talk and any audio-video equipment needed
  - d. Short biography for publicity purposes
  - e. Give the lecture on the selected date, bearing in mind that the presentation is for a general audience

#### Responsibilities of Subfield from which an Awardee is selected:

1. Inform the successful candidate immediately of his/her responsibilities (above)
2. Assist the winner as necessary in preparing an appealing lecture for a general audience
3. Assign a subfield faculty member to introduce the winner to the audience

### **NEW MEXICO FOLKLORE SCHOLARS ENDOWMENT AWARD**

The New Mexico Folklore Scholars Endowment award alternates annually between the UNM Department of Anthropology and the UNM Department of English, and provides support to a student engaged in New Mexico folklore scholarship.

***Application Deadline: Monday before fall break in alternate years beginning in Fall 2012.***

Nature of the Award:

1. Student receives an honorarium of approximately \$600
2. Student delivers a public lecture at the Graduate Student Symposium

Eligibility:

1. Anthropology graduate or undergraduate student with an exceptional academic record
2. Student has been involved in some investigative research and writing in the area of New Mexico Folklore that is part of a larger project such as an honors paper or graduate thesis
3. Student is able to present a lecture on a paper or dissertation in the area of Folklore with a preference given to SW Folklore which could include interests such as tourism, folklore, ethno-history, cultural representation
4. Must be able to deliver public lecture at the designated time

Student Self-nomination Procedure to the Subfield

1. Submit letter of intent providing a title and a brief description of the lecture that will be presented to Matt Tuttle and your subfield Grad Advisor.
2. Submit an abstract or paper of folklore research and/or writing

Subfield Nomination Procedure:

1. Ascertain that potential candidate is eligible. Student selected in Fall for Spring award.
2. Ascertain the candidate is able to give lecture in the Spring semester
3. Someone in the subfield, preferably the student's advisor should be prepared to introduce the successful candidate to the audience before the talk
4. Prepare and submit a succinct, written nomination for review by the Graduate Committee
5. Forward the name of the selected candidate and a copy of the nomination materials to the Graduate Committee for a final nominee decision in December.
6. Present nominee to Ethnology Subfield for final approval of the candidate

Responsibilities of the Folklore Awardee:

1. Provide public talk at the AGSU Spring Symposium
2. Give the lecture on the selected date, bearing in mind that the presentation is for a general audience

Responsibilities of Subfield from Which an Awardee is selected:

1. Inform the candidate of his/her success
2. Inform the successful candidate immediately of his/her responsibilities (above)

3. Forward the name of the finalist to the department Accountant and Program Advisement Coordinator to insure timely processing of the award
4. Assign a subfield faculty member to introduce the winner to the audience

### **DAVE STUART SCHOLARSHIP IN PUBLIC ANTHROPOLOGY**

The Dave Stuart Scholarship for students in Public Anthropology was established by Dr. Dave Stuart, former faculty member and Associate Provost at the University of New Mexico.

#### ***Nominations Due: April 15***

Nature of the award:

1. An annual award providing up to \$500 per semester.
2. Awarded for a maximum of two consecutive years.
3. Purpose of the award is to encourage the study and practice of Anthropology in a way that is accessible to the public.

Eligibility:

1. One award per year for either a UNM undergrad entering her/his senior year, or a UNM graduate student.
2. Open to all concentrations in the UNM Anthropology programs.
3. Preference given to UNM graduate students and undergrad students who are in the department Honors program or in the University Honors program.
4. Open to full or half time students in the Anthropology program.
5. Recipients must demonstrate financial need.

Application Process:

1. Nominated by subfield
2. Jointly selected by the Chair of Anthropology and Graduate Committee

### **KARL H. SCHWERIN GRADUATE FELLOWSHIP IN ETHNOLOGY**

The Karl H. Schwerin Graduate Fellowship in Ethnology is awarded annually by the Department of Anthropology. Professor Schwerin, former chair of the department (1987-1993) endowed the fellowship, which was first awarded in 1998.

Nature of the award:

1. Variable award depend on interest drawn from an endowment account.
2. Awards in previous years were approximately \$500-\$850
3. Recipient chosen in the spring (mid-April) for the following fall semester



4. The fellowship is an annual award and should be paid on a yearly basis
5. May be awarded to the same student in successive years providing the student is making satisfactory academic progress toward a degree

Eligibility:

1. Deserving graduate students pursuing a course of study in ethnology or cultural or social anthropology
2. Fellowship awarded to students who have not yet begun doctoral field research.
3. Fellowship awarded only to an individual who has not received other support
4. Primary consideration will be based on scholastic ability and research potential
5. Consideration will be given to students who can demonstrate financial need

Subfield Nomination Procedure (Ethnology only):

1. Ascertain that potential candidate is eligible.
2. A committee consisting of the Chair of the Department of Anthropology and two faculty representatives from the department's programs in ethnology, cultural anthropology or social anthropology shall select recipients of the annual graduate fellowship award in accordance with the normal criteria used to select any and all fellowship winners.
3. Student's ethnology faculty graduate advisor must notify the successful candidate, the program advisement coordinator, and the department accountant
4. Student's ethnology faculty graduate advisor must notify Dr. Karl Schwerin

### JOSEPH POWELL ANTHROPOLOGY ENDOWMENT FUND

The purpose of this endowment is to support Evolutionary Anthropology graduate student research on the topic of human and non-human primate biological variation and behavioral ecology, both past and present.

***Application Deadline: March 1***

Nature of the Award:

1. Awards are used to support graduate student research in Evolutionary Anthropology
2. Awards are \$500, and one award per year is made

Eligibility:

1. Must be a current graduate student in the Evolutionary Anthropology program in good standing
2. Focus of research must be on the topic of human and non-human biological variation and behavioral ecology

### Subfield Nomination Procedure (Evolutionary Anthropology only):

1. Requests for submissions are issued by the Graduate Advisor for Evolutionary Anthropology
2. A three-member selection committee, comprised of the convener of Evolutionary Anthropology, the graduate advisor for Evolutionary Anthropology, and a subfield member who will rotate through the subfield each year.
3. Selections will be made on the quality and significance of the proposed research and other sources of funds that are being sought to support it.

## PART TIME TEACHING ASSISTANT (PTTA)

Part Time Teaching Assistantships are available based on funding provided by the College of Arts and Sciences and varies each year. These assignments are dependent on courses assigned making minimum enrollment thresholds. There are no guarantees for funding unless the class makes minimum enrollment.

***Application Deadline: For preferred consideration: For preferred consideration, apply March 1<sup>st</sup> for fall and October 1<sup>st</sup> for spring. However, applications may be submitted at any time.***

### Nature of the award:

1. These are Teaching appointments, and the student teaches and grades the course
2. The stipend is set at \$3,828 per semester for a .25 position for each 3-credit class or for 2-labs (1 cr each), and includes 6 hours tuition and health insurance. (NOTE: health insurance is provided ONLY for the contract period)
3. PTTA positions are specifically tied to classes, a contract will be cancelled if the class does not meet minimum enrollment threshold of 15 students.
4. While you are on a PTTA contract, you are classified as a NM resident for tuition purposes. Once your appointment has ended, you must apply for residency status through Graduate Studies. You are eligible to apply for this status after 1 year of residency in NM.

### Eligibility:

1. Preference will be given to those with in-depth knowledge of the specific class topic, teaching experience, good standing as a graduate student, past work performance, plus seniority in the program and financial need.
2. US Residents may work a maximum of .75 FTE (Full Time Equivalency), which equates to 30 hours per week. International students may work a maximum of .50 FTE, which equates to 20 hours per week. If you hold a student employment or other position at UNM, your total FTE may not exceed these limits. Therefore, you must resolve any

student employment or other conflicts prior to accepting your PTTA contract so that you do not exceed the maximum FTE.

#### Application Process:

1. Fill out a PTTA application (available on the department website under Graduate Tab/Forms and Resources) and send it to Matt Tuttle by email, [Mattt@unm.edu](mailto:Mattt@unm.edu) and your subfield Grad Advisor.
2. Include information regarding your past teaching experience, area of expertise, etc.
3. Application can be found in the Appendix of this document.

#### Contract:

1. Your contract will be issued electronically to your UNM email address.
2. Your contract will include information regarding your contract period, stipend, tuition, and the process for approval through Graduate Studies.
3. PTTA funding originates from the College of Arts and Sciences. They will not approve your contract until minimum enrollment thresholds have been made for the course. (15 minimum enrollment for undergrad courses)
4. If minimum enrollment thresholds are not met, the class and your contract will be cancelled.
5. These contracts are issued on a semester by semester basis and dependent on funding approval from the college. Please be aware that health insurance is only provided during your active contract dates. If you do not have an active contract, you should not expect to receive UNM Health Insurance unless you have made other arrangements through your provider.
6. You must approve your contract through your UNM email address, and if you have not been employed by UNM for at least 2 semesters, you must complete all hiring paperwork 3 days prior to the start of work, one week prior to the start of classes.

## TEACHING ASSISTANT (TA) OR GRADUATE ASSISTANT (GA) POSITIONS

***Application Deadline: Friday of the second week of classes in January***

#### Nature of the award:

1. These are department Assistantships, and range from .25 FTE/10 hours per week to .50FTE/20 hours per week.
2. The stipend is currently set by the Graduate Studies Department at \$14,198.44 per year for a .50 position.
3. The award includes stipend, tuition (12 hours per semester for a .50 FTE) and health insurance. (NOTE: health insurance is provided ONLY for the contract period.)
4. Students are assigned as needed to classes to assist instructors. A common assignment is to assist in one large class, two smaller classes, or teach 2-3 labs depending on size.

5. Conflicts with student class schedules may arise. While we try to accommodate these issues, it is not always possible to fit the TA workload to the student's schedule.
6. While you are on a TA/GA contract, you are classified as a NM resident for tuition purposes. Once your appointment has ended, you must apply for residency status through Graduate Studies. You are eligible to apply for this status after 1 year of residency in NM.

#### Eligibility:

1. Typically all students have an opportunity to receive TA/GA support. See the Department of Anthropology Graduate Handbook for details.
2. US Residents may work a maximum of .75 FTE (Full Time Equivalency), which equates to 30 hours per week. International students may work a maximum of .50 FTE, which equates to 20 hours per week. If you hold a student employment or other position at UNM, your total FTE may not exceed these limits. Therefore, you must resolve any student employment or other conflicts prior to accepting your TA, GA or RA contract so that you do not exceed the maximum FTE.

#### Application Process:

1. Fill out a TA application (available on the department website under Graduate Tab/Forms and Resources) and email it to Matt [mattt@unm.edu](mailto:mattt@unm.edu) and your subfield Graduate Advisor.
2. Establish your semester schedule as soon as possible so you can coordinate your assignment with the subfield Graduate Advisor.

#### Contract:

1. Your contract will be issued electronically to your UNM email address.
2. Your contract will include information regarding your contract period, stipend, tuition, and the process for approval through Graduate Studies.
3. You must approve your contract through your UNM email address, and if you have not been employed by UNM for 2 semesters, you must complete all hiring paperwork 3 days prior to the start of work, which is one week prior to the start of classes.
4. Please be aware that health insurance is only provided during your active contract dates. If you do not have an active contract, you should not expect to receive UNM Health Insurance unless you have made other arrangements through your provider.

### Archaeology GA/TA Policy

The Archaeology Faculty believes that teaching experience is an important part of graduate training. Our goal is to provide students who are making satisfactory progress within the degree program with the opportunity to teach during their graduate careers. At this time, GA/TA positions and funding are quite limited within the University; we will try our best to provide one year of GA/TA funding to each student. Students will be selected for GA/TA positions on the basis

of three primary criteria: years within the program (seniority), satisfactory progress toward completing their degrees, and amount of prior funded experience as a GA/TA for regular or online classes during the Fall and Spring Semesters (NOT summer classes or field schools). In the case of students in a cohort who are making identical progress toward the degree, the ultimate decision as to when individuals gain teaching experience is based on a vote of the Archaeology Faculty. In arriving at a decision, additional criteria may be taken into consideration, such as receipt of outside funding (such as an NSF fellowship), participation in professional activities (delivery of a paper at the SAA Meetings or publication of a paper in a professional journal), and specific aspects of progress in the program (completion of skills requirements, submission of the proposal for funding, and specific background appropriate for particular courses (such as quantitative methods)).

### Ethnology GA/TA Policy

If a student has been awarded a funding package that includes work as a GA, they do not need to apply to be a GA for the years covered by their package. All other students must apply anew every year for GA/TA positions. In determining students' ranking each year, faculty members in Ethnology take the following factors into consideration: seniority (length of time on a TA/GA list), number of course completed, other requirements completed, GPA, and financial need. We try to give each student four semesters of GA/TA experience over the course of their graduate training. After these four, a student may continue to apply for GA/TA positions, but will only be selected once others who have not yet completed their four semesters have been placed. Junior students will be placed as assistants in classes led by other instructors as GAs. TA positions, in which graduate students are teaching their own classes, are reserved for more senior students. Our goal is to give all of our students some GA and TA experience before they finish the PhD.

### Evolutionary Anthropology GA/TA Policy

Our goal is to support each new graduate student for at least three years, renewable pending satisfactory performance. In arriving at the GA/TA decisions, students who apply are ranked according to the following criteria:

1. Skill sets appropriate for the tasks of the class.
2. Satisfactory progress toward the degree.
3. Students who are no longer taking classes are ranked below those needing class credit hours.

Ordinarily, graduate students do not grade other graduate students (e.g. as Teaching Associates), although advanced students may serve as GA/TAs for upper division classes. In Biology of the Skeleton (ANTH 350), an advanced graduate student acts as TA for the lab portions of the class and some 1<sup>st</sup> year graduate students do take the class. Advanced students may also assist with upper level lab courses such as ANTH 556L or ANTH 553. In these cases, the graduate students are always graded by the faculty member teaching the class.

1. Generally, we do not expect first year students to be qualified to GA/TA any class except Anthropology 101 or 150. In those cases they do not teach actual sections of the class.

2. We do not have a limit on graduate student support but advise students that they are expected to generate their own outside funding by 3<sup>rd</sup> to 4<sup>th</sup> year.

### **DEPARTMENT STUDENT TRAVEL FUNDS**

***Application Deadline: There are two application periods each year. Monday before Spring and Fall break***

Nature of the award:

1. Travel grants can be up to \$300 each and cover any time of that academic year for travel through June 30<sup>th</sup>.
2. Applications can be retroactive or in advance of one semester (for example in cases where an abstract was accepted and conference attended after previous deadline).
3. Graduate Committee will select recipients.
4. Department travel/research funds are disbursed on a reimbursement basis for travel through June 30<sup>th</sup>.
5. You must submit original receipts within 1 week of completing your trip. Expect the reimbursement process to take a week or so.

Eligibility:

1. Anthropology graduate students in good standing.
2. Awards are given only to students participating in a Conference to cover travel, food, lodging, conference fees, etc.
3. Students can receive funds only every other year (more if there are no other qualified candidates), starting with the 2007-08 academic year.
4. Limit of 3 travel grants during time at UNM. Seniority (closeness to completion of dissertation) will be taken into consideration but is not the sole criterion for selection

Application Process:

1. Self-nominate to department by email to Matt Tuttle and your subfield Grad Advisor. (Application available on the department website under Graduate Tab/Forms and Resources)
2. Use department travel grant application found in the Appendix of this handbook.

### **FRANK J. BROILO, HARRY W. AND MARGARET BASEHART MEMORIAL ENDOWMENT SCHOLARSHIP**

The Frank J. Broilo, Harry W. and Margaret Basehart Memorial Endowment Scholarship is a cash award of up to \$500 or more is awarded annually by the Department of Anthropology to honor

the memory of Frank J. Broilo, the first director of UNM's Office of Contract Archaeology until his death in 1979; Professor Harry W. Basehart, professor emeritus of anthropology until his death in 1988 and editor of the Department's Journal of Anthropological Research from 1962 to 1974 and 1981 to 1982; and his wife Margaret Basehart, who died in 1992.

***Application Deadline: Fall semester***

Nature of the award:

1. The award provides a \$500 stipend
2. Awards are made yearly and alternate between Archaeology and Ethnology
3. Awards are made in the Spring semester, with Ethnology being awarded in odd years and Archaeology in even years.

Eligibility:

1. Given to deserving graduate students who are pursuing a course of study in Archaeology or Ethnology.
2. The scholarship alternates annually between Archaeology and Ethnology graduate students.

Application Process:

1. Archaeology faculty will send an announcement asking students to submit a conference paper or poster for consideration.
2. Ethnology candidates are nominated by the subfield

## ALFONSO ORTIZ CENTER FOR INTERCULTURAL STUDIES

### PUBLIC POLICY FELLOWSHIP

Funded by Distinguished Professor emerita Dr. Louise Lamphere, the Alfonso Ortiz Center for Intercultural Studies Public Policy Fellowship supports graduate students in the Ethnology doctoral program, providing stipend support for dissertation research involving policy issues, and supporting their internship with College of Arts and Sciences.

***Application Deadline: Second Friday in April. Please submit electronic applications to the faculty Director of the Ortiz Center.***

Nature of the award:

1. This award provides a \$10,000 stipend plus tuition up to six credit hours per semester.

2. During the grant year, the recipient will work 10 hours per week for the Ortiz Center, assisting the Director and the Chair of the Advisory board with Ortiz activities. This may include assisting with and taking notes for the annual Advisory Board meeting and serving on the Department Colloquium Committee.
3. The recipient will also make public presentations to the Anthropology Department and to his/her collaborators outlining the results of the research and specific policy recommendations.
4. Selection committee consists of the Ortiz Center (faculty) Director, Convener of Ethnology, and Chair of the Anthropology Department.

#### Eligibility:

1. Eligible candidates must be in the Ethnology program and at the stage of conducting fieldwork or writing the dissertation.
2. Candidate should be conducting research that is both collaborative and relevant to a policy issue. Possible areas of focus can include but are not limited to health care, immigration, education, language issues, economic development, human rights, and the environment.
3. Application for a one-year renewal is permitted.

#### Application Process:

1. Applicants submit a short proposal (2-3 pages) that will include:
  - a. A research topic with justification for the way in which the research contributes to informed decisions or actions on a public policy issue,
  - b. A plan of work and time-line for research and/or dissertation write-up,
  - c. A plan for collaboration with a community, NGO, or government agency, and
  - d. A specific set of activities that will tie the research results to concrete policy work.
2. The proposal may be based on the student's dissertation research. It may involve a community, NGO or agency that is not in Albuquerque or even the U.S. In this case the applicant should specify how collaboration would take place at a distance.
3. A brief CV should also be included.

## THE HIBBEN FELLOWSHIP PROGRAM

### ***Application Deadline: Variable***

#### Nature of the Award:

The Department of Anthropology and the Maxwell Museum of Anthropology provide a fellowship program to support graduate education in anthropology at the University of New Mexico. The Hibben Scholarship program—named for and endowed by the late Dr. Frank C. Hibben, an



archaeologist who was a Professor of Anthropology and former Director of the Maxwell Museum—consists of annual awards of varying amounts designed to support student education, research, and dissertation work.

Eligibility:

1. Native American graduate students studying Southwestern archaeology
2. Native American graduate students in other fields of anthropology
3. Non-Native American graduate students studying Southwestern archaeology
4. Native American and non-Native American Graduates of UNM
5. Non-Native American graduate students in other fields of anthropology

Application Process:

1. For the first-year graduate student scholarships, no special application for a Hibben Scholarship is necessary.
2. All Native American students should clearly identify themselves as part of their application paperwork;
3. Both Native American and non-Native American applicants should also specify their goals, including the pursuit of research in the Southwestern US region.
4. With good performance, students who are awarded a first-year scholarship will have the award automatically renewed for a second year.
5. Awards for senior graduate students are limited UNM students who have passed their comprehensive examination
6. All interested students are encouraged to contact the Department for additional information

## HIBBEN DOCTORAL RESEARCH AWARDS

***Application Deadline: Friday of the second week of classes in January***

Nature of the award:

1. The Department of Anthropology and the Maxwell Museum invite applications for two categories of Doctoral Research Award:
  - I. Anthropological research in the Southwest, with an emphasis on public anthropology. \*
  - II. Research focused on Maxwell Museum collections.
2. Awards of up to \$10,000 will be available in each category for the 2016-2017 academic year.
3. There is no service component to this award.
4. This award may not be given in conjunction with other major awards such as the Mellon, RWJF or PIBBS or .75 assistantships.

Eligibility:

1. Open to students in good academic standing who have passed their Doctoral Specials Examination and whose dissertation proposal has been approved by the subfield faculty.
2. We may favor students in the research phase.

Application Process:

1. Eligible students should submit to subfield Graduate Advisor and Matt Tuttle, a CV and a letter of intent that summarizes the proposed research project, describes academic and career goals, and explains how the award will facilitate completion of the dissertation.
2. Each subfield will rank its applicants and forward their nominations to the Hibben Award Selection Committee, whose final decision is subject to approval by the Hibben Trust Board.

*\*Public Anthropology: Anthropological work that seeks to address larger social concerns beyond the boundaries of the discipline and the academy. It necessarily involves community engagement and communication with non-academic as well as academic audiences, and the promotion of public conversation about broad social issues. It may involve community-based, collaborative, and participatory approaches in any or all phases of research, from problem definition and design to the dissemination of findings. It seeks to fuse theory with practice, and to achieve social value for specific communities of study and/or the wider public.*

## UNM GRADUATE STUDIES (GS) FUNDING OPPORTUNITIES

### GRADUATE DEAN'S DISSERTATION FELLOWSHIP

<http://grad.unm.edu/funding/fellowships/deans-fellowship.html>

***Application Deadline: Self nomination due to Matt Tuttle the first Friday of Spring Semester***

Nature of the award:

1. Stipend of \$8,000.00 in two installments, Fall and Spring.
2. This award does not include tuition or fees.
3. Recipients are required to submit a written progress report at the end of the fall semester. The spring stipend will not be disbursed until the progress report is submitted.

Eligibility:

1. Candidates will be considered only through nomination by their academic unit.
2. Must be in the process of writing the dissertation, and anticipate completion by the end of the following year.
3. Previous recipients will not be eligible.

Application Process:

1. Student should self-nominate to Matt Tuttle with a copy of academic transcript, Curriculum Vita, outline of dissertation organization and progress, and a statement describing academic goals and how getting the fellowship would facilitate completion of the dissertation, and a letter of support from the candidate's major advisor.
2. Subfields choose one-candidate and forward these materials to the Graduate Committee.
3. Once a candidate is chosen, application materials, a nomination form, and a letter of support from the chair must be forwarded to the Graduate Studies office.

## GRADUATE RESEARCH SUPPLEMENT

<https://grad.unm.edu/funding/research-travel-grants/research-supplement.html>

***Application Deadline: March 1st to your subfield advisor and Matt Tuttle Dept. Advisor***

Nature of the award:

1. The Graduate Research Supplement awards up to \$2,000.00 to facilitate completion of the MFA or PhD dissertation.
2. These awards support direct expenses incurred for archival or field research.
3. This award may not be used for stipends, books, travel to conferences, or equipment expenses.
4. Awards are based on major accomplishments since entering graduate school, a well-defined and successful program of research, a timeline for completion of the thesis or dissertation, and application materials.

Application Process:

1. Submit a 500-word personal statement and two letters of recommendation electronically as PDF to Matt Tuttle and your subfield Graduate Advisor.
2. Applications are subject to approval by the graduate unit.
3. Each department may submit one nomination for this award.

## NEW MEXICO HIGHER EDUCATION DEPARTMENT GRADUATE SCHOLARSHIP PROGRAM

<http://grad.unm.edu/funding/scholarships/hed-scholarship.html>

***Applications Deadline: First day of March***

Nature of the award:

1. Stipend of \$7,200.00 in two installments of \$3,600.00 per semester.
2. This award does not include tuition or fees.
3. Student must work 10 hours unpaid as an intern or in an assignment and must have a 10 paid position.

Eligibility:

1. Students who are under-represented in the discipline (Note that women are not under-represented in Anthropology).
2. Candidate must be a New Mexico resident
3. Candidate must demonstrate financial need.

Application Process:

1. Submit application materials directly to Graduate Studies.
2. Application documents are available on the Graduate Studies web page.

**TOM L. POPEJOY DISSERTATION PRIZE**

<https://grad.unm.edu/funding/awards-honors.html>

***Applications Deadline: Friday of the second week of classes in January***

Nature of the award:

1. A \$1,000 stipend will be awarded at Spring Commencement each year.
2. Assistance with publication by the University of New Mexico Press or another publisher will be provided.
3. The recipient should be present at Spring Commencement to accept the award.

Eligibility:

1. Any graduate student or recent Ph.D. with a strong dissertation worthy of a prize.
2. Manuscripts from up to previous two years may be submitted.
3. See Graduate Studies guidelines at online address above.

Application Process:

1. Submit self-nomination to Matt Tuttle and your subfield Grad Advisor.

2. Provide a written overview of the dissertation, a copy of the dissertation, the nominee's current position, and what publications/grants arose from the dissertation.
3. Anthropology is eligible to nominate a student every three years, with the next nomination cycle occurring in 2017.

## **GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA) FUNDING OPPORTUNITIES**

### **NEW MEXICO RESEARCH GRANT (NMRG)**

<http://gpsagrants.unm.edu/>

***Applications Deadline: Second week of September, check GPSA for deadline***

Nature of the award:

1. The NMRG offers two different types of grants:
  - I. High Priority: \$5,000 and applicant must collaborate with a New Mexico state agency, non-profit, community-based organization that directly benefits New Mexicans. Cannot collaborate with UNM or its branches.
  - II. General Priority: \$3,000 for general research that does not require collaboration with another entity.
2. The NMRG grant has only one funding cycle, each fall.
3. Awards may fund activity in the period between July 1 to June 30.

Eligibility:

1. Any graduate students in good standing may apply.
2. Applications must be highly competitive.

Application Process:

1. Apply directly to GPSA.
2. Self-nomination using online forms with required attachments.

### **STUDENT RESEARCH GRANT**

<http://gpsagrants.unm.edu/>

***Applications Due: Check website for deadlines***

Nature of the award:

1. This award funds research related to the completion of a degree as well as other research relevant to the applicant's field.
2. The award also funds travel to conferences to present research.
3. Students may receive up to \$500 per academic year (from summer to spring).
4. The Grants Committee runs funding cycles each semester.

Eligibility:

1. Graduate students in good standing

Application Process:

1. Apply directly to GPSA.
2. Self-nomination using online forms with required attachments.

**PROFESSIONAL DEVELOPMENT GRANT (PDG)**

<http://gpsagrants.unm.edu/>

***Applications Deadline: Check GPSA website***

Nature of the award:

1. The award was created in 1998 to help graduate and professional students with travel expenses for events not covered under the SRG Grant.
2. This includes travel to interviews, clinics, mock-trials, auditions and conferences at which you are not presenting your own research.
3. These awards help students begin to establish their professional career and extend their education through professional travel opportunities.
4. Students may receive up to \$500 per academic year (from summer to spring).
5. The GPSA Grants Committee runs funding cycles each semester.

Eligibility:

1. Graduate students in good standing

Application Process:

1. Apply directly to GPSA.
2. Self-nomination using online forms with required attachments.

## LATIN AMERICAN AND IBERIAN INSTITUTE (LAI) FUNDING OPPORTUNITIES

### LAI FIELD RESEARCH GRANTS

<https://laii.unm.edu/funding/student-field-research-grants.html>

***Application Deadline: Check website***

Nature of the award:

1. Amount variable, but small seed grants (4-8 weeks)
2. These awards are meant to assist students and faculty in obtaining their first or second field research experience in Latin America.
3. The grants are generally for fairly brief periods of research (typically four to eight weeks) and cover transportation and lodging costs associated with the research.
4. Student must demonstrate contacts with scholars in the country where research will take place.

Eligibility:

1. Graduate Students in good standing.

Application Process:

1. Apply directly to LAI.
2. Self-nomination using online forms with required attachments.

### LAI DOCTORAL FELLOWSHIP

<https://laii.unm.edu/funding/phd-fellowships.html>

***Application Deadline: Self Nominate to Department Contact subfield advisor in November***

Nature of the award:

1. The LAI awards ten fellowships annually.
2. The fellowship provides a stipend and a waiver of tuition and fees.
3. Students who are awarded LAI Ph.D. Fellowships may receive other awards that directly support the costs of research activities, but they may not receive both the LAI Ph.D. Fellowship and any other fellowship that provides a basic living stipend.
4. Anthropology can nominate 3 or 4 students for the award.

**Eligibility:**

1. In order to be considered for the LAII Ph.D. Fellowship, students must be nominated or re-nominated by the chairperson of their department.
2. Students who seek nomination or re-nomination are encouraged to contact either the chairperson or graduate advisor of the nominating department.

**Application Process:**

1. LAII partner departments at UNM may nominate Ph.D. students whose research focuses on Latin America or Iberia.
2. LAII PhD application forms are distributed by the nominating department, and are not available directly from the LAII.
3. Students who are nominated by their department should submit their application materials directly to their department, according to its internal procedures.
4. Email your materials to Matt Tuttle and your subfield Grad Advisor with a letter of application, a current Curriculum Vitae, and a dissertation proposal or outline and a copy of the LAII application form.
5. Subfield will rank applicants, and the list will be given to the Graduate Committee for final decision.
6. Nominated students will be required to prepare additional application materials required by LAII.

## **FOREIGN LANGUAGE AND AREA STUDIES (FLAS) FELLOWSHIPS**

<https://lail.unm.edu/funding/graduate-flas-fellowships.html>

***Application Deadline: TBA*****Nature of the award:**

1. FLAS Fellowships promote the study of less-commonly-taught languages.
2. Recipients of academic year FLAS Fellowships are required to take courses at UNM in K'iche' Maya, Portuguese or Quechua as well as Latin American area studies courses.
3. Applicants must be prepared to study one of the designated languages at the intermediate or advanced level.
4. Summer fellowships are also available. More information can be viewed in the FLAS academic year fellowship guidelines and application on the LAII website.

**Eligibility:**

1. Graduate student recipients of academic year FLAS Fellowships are required to take courses at UNM in K'iche' Maya, Portuguese or Quechua as well as Latin American area studies courses.



Application Process:

1. Apply directly to LAll.
2. Self-nomination using online forms with required attachments.

## COLLEGE OF ARTS AND SCIENCES FUNDING OPPORTUNITIES

### INTERDEPARTMENTAL TEACHING ASSISTANTSHIPS

***Application Deadline: Last day of January***

Nature of the award:

1. These awards include the same benefits, stipend and workload as Department
2. Assistantship positions.
3. Assignments and applications will be specifically for English, Math, Spanish & Portuguese or Foreign Studies.
4. These are typically one-year positions, but can be renewed several times if the particular department has need of continued service and it is a good match.
5. The stipend is currently \$14,198 per year, plus tuition and health insurance.

Application Process:

1. Applications will be solicited by email. Additional information will be available at that time.
2. Application materials are available on A&S website.
3. Submit application materials to Matt Tuttle and your subfield Graduate Advisor.

## MELLON FOUNDATION FELLOWSHIPS

***Application Deadline: Spring TBA***

Nature of the award:

1. UNM invites advanced graduate students in American Studies, Anthropology, Communication and Journalism, History, Linguistics, and Sociology to apply for the Mellon Doctoral Fellowships.
2. These fellowships were established to increase recruitment, acceptance, and retention of Latino and Native American doctoral students, as well as advance scholarship focusing on the historic and cultural dimensions of Latino and Native American peoples.

**Eligibility:**

1. Students must currently be enrolled in a doctoral program in one of the six aforementioned departments at UNM.
2. By the end of the spring semester students must also have completed the requisite course work and departmental program requirements, and received approval of their dissertation topic.
3. The Mellon Fellowship Advisory Board will select fellows based on the eligibility criteria presented above as well as additional information included in the student's application packet.
4. Previous accomplishments, promise of future scholarship and demonstrated commitment to Latino, Native American or other underrepresented communities will be considered as positive factors in choosing fellows.

**Application Process:**

1. Applications will be sought through the anthgrad listserv.
2. Application deadline will be announced in September.
3. Students must submit the following application packet material:
  - a) Application cover page,
  - b) One-page statement regarding the student's personal history as it relates to his/her field of study,
  - c) One-page statement describing how the fellowship will help the student complete his/her degree and how his/her work contributes to humanistic social science among or for Latinos, Native Americans and/or other underrepresented communities,
  - d) Dissertation prospectus and timetable,
  - e) Unofficial transcript,
  - f) A curriculum vitae,
  - g) A letter from the Department Graduate Program Coordinator or UNM Office of Graduate Studies certifying that the student has completed, or will complete by the end of the spring semester, the necessary degree requirements, and
  - h) Two letters of recommendation.

## **CENTER FOR SOUTHWEST RESEARCH (CSWR) FELLOWSHIPS**

<http://elibrary.unm.edu/cswr/fellowships.php>

***Application Deadline: May***

Nature of the award:

1. The Center for Southwest Research (CSWR) provides fellowships each year for UNM graduate students to work in collections, digitization, and other program areas of the CSWR.
2. Please note, these are NOT research fellowships.
3. Funding for these fellowships comes from the UNM Center for Regional Studies, University Library endowments, and other sources.
4. The following fellowships are currently available:
  - a) Archaeological Collections Fellowship,
  - b) Community Service Collections Fellowship,
  - c) Cultural Landscape Pictorial Fellowships,
  - d) New Mexico Art, Decorative Art and Historic Furnishings Documentation Fellowship,
  - e) Pictorial Fellowship,
  - f) Post-Custodial Spanish American Collections Fellowship.
  - g) Additional fellowships may be as funding allows.

Eligibility:

1. Graduate Student in good standing
2. See CSWR Website for additional information regarding eligibility

Application Process:

1. Apply directly to CSWR
2. Application materials are available on their website

### UNM FINANCIAL AID

UNM administers student loans including short-term emergency loans. UNM also administers a number of other such funds, as well as work-study and student employment programs. In addition we encourage graduate students to investigate outside sources of funding for study/research. The Office of Research will assist in learning how to use MIDAS Server that allows researchers to search numerous databases for funding information about federal and private grants, contract opportunities, fellowships and sponsored research support.

## EXTRAMURAL FUNDING

The UNM Department of Anthropology strongly encourages graduate students to seek competitive extramural funding, which can supplement the costs of their graduate research and travel as well as increasing their ability to be competitive in the job market.

## INSTITUTIONAL REVIEW BOARD (IRB)

The Office of the IRB (OIRB) facilitates the UNM IRB for Main Campus. It is the commitment of the OIRB to promote the safety and protection of people involved in human research by providing support, guidance, and education to facilitate ethical and scientifically sound research. The OIRB serves UNM Main and Branch Campus student, staff, and faculty researchers. Institutional review is **REQUIRED** for any research meeting the criteria for human subjects research for living populations (see below for definitions).

The IRB researcher portal on their website is full of information that will be helpful while working with the UNM IRB. The IRB Library houses forms, template, guidance, and policies. Each box below covers a different aspect of the IRB process and has tips for successful submissions and ethical conduct of human subjects research. Please refer to the IRB website for more information regarding review requirements and forms: <http://irb.unm.edu>

## IRB REVIEW PROCESS & TYPES OF REVIEW

**Pre-submission:** the researcher designs the research, completes IRB templates and forms, obtains approvals from communities, proposes to thesis or dissertation committee, etc. This part of the process is done by the researcher typically without involvement of the OIRB or IRB. As you develop your paperwork, please consider the IRB guidance and policies that may apply to your research. If during this phase you have any questions, you can schedule a consult to meet with an IRB Analyst to talk about IRB expectations, completing the paperwork, or any other questions that you have. Once the paperwork is complete and ready, you will upload the documents and submit using IRBNet.

**Pre-review:** Once the package is submitted, the first step is the pre-review. This phase involves an IRB Analyst examining the submitted documents for completeness, consistency, and other administrative components. If there are any issues, then the analyst will unlock the package and you will get an email listing the issues that needs to be addressed, which is known as **Clarifications**. Once all of the issues have been addressed, you will need to upload edited documents and "Mark Revisions Complete" so the analyst can complete the pre-review. *Please*

*note that you have 30 days to respond to clarifications; if there is no response, the submission will be withdrawn.*

**Review:** Once pre-review is complete, the submission will be reviewed. The types of review are described below. When writing your study documents, don't focus on trying to get one review type or another, just write the documents from the perspective of what you need to conduct successful research.

**Review Complete:** After the review has been completed, a determination letter will be available in IRBNet. There are three determinations:

**Approve**, which means you can start your research;

**Disapprove**, which means that you are not able to do your research;

**Modifications Required**, which means that there are specific changes that need to be made or more information that is required before it can be approved. If you get a modifications required letter, **you CANNOT begin the research**. The specific issues to address will be listed in the letter. Once those issues have been addressed, you will create a new package for that existing project in IRBNet to upload edited documents. When you upload edited documents, make sure to create a version trail (see IRBNet Submission Instructions for specific steps).

**HSR Determination:** Activities that meet the institutional definition of Human Subjects Research (HSR) require IRB review. Activities that do not meet the definition of HSR (e.g. program evaluation, oral history, etc.) do not require IRB review. If you want a written determination from the IRB of whether a project is HSR, you must submit documentation via IRBNet as described in the IRB Submission Checklist.

**Exempt Review:** Certain categories of HSR can be determined to be exempt from the federal regulations as long as they meet prescribed ethical criteria including the requirement for informed consent, minimal risk study procedures and considerations for participant privacy and data confidentiality. An exempt determination means that the study is exempt from the federal regulations and does not need to be submitted for continuing review. However, any significant changes to an exempt project will need to be submitted to the IRB to ensure that the exempt determination still applies. *This is a determination made by the OIRB or IRB; researchers are not permitted to make exempt determinations.*

Examples of exempt studies include online anonymous surveys, classroom curriculum evaluations, interviews on non-sensitive topics, review of existing academic, medical or other

records without recording identifiers, etc.; See SOP 302 “Exempt Review” for a complete list of exemption categories.

**Expedited Review:** Certain research that involves no greater than minimal risk and only includes procedures listed in the [Federal Register expedited review categories](#) can undergo expedited review. *This is a determination made by the IRB upon review of the study.* Expedited review procedures allow an individual IRB member to review and approve studies on behalf of the full IRB. Studies that qualify for expedited review are reviewed on a weekly basis. These studies are subject to continuing review by the IRB. Some full board studies may eventually qualify for expedited review once the study is limited to data analysis or if no participants have been enrolled in the study.

Examples of expedited studies include identifiable surveys, interviews and focus groups on potentially sensitive topics, studies that access identifiable health or educational records, studies collecting biological specimens by noninvasive means, etc.

**Full Board Review:** Studies that do not qualify for exempt or expedited review and/or present greater than minimal risk to participants must be reviewed at a fully convened IRB meeting. The full board meets once per month. Due to the frequency of full board meetings, the OIRB website lists deadlines for submission in order for items to be on the meeting agenda. Submissions that complete pre-review after the deadline will be reviewed at the following month’s meeting. A majority of the board including at least one non-scientific member must be present at the meeting in order for quorum to be established. If protocols include research with children or prisoners, then an IRB member with that expertise must be present in full board meetings that review such research protocols.

Examples of full board studies include research in prisons, studies administering drugs or alcohol, research involving invasive interventions (e.g. biopsies, tDCS), or research including high risk or vulnerable populations (e.g. maximal aerobic capacity testing on frail populations), etc.

**Administrative Review:** Minor changes to study documents such as grammar corrections, addition or removal of project team members, phone number changes, etc. and study closures are reviewed administratively by OIRB staff. Submissions that qualify for administrative review are done on a daily, first come first serve basis.

## IRB SUBMISSION

**The IRB Library** houses submission documents, guidance, and policies for the research community to access and download. <http://irb.unm.edu/library>

- Forms - IRB application documents
- Templates - sample documents for an IRB submission

- Guidance - information on important topics such as FERPA and data security
- Policies - standard operating procedures (SOPs) for the review of human subjects research

**The IRB Protocol** is the most important document submitted to the IRB. It provides detailed information about the research project which allows the IRB to review and evaluate it according to the federal criteria for approval. You will need to ensure that the research design is consistent with UNM IRB policies and guidance (will link). Use the **Protocol Template** in the IRB Library as a starting point for drafting a new IRB Protocol and use the blue reference text as a guide to what the IRB looks for when reviewing research.

**IRBNet:** IRBNet is an online submission platform used by the UNM IRB to conduct reviews. Researchers submitting protocols to the UNM IRB must use IRBNet. IRBNet houses all determinations, communications, and documents reviewed by the UNM IRB over the life of a project and archives documents after a project has closed. Each researcher needing access to the study in IRBNet must create their own account, setting up an individual user name and password (which is not linked to their UNM NetID). For assistance with using IRBNet, see the IRBNet Submission Instructions or attend an IRBNet workshop offered by the OIRB.

**Amendments:** Prior to implementing a change to a non-exempt study, an amendment must be submitted to and approved by the IRB. Examples include adding or revising questionnaires or other study procedures, changes in study location or population, adding/removing project team members, changes in recruitment, compensation, etc. Amendments to exempt studies only need to be submitted if the proposed change disallows the study to remain exempt (contact the OIRB for guidance). An **Amendment Application** must be completed and submitted with any new or revised documents using track changes or a similar method to highlight the changes made. If the amendment is solely adding or removing project team members, the **project team amendment application** can be submitted instead of the standard amendment application, along with current CITI training certificates and a revised project team form. Amendments are submitted as a **new package** within the existing IRBNet project and a version trail should be created for each revised document. For further guidance, please see the IRBNet submission instructions for creating a new package.

**Continuing Review:** Federally funded research must be reviewed by the IRB no less than once per year. Some faculty research reviewed under Equivalent Protections may qualify for continuing review every two years. A **Continuing Review Application** and applicable paperwork as outlined in the IRB Submission Checklist (e.g. abstracts and publications that occurred within the last approval period, the last signed consent form with participant identifiers redacted, protocol deviations if appropriate, etc.) must be submitted ***no later than 30 days prior to the expiration date*** to allow adequate time for IRB review. Researchers may remove project team members and update HSR trainings at the time of continuing review as part of the continuing

review package. IRBNet sends automated email reminders of continuing review at 60- and 30-days prior to expiration of IRB approval.

## GRANT PROPOSAL SUBMISSION

### FUNDING ANNOUNCEMENTS AND AGENCIES

There are a variety of funding agencies that provide support for competitive research projects. They provide clear guidelines on proposal submissions, the use of grant funding, policies and procedures, and reporting, as well as ongoing funding opportunities.

**The University of New Mexico PIVOT Website** is a database that provides lists of current and ongoing funding opportunities, as well as calls for papers, from a variety of sources and is searchable by discipline type as well as funding agency. You can sign up for a PIVOT account through their website at: [https://pivot.cos.com/funding\\_main](https://pivot.cos.com/funding_main)

**The National Science Foundation (NSF)** provides dissertation improvement grants for students showing strong potential in their research proposals. As of 2017, 76% of their funding goes to academic institutions: <https://www.nsf.gov/>

**The Wenner-Gren Foundation** has three major goals: to support significant and innovative anthropological research into humanity's biological and cultural origins, development, and variation; to foster the international community of research scholars in anthropology; and to provide leadership at the forefronts of the discipline. Of interest to graduate students, they provide grants for doctoral students, including non-US students: <http://www.wennergren.org/>

**The National Institutes of Health** provides a variety of funding opportunities through NIH as well as announcements of non-NIH funded research opportunities. NIH's mission is to seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability: <https://www.nih.gov/>

### CAYUSE UNM ONLINE SUITE

Cayuse SP is used for developing and managing proposal submissions to UNM Office of Sponsored Projects, as well as monitoring and tracking award activity throughout the projects lifecycle.

**Request a Cayuse Account:** Before submitting a grant proposal, you must first establish a cayuse account through the office of sponsored projects. Visit their website, or the following link to establish your account: <http://osp.unm.edu/docs/request-for-cayuse-account.html>



The Cayuse support center can provide you with information regarding training, frequently asked questions, and support at the following link: <https://support.evisions.com/>

The Cayuse User Support Manual provides step by step information regarding the preparation and submission of your proposal through the system, routing for approvals, awards, reporting, and other important information related to your proposal:

<http://support.cayuse.com/docs/Cayuse%20SP/user-reference-manual>

## GRANT PROPOSAL SUBMISSION PROCESS AND TIMELINE

There are several offices on campus involved in grant and proposal preparation and submission, so it is very important that you carefully plan in advance in order to meet the deadlines of the funding agency.

- 1) **Proposal Preparation:** Includes the development of your research plan/goals, budget, budget justification (a narrative of your budget proposal), and other grant materials. This phase should be developed in conjunction with your faculty advisor. (NOTE: The Principal Investigator (PI) must be a UNM Faculty Member. Students cannot serve as PI on a grant unless they've completed courses for Principal Investigator Eligibility.) Successful completion of Grants Management Training is a requirement for anyone seeking Principal Investigator status at UNM's Main or Branch Campuses. It is the responsibility of anyone wishing to retain Principal Investigator status to complete this course every three years. Grants Management Training is now offered online through UNM Learning Central.
- 2) **Electronic Submission:** All grants must be submitted through Cayuse. Sign up for a Cayuse account here: <https://osp.unm.edu/cayuse-research-suite.html> Once you have finalized your proposal, save and upload all UNM Internal Forms as PDF files into Cayuse SP under the "Documents" tab under "Proposal Summary." Required documents may include: Budget Worksheet & Award Budget Sheet, Export Control, Conflict of Interest forms for each investigator. Please be sure to keep copies of your proposal. NOTE: The Proposal Data Sheet has been replaced with the "Summary" tab under "Proposal Summary" in Cayuse424.
- 3) **Department Approval:** Proposals are approved electronically through Cayuse SP. The approval routing change is automatically set up by Cayuse for the routing of approvals and includes the Department Accountant and the Department Chair. Please allow two (2) days for departmental review and approval.
- 4) **College Approval:** The College of Arts and Sciences also reviews and approves all sponsored projects grants and proposals, and requests two (2) days for review of proposals. The College Dean and the College Accountant for sponsored projects provide approval for all proposals.
- 5) **Office of Sponsored Research Approval:** Proposals are then submitted to the Office of Sponsored Projects once all approvals at the Department and College levels have been finalized. If you have created a proposal using FASTLANE, you will need to release the

proposal to OSP so they can approve the proposal through FASTLANE. (Required for all NSF grants in addition to grant submission through Cayuse). For information on our current representative in OSP, please see JoNella Vasquez, Department Accountant.

Proposals must be received via Cayuse in the Office of Sponsored Projects as finalized proposal packages with all routing queue certifications and approvals complete five (5) full business days in advance of the sponsor submission due date. ***Any proposal received within 2 days of the sponsor deadline will not be submitted.***

**PLEASE ALLOW A MINIMUM OF TEN BUSINESS DAYS FOR UNM INTERNAL REVIEW**

- 6) **Final Submission:** UNM sends the proposal to funding agency for review and decision. Approval of budget revisions may be requested from the sponsor, with knowledge of the Principle Investigator (PI).
- 7) **Budget Revisions:** All budget revisions must go through the UNM Office of Sponsored Projects before being sent to the sponsor. This includes a budget justification addressing why the changes are being requested. Major changes to budget or scope of work may require institutional endorsement. The sponsor agency may request proposal modifications or additional documentation during this process. All revisions or changes must be submitted through Cayuse.
- 8) **Final Approval/Award:** Once a decision has been made, the funding agency notifies the PI and/or Co-PI and the UNM Office of Sponsored Projects of award if the proposal has been approved/awarded. Please forward any notification of award to the department and confirm that the UNM Office of Sponsored Projects has received notification as well. Pre-Award spending requests may be submitted at this time for approval, accompanied with notification of award. The Office of Sponsored Projects receives the transmittal/award notification from the sponsoring agency and generates internal transmittal for the Office of Contracts and Grants (Post Award) and for the Department of Anthropology. The transmittal includes the total award amount and project period.
- 9) **Account Setup/Award funds:** The Office of Contracts & Grants issues the index number and emails the signature authorization form to the Department. This form must be signed by the Principal Investigator, Department Chair, Department Administrator, and Department Accountant and indicates that all have the ability to administer the funds.
- 10) **Reimbursement of Expenses:** At no point does the PI or Co-PI receive funds in advance of expenditures. You must submit original receipts for reimbursement. UNM is a tax exempt organization, and will not reimburse for any taxes charged. If you do not have an original receipt, you must provide a cancelled check or a credit card statement with your name shown. In addition, travel receipts (such as hotel and airfare) must show the name

of the individual requesting reimbursement, and that individual must be named in the grant project. Reimbursements may only be processed for allowable expenses. Please submit your receipts and documentation to the Department Accountant for processing. The Department Accountant can also purchase your airfare directly using a purchasing card.

- 11) **Purchase of Research Materials:** UNM is a tax exempt organization. Therefore any materials purchased are not allowed to incur taxes. You may request purchases through the Department Accountant, or you may use the UNM Tax Exemption Certificate when purchasing materials directly through local vendors. The current tax exempt certificate can be located on the UNM website: <http://sgao.unm.edu/forms-handouts/unm-tax-exempt-certificate.pdf>

#### **IMPORTANT NOTES:**

Individuals may **NOT** receive funds directly from the funding agency. All funds must be routed through the UNM Office of Contracts and Grants. If you receive a check from the funding agency, please forward it immediately to the Department Accountant. **DO NOT DEPOSIT INTO YOUR PERSONAL ACCOUNT, AS THIS WILL CREATE TAX LIABILITIES FOR YOU.**

As the recipient organization, UNM is responsible for the administration and monitoring of all awards. All UNM policies and procedures must be adhered to during the project period, including those regarding employment/hiring, use of University property, conflict of interest management, and allowable expenditures.

Since UNM is the recipient organization, all equipment that is purchased under a grant award is considered property of the University and will revert to the University at the conclusion of the project period. This includes all computer equipment, software, and other equipment.

The University only approves cost-share proposals in situations where required by the funding agency.

### **GRANT CLOSEOUT**

**Reporting:** Most funding agencies will require a project report at the end of your grant cycle. Be sure to know what the expectations of the funding agency are in this regard so you can remain compliant in their requirements.

**Final Closeout:** The fund closeout process begins when the budget period end date expires. UNM Contracts and Grants checks for funds ending in 90 days. An e-mail is sent to the Principal Investigator and Account Administrators when the grant is set to close within the 90 days.

- **A Closeout Reconciliation form** will be sent via email to PI (for signature) and Department staff to insure that all expenditures are allowable.

- Contract and Grant Administration reconciles and closes the fund if there are not outstanding expenditures.
- Contract and Grant Administration prepares any Financial Reports that are required and the PI prepares the Technical or Progress Report.

**Return of Funds:** Any funds that have not been used by the end of the grant will automatically be returned to the funding agency.

## FUNDING AT A GLANCE

### Important Notes:

1. Due dates may change. Check competition websites well ahead of estimated/TBA due dates and check your email for deadline and application updates.
2. For university-wide competitions where students are nominated by the department, the departmental deadline is well before the campus deadline due to internal review.
3. All application materials required by the university sponsoring office are also required by the department and are due by the departmental deadline.
4. Incomplete applications may not receive full consideration.
5. For more information on campus competitions that are not based in the department, please contact the relevant sponsoring office.
6. New opportunities will be announced periodically via email.

KEY: GS= Office of Graduate Studies, GPSA = Graduate and Professional Students Association, LAII = Latin American and Iberian Institute

### FALL COMPETITIONS

Deadline	Recurring deadline	Funding	Maximum Amount	Where do I send my application?
3/1		(PTTA) Teaching Assistant for Spring semester	\$3828.09 (per 3cr class) + 6 credit hours tuition + health insurance	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
	For all GPSA deadlines check early in the semester	(PDG) Professional Development Grant	\$500 per academic year	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
	For all GPSA deadlines check early in the semester	(NMRG) New Mexico Research Grant	Variable	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
	For all GPSA deadlines check early in the semester	(SRG) Student Research Grant	\$500 per academic year	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
TBA	Usually Sept or Oct	Field Research Grants	Variable	LAII: <a href="https://laili.unm.edu/funding/student-field-research-grants.html">https://laili.unm.edu/funding/student-field-research-grants.html</a>
10/8	Monday before Fall Break	Professional Travel Grant	\$300	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
10/8	Monday before Fall Break	Frieda Butler Award	\$500	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor

10/8	Monday before Fall Break	New Mexico Folklore Scholars Endowment	\$500	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
10/8	Monday before Fall Break	Ruth E. Kennedy Award	\$500	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
11/25	Last Friday in November	Ortiz Center & AGSU Award for Public Anthropology	\$200	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
12/16	1 month before start of Spring Semester. Deadline is opening date	(S-CAP) Conference Award to attend conferences in SPRING Semester Best to apply on OPENING DATE.	\$600	OCS: <a href="https://career.unm.edu/students--alumni/student-conference-award-program.html">https://career.unm.edu/students--alumni/student-conference-award-program.html</a>

**SPRING COMPETITIONS**

Deadline	Recurring deadline	Funding	Maximum Amount	Where do I send my application?
	Contact your subfield advisor at the beginning of the spring semester	Graduate Dean Dissertation Fellowship. More info at: <a href="http://grad.unm.edu/funding/fellowships/deans-fellowship.html">http://grad.unm.edu/funding/fellowships/deans-fellowship.html</a>	\$8,000	Matt Tuttle: <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
	Check LAII website for most current info	Latin American and Iberian Institute Ph.D. Fellowship (LAII). More info at: <a href="https://laili.unm.edu/funding/phd-fellowships.html">https://laili.unm.edu/funding/phd-fellowships.html</a>	Approx \$12,000 + Tuition	Matt Tuttle: <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
3/1	anytime, early in the semester is best	(PTTA) Teaching Assistant for Fall 2017	\$3828.09 (per 3cr class) + 6 credit hours tuition + health insurance	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
1/22		Hibben Senior Scholarships	\$15,000	Maxwell, Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
1/22		(TA/GA) Teaching/Graduate Assistant (Department) for one or both	\$14198/year + 12 hrs tuition/health insurance (.50 GA appt)	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> and your subfield Grad Advisor

		semesters Fall 2017 - Spring 2017.		
TBA		(FLAS) Foreign Language and Area Studies Fellowships	\$15,000 + tuition	LAI:
TBA		(PDG) Professional Development Grant	\$500 per academic year	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
TBA		(SRG) Student Research Grant	\$500 per academic year	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
3/1		(HED) Higher Educational Development Foundation	\$7,200 per academic year	<a href="http://grad.unm.edu/funding/scholarships/hed-scholarship.html">http://grad.unm.edu/funding/scholarships/hed-scholarship.html</a>
3/1		Grad Research Supplement, <a href="https://grad.unm.edu/funding/research-travel-grants/research-supplement">https://grad.unm.edu/funding/research-travel-grants/research-supplement</a> . <a href="https://grad.unm.edu/funding/research-travel-grants/research-supplement">https://grad.unm.edu/funding/research-travel-grants/research-supplement</a>	\$2,000	Graduate Studies: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor.
TBA		Field Research Grants	Variable	LAI: <a href="https://laii.unm.edu/funding/student-field-research-grants.html">https://laii.unm.edu/funding/student-field-research-grants.html</a>
3/6	Monday before Spring Break	Research Development Grant	\$600+	Graduate Studies: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
3/6	Monday before Spring Break	Travel Grant	\$300	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
TBA (begin checking in March)		Center for Southwest Research (CSWR)	\$15,000 (2016 -2017)	CSWR: Opportunities vary each year. Check <a href="http://elibrary.unm.edu/cswr/fellowships.php">http://elibrary.unm.edu/cswr/fellowships.php</a> in the Spring for info and deadlines
4/14	Second Friday in April	Ortiz Public Policy Fellowship	\$10,000 + 2,000 for tuition & insurance	Department: Matt Tuttle <a href="mailto:mattt@unm.edu">mattt@unm.edu</a> AND your subfield Grad Advisor
5/5	1 month before start of Summer Semester	(S-CAP) Student Conference Award Program. Deadline is opening date for applications to <b>attend conferences in</b>	\$600	OCS: <a href="https://career.unm.edu/students--alumni/student-conference-award-program.html">https://career.unm.edu/students--alumni/student-conference-award-program.html</a>

		<b>SUMMER Semester.</b> Apps accepted up until one month before conference, but best to apply on OPENING DATE.		
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**SUMMER DEADLINES (AND AWARDS WITH NO DEADLINES)**

Deadline	Recurring deadline	Funding	Maximum Amount	Where do I send my application?
TBA		(PDG) Professional Development Grant	\$500 per academic year	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
TBA		(SRG) Student Research Grant	\$500 per academic year	GPSA: <a href="http://gpsagrants.unm.edu/">http://gpsagrants.unm.edu/</a>
7/21	1 month before start of Fall Semester	(S-CAP) Student Conference Award Program. Deadline is opening date for applications to <b>attend conferences in Fall Semester</b> . Apps accepted up until one month before conference; best to apply on OPENING DATE.	\$600	OCS: <a href="https://career.unm.edu/students--alumni/student-conference-award-program.html">https://career.unm.edu/students--alumni/student-conference-award-program.html</a>