

Rules and Regulations for Publication Reimbursement

Qualifications:

1) All applicants must currently, or have been in the past, enrolled as full or part-time graduate students in the UNM Biology Department. Two categories of applicants will be considered for funding. Their priority is listed below (1st listed =highest priority). This is a **reimbursement**, payment for the publication must already have been made. BGSA will no longer fund reimbursements for reprints.

i. Currently enrolled UNM Biology Graduate Students for research done while enrolled at UNM.

ii. Previously enrolled UNM Biology Graduate Students for research done while enrolled at UNM, ranked by time since leaving UNM, most recent students have higher priority. Applicants must have graduated UNM within the past three years

2) Submitted expenses must be incurred in the current academic year

3) All materials for reimbursement must be received by the reimbursement officer by December 1st for the Fall semester, and May 1st for the Spring semester.

Funding

Each semester \$500 from the PB funds from ASUNM will be set aside for the Publication Reimbursement funds. Any unspent funds will roll over each semester.

Awarding Priorities:

1) All submissions for publication reimbursement will be rated for reimbursement following these criteria:

- a) Currently enrolled students will have higher priority than students that graduated with in the last 3 years.
- b) Current students within one year of graduation will have higher priority.
- c) Publications that are part of the applicant's thesis will have higher priority.
- d) Full-length manuscripts or monographs will have higher priority than scientific notes.
- e) Applicants who have not received BGSA Publication funding before will have higher priority.

2) A guaranteed \$500 will be available each semester. If there is only \$500 available, up to 2 awards may be funded. If more than one person applies, funds will be awarded based on the criteria of the score sheet and at the discretion of the Publications Officer, the BGSA Co-Presidents, Treasurer, and Secretary.

Requirements:

All applicants must agree to the following to receive funding:

- 1) Acknowledgement of UNM Biology Department/ BGSA in the publication for funding support.
- 2) Submit an electronic version of the publication to the BGSA publication officer and the BGSA webmaster when it is available.

Application

The following information/documentation must be submitted for a complete application

- 1) Completed cover sheet with:
 - a. Title of journal article is being published by
 - b. Title of article/poster being published
 - c. Date that publication funds were paid
 - d. Home address (checks cannot be sent to departmental address)
 - e. Lobo ID#
 - f. If applicant has previously received BGSA Publication funds, if so, amount and publication information (so BGSA Publication officer can verify that BGSA received a copy of it).
 - g. Total amount of publication costs.
 - h. Amount of publication costs requested to be reimbursed (up to \$500).
- 2) Original copies of all receipts (this includes receipts from the publisher and credit card receipts or cancelled checks). Keep copies of all receipt for your records!
- 3) Requests from former UNM biology students that have not been enrolled for a year or longer must be accompanied by documentation that the work to be published was completed while still a UNM biology student. A letter or from the applicant's UNM advisor stating that the work was done at UNM will suffice.