



2019 UNIVERSITY OF NEW MEXICO  
WOMEN IN STEM (WIS) FACULTY DEVELOPMENT FUND

GUIDELINES FOR SMALL GRANTS

A. Overview

An anonymous gift has been made to UNM to support research by, and professorships for, women faculty in Science, Technology, Engineering and Mathematics (STEM). Income from investment of this gift will be used to assist UNM women tenure-track and tenured assistant and associate STEM professors with establishing new research areas and developing research collaborations. For this award, STEM faculty are defined as those with research interests that align with research priorities identified by NSF, NIH (non-clinical), or DOE.<sup>1</sup> Three types of awards are available: 1) travel awards to foster collaborations, 2) seed awards to stimulate research projects that will lead to additional external funding and 3) workshop awards designed to generate innovative research ideas and collaborations.

B. Eligibility

Tenure-track and tenured women faculty members at UNM who hold the rank of Assistant or Associate Professor and are pursuing research in areas supported by NSF, NIH (non-clinical), or DOE are eligible to apply. Faculty may submit or collaborate on no more than one application per funding cycle; preference will be given to faculty who have not received a WIS award in the past. Research faculty are not eligible to apply.

C. Funding Cycles and Submissions

This will be an annual competition. Proposals will be due March 26, 2019 with decisions announced by May 3, 2019 and awards beginning on or before June 1, 2019. The Faculty Research Development Office (FRDO), in collaboration with ADVANCE at UNM, will manage the proposal submission and review process. All award funds must be expended within 12 months of the award date unless an extension is requested and approved. Funds not expended within the allowed time frame will revert to the WIS Faculty Development Fund.

Proposals must be submitted as a single complete document with any graphics embedded in the document. Please name your file with: *PI Last Name\_Type of proposal* (Travel, Seed, Workshop). Submit the proposal document by email to the Faculty Research Development Office: [frdo@unm.edu](mailto:frdo@unm.edu). Questions about this program can also be submitted to [advance@unm.edu](mailto:advance@unm.edu).

Proposals must be submitted electronically by 5:00 pm on **March 26, 2019**. Proposals are *not* entered into CayuseSP.

D. Funding Priorities and Project Categories

Priority will be given to proposals that assist women Assistant and Associate STEM Professors with establishing new research areas and developing research collaborations.

*Travel awards* will be used to reimburse actual travel expenses incurred by the UNM faculty or her collaborator, according to UNM travel policies.

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<sup>1</sup> Biological sciences (except medicine and other clinical fields), physical sciences (physics, chemistry, astronomy and materials science), mathematical sciences, computer and information sciences, geosciences, engineering and social sciences (archaeology, anthropology, communication, economics, geography, history of science, linguistics, political science, sociology)

*Research seed funding* may be used for expenses related to research activities, including student support, supplies, equipment, sample analysis, and travel to a field site, research facility, or collaborator's institution. These funds may not be used for faculty salary. All UNM fiscal policies and procedures must be followed.

*Workshop awards* will pay for meeting and travel costs for participants; funds may not be used for faculty salary. The focus of the workshop should be on exploratory and early-stage research that represents inquiry into new ideas or translation of research into new applications. Priority will be given to workshop proposals that include participants from two or more UNM departments. Meeting arrangements will be handled by the UNM faculty awardee's department. All UNM travel and fiscal policies and procedures must be followed. Workshops are expected to be held at UNM.

Up to \$500 can be requested for child care costs that would be incurred in carrying out the proposed activities by the PI for all types of awards, but must be fully justified.

Assistant and Associate Professors may request up to:

- \$3K for travel expenses for a research collaborator to visit UNM or for the UNM faculty member to travel to meet with a research collaborator; OR
- \$10K for seed funding for new research for a single PI proposal; OR
- \$15K for seed funding for new research if two women STEM faculty at UNM collaborate on a proposal OR
- \$8K for a 2-3 day workshop that brings together 5-10 scholars to develop ideas and research across STEM departments and disciplines.

**FORMAT OF PROPOSAL—Travel Awards (\$3,000 maximum)**

Proposals must be submitted in digital format in MS Word or as a PDF file, using a standard font in 11 point or larger, with one-inch margins. A maximum of 3 pages, excluding any appendices and references, is allowed but must include the information below. Reviewers will not review materials that exceed the page limit.

<p><b>Cover Page</b> (1 page)</p>	<ul style="list-style-type: none"> <li>• Proposal title</li> <li>• Lead investigator department and all contact information</li> <li>• Total amount requested</li> <li>• Signature of department/division chair</li> </ul>
<p><b>Project Description</b> (2 page maximum)</p>	<ul style="list-style-type: none"> <li>• Background/Context—summarize the current state of the field and the challenge you are seeking to address through this collaboration (include references cited in a separate section)</li> <li>• Describe the expertise of your collaborator and how they will contribute to your research</li> <li>• Describe the anticipated outcomes of this collaboration, including specific grant programs targeted for funding, publications or other products, and impact on your career.</li> <li>• Estimated travel expenses and expected dates of travel (within 12 months of the award date)</li> </ul>
<p><b>Appendices (not included in the 3 pages)</b></p>	<ul style="list-style-type: none"> <li>• Curriculum vitae of proposal lead (maximum 2 pages)</li> <li>• Curriculum vitae of collaborator (maximum 2 pages)</li> <li>• Signed statement agreeing to Award Conditions (see attached form)</li> <li>• Current and pending support; include all external funding</li> </ul>

**FORMAT OF PROPOSAL—Research Seed Awards (\$10,000/1 investigator; \$15,000/2 investigators)**

Proposals must be submitted in digital format in MS Word or as a PDF file, using a standard font in 11 point or larger, with one-inch margins. A maximum of 5 pages, excluding any appendices and references, is allowed but must include the information below. Reviewers will not review materials that exceed the page limit.

<p><b>Cover Page</b> (1 page)</p>	<ul style="list-style-type: none"> <li>• Proposal Title</li> <li>• Lead Investigator, Co-Investigator, department, and all contact information</li> <li>• Total Amount Requested</li> <li>• Signature of Department/Division Chair(s)</li> </ul>
<p><b>Summary</b> (0.5 page) <b>Project Description</b> (2.5 pages)</p>	<ul style="list-style-type: none"> <li>• Half-page summary statement (maximum of 200 words)</li> <li>• Background/Context—summarize the current state of the field and the challenge your proposed work will address (include references cited in a separate section)</li> <li>• Describe the proposed activities for which you are seeking funding</li> <li>• Statement of expected outcomes, including specific grant programs targeted for funding or journals for publications</li> <li>• Describe anticipated impact on your career</li> </ul>
<p><b>Budget with Justification</b> (1 page)</p>	<ul style="list-style-type: none"> <li>• Budget –allowable expenses include student support, supplies, equipment, sample analysis, travel and child care costs. List total amount in each category in a table. Do not include faculty salary or indirect (F&amp;A) costs. Describe expenses in the budget justification.</li> <li>• If requested funds represent <i>one part</i> of a project, explain what can be done if other funds are not secured</li> </ul>
<p><b>Appendices (not included in the 5 pages)</b></p>	<ul style="list-style-type: none"> <li>• Curriculum vitae of proposal lead(s) (maximum 2 pages each)</li> <li>• Signed statement agreeing to Award Conditions (see attached form)</li> <li>• Current and pending support; include all external funding</li> </ul>

**FORMAT OF PROPOSAL—Workshop Proposals (\$8,000 maximum)**

Proposals must be submitted in digital format in MS Word or as a PDF file, using a standard font in 11 point or larger, with one-inch margins. A maximum of 5 pages, excluding any appendices and references, is allowed but must include the information below. Reviewers will not review materials that exceed the page limit.

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<b>Cover Page</b> (1 page)	<ul style="list-style-type: none"><li>• Workshop Title</li><li>• Lead Investigator, department, and all contact information</li><li>• Total Amount Requested</li><li>• Signature of Department/Division Chair</li></ul>
<b>Summary</b> (0.5 page)	<ul style="list-style-type: none"><li>• Half-page summary statement (maximum of 200 words)</li></ul>
<b>Project Description</b> (2.5 pages)	<ul style="list-style-type: none"><li>• Statement of workshop focus area/problem; describe the innovative ideas to be pursued and how they go beyond current knowledge in the field (include references cited in a separate section)</li><li>• Proposed activities/draft agenda</li><li>• Statement of expected outcomes, including potential grant programs targeted for funding or journals for publications</li><li>• Workshop dates and location (within 12 months of award)</li><li>• Participant names, roles, institutions, disciplines, and whether their attendance is confirmed</li></ul>
<b>Budget with Justification</b> (1 page)	<ul style="list-style-type: none"><li>• Budget—allowable expenses include participants' travel costs, lodging, meals and meeting facility expenses and PI's child care costs. List total amount in each category in a table. Do not include faculty salary or indirect (F&amp;A) costs. Describe expenses in the budget justification, including estimates from meeting facility</li><li>• Describe other funding sources, if WIS funding does not cover all costs</li></ul>
<b>Appendices (not included in the 5 pages)</b>	<ul style="list-style-type: none"><li>• Curriculum vitae of workshop lead (maximum 2 pages)</li><li>• Signed statement agreeing to Award Conditions (see attached form)</li><li>• Current and pending support; include all external funding</li></ul>

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**F. Review Process**

The review process will be managed by the Faculty Research Development Office. A committee of women STEM faculty at the rank of Professor will review eligible proposals and make award recommendations to the Provost or his designee. *Remember that reviewers may be completely unfamiliar with your field so avoid overly-specialized language.*

Review criteria include:

- Proposal establishes a new collaboration and/or supports start of a new research thrust

- Proposal is likely to lead to the development of a proposal for external funding or publication in a peer-reviewed journal
- Proposal leverages other resources and in-kind contributions, including equipment, datasets and cyberinfrastructure
- Workshops include diverse participants in terms of disciplinary focus, gender, ethnicity, and rank (post docs and grad students from UNM and other institutions are allowed)
- Proposal clearly contributes to advancement of PI's career
- PI has not received WIS award previously

#### G. Award Payment

Upon selection, the Provost's Office will transfer funds (according to the approved proposal budget) to a new department index for the PI. The PI will have responsibility for following UNM policies and procedures, to administer all funds and to ensure that over-expenditures do not occur. Capital equipment purchased is the property of the University of New Mexico. All unexpended funds will revert to the WIS Faculty Development Fund.

#### H. Reporting Requirements

The award recipient is required to submit a report summarizing how the funds were used and the impact of the award on their work. This report should be no more than 3 pages and will be submitted electronically to the FRDO within 3 weeks of the completion of the award. The report must describe the key activities and outcomes of the award and may be posted on the OVPR and ADVANCE websites. In addition, the awardee must respond to any requests for information from OVPR, UNM Communications, or the Provost's Office related to this award.

The awardee must provide the Faculty Research Development Office information about proposal submissions, publications and other presentations resulting from this funding. All printed materials resulting from this award, including websites, should acknowledge the funding source as: "This work was conducted as part of the University of New Mexico Women in STEM Faculty Development Fund."

University of New Mexico Women in STEM Faculty Development Award

Statement of Award Conditions

I acknowledge the following conditions and, if funded, commit to fulfill all:

1. All funds must be expended within 12 months of award date.
2. All UNM fiscal policies and procedures will be followed in the conduct of this award.
3. I will provide an Award Report within 3 weeks of completion of project activities that describes project activities and outcomes.

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Name of Proposer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date