

**Constitution of the Biology Graduate Student  
Association (BGSA) of the University of New Mexico**

Revised Spring 2021

## **Preamble**

We, the Biology Graduate Students of the University of New Mexico Department of Biology, coming from a variety of disciplines within biology, yet united in our concern for the quality of our academic environment, believing that we can achieve more in our unity than we can alone, hereby establish this Constitution to preserve and protect the rights of all biology graduate students at this University, to advance the interests of the biology graduate student community, and to facilitate the professional development of its members. In operating under this Constitution, the Biology Graduate Student Association shall hold the following rights to be indispensable:

- the right to a complete education,
- the right to access the resources necessary to promote that education,
- the right to freely express ideas and thoughts that are a product of that education,
- the right to advocate for resources that benefit graduate students,
- and the right to participate in the processes and institutions that will ensure this education remains worthy and acceptable.

**Article I. Name** The name of the organization of the Biology Graduate Students shall be referred to as the Biology Graduate Student Association (BGSA).

**Article II. Objectives** The objective of the BGSA shall be to promote communication and interaction among all graduate students, undergraduates, faculty, and staff members of the Department of Biology. The organization exists to serve the needs of graduate students in the Department of Biology and to promote underrepresented groups in a nondiscriminatory manner.

**Article III. Membership** Membership shall include all graduate students in the Department of Biology that are currently enrolled in at least six (6) credit hours at the University of New Mexico. All individuals that meet this criterion are eligible for membership in the BGSA.

## **Article IV. Organization**

**The BGSA shall consist of the following elected offices: two (2) Co-Presidents, a (1) Treasurer, and a (1) Secretary.** Each officer must have at least one semester residency in the department. The term of officers shall be one year beginning at the start of the Summer Session. No one person can hold more than one of the four (4) elected positions in one academic year. All elected persons can serve no more than two (2) consecutive terms for the same elected position, but are allowed to serve in either of the other two (2) elected positions.

## **Article V. Offices**

**Section 5.01** The BGSA shall include the following elected/appointed positions

## **BGSA Officers**

Section 5.02: Co-presidents (2; **Officers**)

Section 5.03: Treasurer (**Officer**)

Section 5.04: Secretary (**Officer**)

## **BGSA Positions Associated with Biology Department Committees**

Section 6.01: Faculty Search Committee (dependent on the yearly needs of the Department)

Section 6.02: Graduate Student Selection Committee

Section 6.03: Graduate Policy Committee

Section 6.04: Undergraduate Policy Committee

Section 6.05: Building and Space Committee

Section 6.06: Biology Research Day Committee (1–2 positions)

Section 6.07: Biology Scholarship Committee

Section 6.08: Graduation Committee

Section 6.09: Greenhouses Committee

Section 6.10: Diversity, Equity and Inclusion (DEI) Committee

## **BGSA Standing Positions**

Section 7.01: Graduate Research Allocation Committee (GRAC) Chairs (1–2 positions)

Section 7.02: GPSA Representative

Section 7.03: Fundraising Chair

Section 7.04: Social Co-Chairs (2 positions)

Section 7.05: Technology Coordinator

Section 7.06: Website Coordinator

Section 7.07: New Student Representative

Section 7.08: BUGS Mentor

Section 7.09: Diversity, Equity and Inclusion (DEI) Committee

**Section 5.02 Co-Presidents. The BGSA will elect two (2) members to the position of Co-Presidents in a general election during the spring semester before the end of the academic year.**

### **(a) DUTIES**

**(i)** One (1) of the Co-Presidents is required to attend all faculty meetings

1) This duty is to be shared between the two (2) officers

2) Attend faculty meetings and take notes

**(ii)** Generate, with input from other officers, a projected budget for estimated expenditures for the coming year

**(iii)** Act as an authorized signatory for all BGSA accounts

**(iv)** Identify immediate and future needs of Biology graduate students

- (v) Identify how best to address those needs by establishing objectives
- (vi) Assist in completing the organizational tasks required to meet objectives, via committees and meetings
- (vii) Meet with committee members on a regular basis to assess progress in meeting objectives
- (viii) Assist in providing information to graduate students pertinent to their educational or professional experience at the University of New Mexico
- (ix) Organize at least one BGSA meeting each semester to discuss current issues.
  - 1) Reserve a room for the meeting
  - 2) Create a formal meeting agenda ahead of each meeting that includes, at least; Officer Reports, Discussion Items and any Action Items.
  - 3) Announce and send reminders for the meeting at least one week in advance via email, that include the formal meeting agenda and any supporting documents.
  - 3) Oversee purchase and delivery of food and beverages for meetings
  - 4) Provide a sign-in sheet for all general meetings.
- (x) Meet with the department chair and voice grad student concerns/needs as needed, and listen to their suggestions, then relay those to the other grad students
- (xi) Act as a liaison and representative to the campus and community as needed
- (xii) Organize and run elections for all elected BGSA positions for the following academic year before the end of the Spring semester.

**(b) TEMPORARY EXTENDED ABSENCES**

- (i) If one of the co-presidents is temporarily unavailable to perform their duties for any reason, the other co-president must take over any duties that will be left unattended because of the absence. The remaining co-president may appoint any former or acting officer in an emergency to temporarily replace the absent co-president at meetings or other obligations that they are not able to fulfill because of a conflict.
- (ii) Appointments must be approved by the other officers (Treasurer and Secretary).

**(c) REMOVAL**

- (i) Impeachment procedures. A motion to consider removal from office, seconded, and a simple majority vote at an official meeting with at least one third (1/3) of the BGSA members present.
- (ii) Recall procedures. A petition for recall with signatures of at least one third (1/3) of all BGSA members must be presented at an official BGSA meeting in order to have a recall election. The remaining officers will meet and set up a special election of 'confidence' or 'no-confidence' to be held within two (2) weeks of the petition being presented.

**(d) REPLACEMENT AFTER REMOVAL**

- (i)** A special election will be held to fill a vacancy created for any reason within two (2) weeks of notification of vacancy.

**Section 5.03 Treasurer. The BGSA will elect one (1) member to the position of Treasurer in a general election during the spring semester before the end of the academic year.**

**(a) DUTIES**

- (i)** Act as an authorized signatory on all BGSA accounts  
**(ii)** Assist the presidents in generating a projected budget for estimated expenditures for the coming year  
**(iii)** Co-authorize (with either one of the presidents or secretary) purchase or reimbursement for goods

1) Direct purchases

- a) Receive a completed Student Government Accounting Office (SGAO) Internal Requisition Form (IRF) from a student request or complete the form upon a request.  
b) Sign the form and have one of the co-presidents or the secretary sign the form. Submit the form to SGAO and they will place the order.  
c) Make a copy for your records.

2) Reimbursement

- a) Receive requests for reimbursement  
b) Complete a SGAO IRF  
c) Sign the form and have one of the co-presidents or the secretary sign the form  
d) Submit the form to SGAO and they will process the reimbursement  
e) Make a copy for your records.

*Note: As of 11 February 2020 per SGAO's reimbursement policies, if the total is less than \$100, the person being reimbursed can pick up the reimbursement from SGAO as petty cash. If the reimbursement is more than \$100, the SGAO will process the reimbursement on a form and the person will receive a check or direct deposit.*

*Note: Always have a sign in sheet for all BGSA events. If there are less than 21 participants, that list must accompany the SGAO IRF reimbursement request.*

**(iv) Deposits**

- 1) Deposit any funds received into the account at the SGAO Office  
2) Keep a record of all transactions

**(v) Reports**

- 1) Present a report of all accounts at each BGSA meeting.

*Note: A financial report can be obtained from SGAO by calling them at (505) 277-7888. You can pick up the report or have them email it to you. Present the financial report at*

*each BGSA meeting.*

**(vi) Request PB Funds**

- 1) Pro-Rated Benefit (PB) Funds are available each semester to every chartered departmental graduate student organization (GSO)
- 2) Submit a request for PB funds to the SGAO at the beginning of each semester

**(b) TEMPORARY EXTENDED ABSENCES**

- (i)** If the treasurer is temporarily not available to perform their duties for any reason, they must appoint a temporary replacement to fill in until they are able to return.
- (ii)** Appointments must be approved by the other officers.

**(c) REMOVAL**

- (i)** Impeachment procedures. A motion to consider removal from office, seconded, and a simple majority vote at an official meeting with at least one third (1/3) of the BGSA members present.
- (ii)** Recall procedures. A petition for recall with signatures of at least one third (1/3) of all BGSA members must be presented at an official BGSA meeting in order to have a recall election. The remaining officers will meet and set up a special election of 'confidence' or 'no-confidence' to be held within two (2) weeks of the petition being presented.

**(d) REPLACEMENT AFTER REMOVAL**

- (i)** A special election will be held to fill a vacancy created for any reason within two (2) weeks of notification of vacancy.

**(e) MISCELLANEOUS**

- (i)** We have one BGSA account through SGAO, which contains 2 sub-accounts:
  - a. PB Funds (these can NOT be used for items such as fundraisers)
  - b. Self Generated Funds (these CAN be used for fundraising items)

**Section 5.04 Secretary. The BGSA will elect one (1) member to the position of Secretary in a general election during the spring semester before the end of the academic year.**

**(a) DUTIES**

- (i)** Act as an authorized signatory for the BGSA accounts
- (ii)** Assist the presidents in generating a projected budget for estimated expenditures for the coming year
- (iii)** Attend all official BGSA meetings, take minutes on what was discussed, and following the meetings, make the minutes available to all BGSA members via email within one (1) week of meeting date.

- (iv) Record attendance at all meetings
- (v) Work with the Co-presidents and the Treasurer to plan events

**(b) TEMPORARY EXTENDED ABSENCES**

- (i) If the Secretary is temporarily not available to perform their duties for any reason, the Secretary must appoint a temporary replacement to fill in until they are able to return.
- (ii) Appointments must be approved by the other officers.

**(c) REMOVAL**

- (i) Impeachment procedures. A motion to consider removal from office, seconded, and a simple majority vote at an official meeting with at least one third (1/3) of the BGSA members present.
- (ii) Recall procedures. A petition for recall with signatures of at least one third (1/3) of all BGSA members must be presented at an official BGSA meeting in order to have a recall election. The remaining officers will meet and set up a special election of 'confidence' or 'no-confidence' to be held within two (2) weeks of the petition being presented.

**(d) REPLACEMENT AFTER REMOVAL**

- (i) A special election will be held to fill a vacancy created for any reason within two (2) weeks of notification of vacancy

**Article VI. Departmental Committee Representatives**

The BGSA will provide member(s) to select departmental committees, as needed. Each member is to be either elected by the BGSA membership or appointed by a majority of the BGSA officers. These representatives will serve either for one academic year beginning at the first meeting of the committee following their appointment, or until their committee duties are finished. The committees and the number of members on select committees are the following:

**Section 6.01 FACULTY SEARCH COMMITTEE**

Number of appointments is dependent on the number of positions being hired for in the department. This is an appointed position. Appointment to a faculty search committee is dependent on the chair of the faculty hiring committee. The chair may request a specific graduate student to serve, or they may accept a graduate student elected/appointed by the BGSA.

**(a) DUTIES**

- (i) Graduate students will only be required if there is an active hiring committee at the department level
- (ii) One (1) graduate student is required for each faculty position being hired
- (iii) The graduate representative will review applications, rank them, and with the committee make a recommendation to the full faculty as to which applicants to invite to interview for

the position

(iv) The graduate representative will attend all faculty search committee meetings as well as regular faculty meetings where

the applicants/candidates are being discussed

(v) When the candidates visit the University for their interviews, the graduate representative is responsible for arranging graduate student meetings (time, room, and food, if provided). The representative should work with the Department Chair's Assistant or whomever is doing the scheduling, making sure to communicate pertinent information to the rest of the graduate students in a timely manner.

(vi) While the candidates are visiting, the representative will assist the search committee as needed, which may include transporting candidates to/from the airport, hotel, and university, or making sure that the candidates make it to their scheduled meetings. Depending on the specific needs of the committee other or different tasks/responsibilities may be assigned.

(vii) Once the candidate interviews are completed, the representative will organize a meeting with the graduate students to discuss the candidates and generate a recommendation for the faculty.

(viii) During the graduate student meeting regarding the candidates, each of the candidates should be discussed in detail and a determination should be made as to whether or not each candidate is acceptable or unacceptable.

(ix) The end result of the graduate student meeting should be a ranked list with a preferred candidate and reasons why a candidate was chosen or not chosen along with numbers of votes for each. *Note: You may be called upon to articulate the recommendation of the graduate students to the faculty, so be prepared!*

## **Section 6.02 GRADUATE STUDENT SELECTION**

**One (1) current BGSA member will serve as a representative on this Departmental Committee.**

### **(a) DUTIES**

(i) Review applications (letters of intent, research experience, transcripts, letters of recommendation, etc.) assigned by the faculty chair and provide overall rankings for each assigned candidate. *Note that while some applicants will have provided GRE scores, they are no longer required for admittance into the UNM Biology Graduate Program.*

(ii) Participate in committee email discussions regarding candidate rankings and recruitment weekend logistics. Be available to meet with the committee in person if necessary.

(iii) Coordinate the BGSA-sponsored prospective student mixer event, which occurs on Friday evening of the recruitment weekend (generally the third or fourth weekend in February). Duties include arranging the venue and related logistics, ordering appetizers, and coordinating a drink ticketing system to treat prospective students. Funds for this event come from faculty donations (coordinated by the faculty chair) and the BGSA (dependent on the

availability of BGSA funds).

(iv) Assist the faculty chair in coordinating the weekend retreat at the Sevilleta Field Station. Duties include reserving facilities, housing, and 15-passenger vans, and recruiting current BGSA members to attend. Responsibilities may also include driving a 15-passenger van (must have permission to drive UNM vehicles).

(v) Additional notes: The BGSA representative to this committee is expected to participate in *all* recruitment weekend events, including the prospective student orientation (typically Friday morning), BGSA mixer (typically Friday evening), Sevilleta retreat (typically a Saturday field trip, dinner, and overnight stay). *This committee requires an intensive amount of work during January and February of each academic calendar year. In addition to time spent arranging logistics and participating in recruitment weekend events, applications must be reviewed within the assigned two-week period and can take up to 30 hours to review properly.*

### **Section 6.03 GRADUATE POLICY**

**One (1) current graduate student will serve as a representative on this Departmental Committee.**

#### **(a) DUTIES**

- (i) Act as the biology graduate student representative to the faculty committee on graduate policy
- (ii) At the beginning of the school year, notify the chair of the committee that you are the BGSA representative so that they can contact you when there are meetings.

### **Section 6.04 UNDERGRADUATE POLICY**

**One (1) current graduate student will serve as a representative on this Departmental Committee. Being a TA for undergraduate courses (especially for core courses required for the undergraduate biology major) is very helpful to the position. It is also helpful if you yourself were previously an undergraduate at UNM.**

#### **(a) DUTIES**

- (i) Attend meetings, stay abreast of undergraduate policy issues, and contribute advice to the faculty committee based on interactions with undergraduates and faculty. You will generally meet with the faculty committee two or three times per calendar year. Meeting topics generally consist of how to improve the undergraduate experience at UNM in terms of degree structure and coursework.

### **Section 6.05 BUILDING AND SPACE**

**One (1) current graduate student will serve as a representative on this Departmental Committee.**

**(a) DUTIES**

- (i)** Create an up-to-date inventory of office assignments in Castetter and Marron Halls
- (ii)** Assign graduate students to office space in Castetter and Marron Halls
- (iii)** Generate and pass along to Biology Building maintenance any work order requests that relate to maintenance of office space or internet access
- (iv)** Maintain the graduate directory board in Marron Hall
- (v)** Provide a voice in any building design or renovation processes
- (vi)** Act as an advocate for graduate students' needs in relation to office space issues

**Section 6.06 BIOLOGY RESEARCH DAY**

**Two (2) current graduate students will serve as representatives on this Departmental Committee.**

**(a) DUTIES**

- (i)** Assist the faculty chair of the Research Day Committee
- (ii)** Help organize events and encourage graduate student participation
- (iii)** Help with BGSA fundraising if needed

**Section 6.07 BIOLOGY SCHOLARSHIP COMMITTEE**

**One (1) current graduate student will serve as a representative on this Departmental Committee.**

**(a) DUTIES**

- (i)** Announce competitions for all biology scholarships to all BGSA members.
- (ii)** Review and score undergraduate applications.

**Section 6.08 GRADUATION**

**One (1) current graduate student will serve as a representative on this Departmental Committee.**

**(a) DUTIES**

- (i)** Meet with the departmental committee and assist with planning the Biology Department's spring graduation events
- (ii)** Attend graduation and help with various tasks as necessary

**Section 6.09 GREENHOUSES**

**One (1) current graduate student will serve as a representative on this Departmental Committee.**

**(a) DUTIES**

- (i)** Act as the biology graduate student representative to the faculty committee on Greenhouses.

(ii) At the beginning of the academic year, notify the committee chair that you are the BGSA representative and that they can contact you when there are meetings.

### **Section 6.10 DIVERSITY, EQUITY and INCLUSION (DEI)**

**One (1) current graduate student will serve on this Biology Departmental Committee. This student will work as a liaison between the Faculty DEI committee and the BGSA DEI committee.**

#### **(a) APPOINTMENT**

(i) Elected or appointed by the BGSA DEI committee chair(s). This position can only be held by a general member of the BGSA DEI committee.

#### **(b) DUTIES**

(i) Attend all departmental DEI meetings, and contribute advice to the faculty members that is representative of the BGSA DEI committee's recommendations and decisions.

(ii) Communicate the minutes of the departmental DEI meetings to the BGSA DEI committee and vice versa in order to assist both groups in advancing the goals of the BGSA DEI Committee.

(iii) Update the faculty on the current goals of the BGSA DEI committee and promote collaboration and communication between the departmental and the BGSA DEI committees.

### **Article VII. BGSA Standing Positions**

The BGSA will provide member(s) to serve in the following BGSA standing positions. Each member is to be either elected by the BGSA membership or appointed by a majority of the BGSA officers. These representatives will serve for one academic year.

### **Section 7.01 GRADUATE RESEARCH ALLOCATION COMMITTEE (GRAC)**

**This committee allocates funds given by the Department of Biology, which may be supplemented by BGSA self-generated funds. It must consist of at least one (1) elected/appointed Chair.**

#### **(a) CHAIR(S) OF THE COMMITTEE**

(i) The purpose of GRAC is to promote the professional development of graduate students by:

- 1) providing funds for A) research and B) travel to professional meetings, and
- 2) aiding in the development of grant-writing skills

#### **(ii) DUTIES**

- 1) Announcing the GRAC grant deadlines in the fall and spring semesters through email, and ensuring that the GRAC website is updated

- a) The Committee Chair(s) should advertise the availability and scope of GRAC grants to all graduate students in a timely fashion, in as close adherence to the GRAC guidelines as possible. These guidelines may only be updated with approval of the BGSA officers.
- 2) Receiving applications
- 3) Organizing the reviewers
  - a) This shall include recruiting reviewers for the GRAC committee. Reviewers may not have submitted applications for the section (either Research or Travel) that they review for, but may be a reviewer for the other section.

*Example: a student may apply to the Research award and review for the Travel award, but may not review other applications in the Research award competition.*
- 4) Distributing anonymous applications and score sheets to readers
- 5) Leading discussion of the applications and the funding plan
- 6) Notifying all applicants of their award status
- 7) Submitting allocation requests to the Biology Accounting Office. Requests must include a) student information, and b) funding information.
- 8) Following up with applicants one year after they receive funding.

**(iv) REMOVAL**

- 1) The chair(s) of the committee can be removed by a majority vote of the BGSA at any regularly called meeting. Complaints about the chair(s) must be submitted to the officers at least one (1) week prior to the regular called meeting. Officers may meet prior to the called meeting and discuss the complaint and any possible action to be taken. Actions can include but are not limited to: suspension of chair(s) and appointment of temporary replacement by a Co-president (with approval of all other officers), suspension of the GRAC activities, and/ or removal or suspension of readers.

**(b) REVIEWERS**

**(i)** A minimum of 3 (and ideally 4) reviewers will be assigned to each grant by the GRAC chair(s) during each application period. These graduate students will be recruited by the GRAC co-chairs at the beginning of each semester.

**(ii) DUTIES**

- 1) Reviewers receive from the GRAC chair a number of anonymous student grant applications that they are required to score unless a conflict of interest is declared.
- 2) Scoring of applications should be based on guidelines distributed to the student reviewers by the GRAC chair(s).
- 3) Reviewers must declare major conflicts of interest (i.e. same lab, personal relationship) that may compromise their ability to objectively judge grants they are responsible for.

4) Reviewers should provide ample comments to justify scores in order to help improve the grants they are reviewing, regardless of the given score.

5) The reviewers are also responsible for attending a GRAC meeting to discuss the applications and determine the funding plan. *Special Note on Recruiting Reviewers: In the interest of being able to recruit an ample number of readers to thoroughly review all applicants, we will not restrict reviewers from submitting grants themselves. However, in the case that a reviewer does submit a grant of the same type they review, the following precautions will be taken:*

a) The GRAC committee chair(s) shall ensure that the reviewer is not on the review board of their own grant.

b) The identity of the grant writer is kept as anonymous as possible, potentially by excluding several people from the reviewing, if there are enough reviewers present to allow for this.

**(iii) REMOVAL**

1) Reviewers can be removed at the discretion of the GRAC Chair(s) at any time for any valid reason. Written notice must be given if the reviewer has already started the review process.

**(c) APPEALS**

**(i)** Any funding- related decision may be appealed by submitting an appeal in writing to the GRAC Chair(s), within ten (10) days following notification of the decision.

**(ii)** The appeal must specify its reason(s) and must request a remedy for resolving the dispute.

**(iii)** The GRAC Chair(s), BGSA Officers, and relevant reviewers will then meet to review the appeal within thirty (30) days following its receipt.

**(iv)** The appellant(s) will be notified of the committee's decision.

**(v)** If an appellant(s) feels that their grant was unfairly graded or was judged based on something other than the merit of the writing and the research proposed, they may file an official protest with the BGSA wherein their proposal shall be evaluated against all other successful proposals anonymously by a set of randomly chosen BGSA members outside the Chair(s) and relevant reviewers in question.

**(vi)** The members shall be chosen via drawing names at random then determining if the participant is willing to review the application until 5-8 volunteers have been obtained.

**(vii)** The appellant(s) will be kept anonymous to this new committee, they will be told only that a protest has been filed and asked if they would be willing to review the set of funded grants plus the one in question, without knowledge of which is which.

**(viii)** In order to file the protest, the appellant(s) can approach any BGSA officer or, if they

feel the officers may be biased, a faculty advisor can be brought in who can then work to start the re-evaluation process while keeping the identity of the person in question anonymous to the new BGSA reading committee/the rest of the BGSA.

(ix) If the grant is found to be of equivalent or greater caliber of the others that received funding, it shall be funded, potentially in lieu of the lowest ranked grant, or if funds are available, in addition to the others chosen.

(x) If a reviewer is determined to have had unfair bias against the appellant, that reviewer may not serve again for the next two semesters.

### **Section 7.02 GPSA REPRESENTATIVE**

**According to the GPSA Constitution, each degree-granting department, school, program or division is entitled to one voting member on the GPSA Council for every 100 (or portion of 100) students enrolled. Number of appointed representatives will be dependent on current enrollment. At least one (1) current graduate student will serve as a representative on this university-wide committee.**

#### **(a) DUTIES**

(i) Attend monthly meetings

(ii) Disseminate information about decisions made at meetings that affect BGSA members

(iii) Vote on bills and amendments during the GPSA meeting

### **Section 7.03 FUNDRAISING CHAIR**

**One (1) current graduate student will serve as the BGSA Fundraising Chair.**

#### **(a) DUTIES**

(i) Keep track of the BGSA's t-shirt inventory and other fundraising items

(ii) Coordinate with the UNM Biology Department, BGSA Co-presidents, etc. for sales events

(iii) Conduct/supervise the sales of inventory at UNM and Biology Department events

(iv) Generate new designs for products

(v) Explore the possibility of new product lines or items

(vi) Coordinate with suppliers for production scheduling

(vii) Keep financial records of loss/profit for each sales event to pass on to the BGSA Treasurer.

(viii) Provide Treasurer with all money received from sales within 24 hours of the sale

### **Section 7.04 SOCIAL CHAIRS**

**Two (2) current graduate students will serve as BGSA Social Chairs.**

#### **(a) DUTIES**

(i) Plan BGSA social events, which may include fall and spring socials, bi-weekly happy hour events, camping trips, etc. The frequency of these events will be determined by the

social chairs.

**(ii) Social Functions/Parties:** Coordinate Purchase Requests and/or Reimbursement Requests with the Student Government Accounting Office (SGAO). Purchase food and refreshments for social functions. Note: close correspondence is necessary with the BGSA Treasurer in order to be reimbursed. Also, it is necessary to coordinate with the Fundraising Chair, Treasurer, and Co-Presidents to determine how money will be raised in order to cover expenses.

**(iii)** Provide a sign-in sheet for every social event that will be generating a reimbursement request.

## **Section 7.05 TECHNOLOGY COORDINATOR**

**One (1) current graduate student will serve as the Technology Coordinator.**

### **(a) DUTIES**

**(i)** Check consumable graduate computer pod supplies periodically during Spring and Fall semesters to determine if more need to be ordered. Order new supplies at or before each consumable reaches one extra not in use. It is the responsibility of Graduate Computer Pod users to inform the Technology Coordinator if supplies are prematurely consumed. Consumable supplies for the graduate computer pod should be ordered through the Biology Accounting department. Consumable supplies include but are not limited to: paper, poster rolls, various printer toners, various printer drums, and basic office supplies. Paper does not need to be ordered, but Biology Accounting must email the Lead Shipping/Receiving Coordinator to release boxes of paper to the Technology Coordinator.

**(ii)** Maintain graduate computer pod equipment during Spring and Fall semesters and post contact information where the current Technology Coordinator can be reached in the event of equipment problems. It is the responsibility of Graduate Computer Pod users to keep the Technology Coordinator informed of problems. Computers should be maintained with usable operating systems and software able to open commonly printed formats. Graduate computer pod equipment may include but is not limited to: multi-function black and white printers, a color poster printer, and paper scanners. The Technology Coordinator should attempt to troubleshoot, diagnose, and get an estimate of repair costs before requesting Biology Accounting replace equipment. As of Spring 2020, the poster printer is under lease from Pacific Office Automation, and mechanical issues should be addressed by their technicians who should be contacted using information listed on the machine. If their equipment fails and cannot be fixed before a deadline, Pacific Office Automation's Albuquerque office may print posters for the department.

**(iii)** If the Biology Accounting department does not approve a request for equipment or consumables and a majority BGSA vote occurs, BGSA funds may be used to upgrade or purchase equipment or consumables.

**(iv)** Special care should be taken to ensure that the poster printer is working well and

additional extra toner cartridges are available before the following events: UNM Shared Knowledge conference (early November), Biology Research Day (early April), and end-of-semester BIOL 202 Genetics poster presentations. The Biology Core Laboratory Coordinator should replenish supplies used for Biology Core posters using Biology Core Prep funds when the Technology Coordinator next contacts Biology Accounting.

#### **Section 7.06 WEBSITE COORDINATOR**

**One (1) current graduate student will serve as coordinator of the BGSA's website.**

**(a) DUTIES**

- (i)** Update and maintain the BGSA website, working closely with all BGSA elected officials to ensure necessary information is available to all BGSA members through the website.

#### **Section 7.07 NEW STUDENT REPRESENTATIVE**

**One (1) current graduate student will serve as a BGSA New Graduate Student Representative**

**(a) DUTIES**

- (i)** Help with the new student orientation class and be available to answer questions and connect students with resources
- (ii)** Assist with the recruitment of prospective students

#### **Section 7.08 BUGS MENTOR**

**One (1) current graduate student will serve as a mentor to the Biology Undergraduate Student Association (BUGS).**

**(a) DUTIES**

- (i)** Act as liaison between BUGS and BGSA
- (ii)** Plan at least one yearly event or meeting to facilitate connections between graduate and undergraduate students and exposure to undergraduate research opportunities.

#### **Section 7.09 DIVERSITY, EQUITY and INCLUSION (DEI) COMMITTEE**

**The purpose of this committee is to work to increase diversity, equity, and inclusion for all students within the Biology Department, regardless of their race, creed, color, ethnicity, national origin, religion, sex, sexual expression, gender expression, age, physical or mental ability, military tenure, marital or immigration status.**

**(a) COMMITTEE FUNCTION**

The specific activities of the committee shall include, but are not limited to:

- (i)** Serve as representatives with the University and Biology Department on behalf of BGSA members as related to DEI related activities;
- (ii)** Review actions, policies and functions of the BGSA and provide recommendations for

actionable changes towards creating a more diverse, equitable and inclusive environment;

**(iii)** Create proposals, policies and best practices for recruiting, retaining and interacting with students, staff and faculty from diverse backgrounds;

**(iv)** Actively promote diversity initiatives on campus and supporting those students, staff and faculty who participate in these activities;

**(v)** Provide a process for non-DEI committee BGSA members to share ideas and suggestions for DEI initiatives or concerns;

**(b) COMMITTEE CHAIR(S) APPOINTMENT**

**(i)** Two (2) current graduate students will be elected as co-chairs of this committee by the BGSA members.

**(ii)** BGSA officers can serve as members on the committee, but not hold a chair or co-chair position.

**(c) COMMITTEE CHAIR(S) REMOVAL**

**(i)** The chair(s) can be removed by a majority vote of the BGSA at any regularly called meeting or a unanimous consensus from officers. Complaints about the chair(s) must be submitted to the officers at least one (1) week prior to the regular called meeting. Officers may meet prior to the called meeting and discuss the complaint and any possible action to be taken. Actions can include but are not limited to suspension of chair(s) and appointment of temporary replacement by a Co-president (with approval of all other officers), suspension of the DEI activities, and/or removal of suspension of the committee members.

**(d) COMMITTEE CHAIR(S) DUTIES**

**(i)** Create an application to select a minimum of four (4) committee members (*see past application for example questions*).

**(ii)** Distribute the application to all BGSA members and receive applications.

**(iii)** Review applications and select applicants to serve on the committee.

**(iv)** Facilitate periodic meetings and support the committee members as they work to achieve their goals.

**(v)** The chair(s) may also divide the committee into smaller “task forces” to achieve specific goals or work on specific projects.

**(e) COMMITTEE MEMBER APPOINTMENT**

**(i)** In accordance with the application process outlined above, the chair(s) of the committee will select a minimum of four (4) graduate students to serve on the committee.

**(f) COMMITTEE MEMBER REMOVAL**

**(i)** Members of the committee can be removed at the discretion of the DEI chair(s) at any

time for any valid reason.

(ii) Members who have been removed may appeal this removal to the BGSA officers for review.

**(g) COMMITTEE MEMBER DUTIES**

(i) Attend periodic committee and task force meetings.

(ii) Contribute ideas to, and actively participate in departmental, BGSA, and UNM DEI events.

(iii) Develop strategies for completing the goals of the assigned task force.

(iv) Collaborate with other departments and organizations to develop activities and events that promote DEI.

**Article VIII. Elections**

**Section 8.01 Election Dates and Procedures**

**The BGSA shall hold elections yearly during the spring semester for elected positions, typically in April. Elections may be held by an in-person vote during a general meeting OR electronically at the Co-Presidents' discretion.**

(a) Announcement of the date and time of the election must be posted publicly including all nominations, at least one (1) week prior to the date of the election.

(b) Elections can occur no later than the first week of May.

(c) Nominations shall be conducted prior to elections at a general meeting or electronically, by email or by adding a nominee to a public list.

(d) All nominated individuals are required to accept or decline the nomination at least one (1) week before the election.

(e) All BGSA members are encouraged to take part in the nominations and elections and to participate as officers in the association.

(f) Each member will be permitted only one ballot during each election.

**Article IX. Meetings**

**Section 9.01 Meeting Requirements**

(a) The meetings will be held at least once per semester, with more called at the discretion of the BGSA officers.

(b) Meetings are required to be announced at least one week in advance.

(c) Quorum is defined when at least 1/4 of eligible members present.

**Article X. Amendments and Binding Decisions**

**Section 10.01 Constitutional Amendments**

(a) Constitutional amendments must be approved by two thirds (2/3) of the membership of the BGSA. Approval must be obtained by non-anonymous vote either at a BGSA meeting or via online ballot.

(b) Amendments to the by-laws may be made only by a majority vote (>50%) of the membership present at a meeting that meets quorum.

(c) Binding decisions (such as financial decisions over \$500) may be made with the majority vote (>50%) of the membership present at a meeting that meets quorum.

## **Section 10.02 Resolutions**

(a) Resolutions shall serve as a record of the official majority opinion or will of BGSA membership in regard to either the approval or disapproval on a matter that cannot otherwise be voted upon.

(b) Resolutions must be sponsored by at least two current BGSA members. Sponsorship requires the members to present a complete Resolution to the Co-Presidents. Upon receipt, Co-Presidents within fourteen (14) days must announce and administer a vote for the proposed Resolution.

(c) Resolutions can be approved by a simple majority of all BGSA membership. Approval must be obtained by anonymous vote either at a BGSA meeting or via online ballot.

(i) If a simple majority (>50%) of members vote to approve, the Resolution is approved.

(ii) If a vote on a Resolution fails to reach a simple majority, the Co-Presidents shall call for a special meeting where the sponsors of the failed Resolution can present their case to the membership. After this special meeting the original sponsors may choose to put forth the same Resolution or an amended Resolution or abandon the Resolution. If sponsors choose to continue, they must share the complete Resolution with the Co-Presidents who within fourteen (14) days must announce and administer a vote on the Resolution. If the Resolution fails to reach a simple majority at this point, it is dead and cannot be reintroduced by the same sponsors.

(d) All approved Resolutions must be maintained and remain accessible with the Constitution and By-laws. Each Resolution must be a self-contained document. Approved Resolutions must include, at minimum:

- Resolution Title, date sent to Co-Presidents and date of voting approval
- Sponsors names
- Resolution text, as sponsors shared with Co-Presidents.
- Record of final vote count, including the count of all BGSA membership at the time of vote and the number of affirmative and negative votes cast.

## **Article XI. Definitions**

### **Section 11.01 The Biology Graduate Student Association (BGSA)**

## **The biology graduate students and its representative government**

### **Section 11.02 Member of BGSA**

**Any graduate student that is enrolled in the Biology Department at The University of New Mexico and carries at least 6 credit hours.**

**(a)** Summer Semester: Continuing Graduate students who were registered for at least 6 credit hours in the previous Spring semester shall be considered BGSA members during the Summer semester.

**(b)** Voluntary Resignation: Upon presentation to the BGSA Officers of a written request, any BGSA Member may resign from the BGSA.

**(c)** Persons who have voluntarily resigned from the BGSA shall lose all privileges and benefits of BGSA Member status.

**(d)** Any person who has voluntarily resigned may once again become a BGSA Member by submitting a written request to the BGSA Officers. They also must meet all other requirements.

### **Section 11.03 Meeting**

**(a)** For a recognized meeting to occur there must be at least one week's notice of time and location, and a written record of what was discussed at the meeting must be made available via email to BGSA members within one week.

### **Section 11.04 "Constitution", "Bylaws", and "This Document"**

**(a)** "Constitution" refers to those portions of this document passed by the BGSA Membership. Text of the Constitution is always shown in this document in a bold typeface. **(b)** "Bylaws" refers to those portions of this document which explain, define, or enact sections of the Constitution. Text of the Bylaws is shown in this document in a Plain (Roman) typeface.

**(c)** "This Document" shall refer to the integrated Constitution and Bylaws of the Biology Graduate Student Association of The University of New Mexico.

### **Section 11.05 "Academic Year"**

**(a)** Academic year shall be defined as the year starting the first day after the summer semester through the last day of the subsequent spring semester.

## **Appendix I. Graduate Research Allocations Committee**

### **Contents:**

Section 1. Purpose, Structure, and General Guidelines

Section 2. Research Award Application Rules and Guidelines

Section 3. Travel Award Application Rules and Guidelines

Graduate Research Allocations Committee documents were modified in Spring 2020 by E. Gyllenhaal, J. L. Crockett, O. Takano, L. Weinbaum, M. Kazenel, & J. McCullough

## Appendix I, Section 1

### Biology Graduate Student Association (BGSA) Graduate Research Allocations Committee (GRAC)

#### Purpose, Structure, and General Guidelines

**Purpose:** The purpose of the Graduate Research Allocations Committee (GRAC) shall be to promote the professional development of Biology graduate students (1) by facilitating students' efforts in attracting outside funding for their degree research and (2) by encouraging graduate student participation in professional meetings.

**Goals:**

1. Graduate students shall be successful in attracting outside funding for research in support of their degrees.
2. Graduate students will present their research at professional meetings.

**Objectives:**

1. GRAC will help graduate students develop their grant proposal writing skills. This objective will be met by writing proposals, reviewing and evaluating proposals, providing constructive criticism, and authorizing the allocation of GRAC awards according to the Guidelines Governing the Distribution of GRAC Allocations.
2. GRAC, with the intent of increasing the ability of graduate students to attract outside funds, will make recommendations to the Department Chair for the provision of Departmental funds in support of students' degree research and participation in professional meetings. These objectives will be met (1) by ensuring that the Department Chair is aware of the supply and demand relationship of allocated funds on an annual basis, (2) by receiving and evaluating student proposals for degree research and travel to professional meetings, and (3) by managing the distribution of GRAC awards.

**Authority:** Final authority for matters concerning the administration of research proposals submitted to GRAC and the distribution of funds allocated to GRAC by the Department Chair shall remain with GRAC. This authority derives from BGSA approval upon the annual election of GRAC Chairs and the occasional approval of the Guidelines Governing the Distribution of GRAC Allocations. Although GRAC activities or decisions are not bound by BGSA, GRAC may seek advice or opinion concerning any matter from BGSA and should fairly consider this advice or opinion.

**Organization:** The Graduate Research Allocations Committee shall be comprised of (1) two elected Chairs, and (2) BGSA members that have volunteered to review applications. GRAC Chairs are elected annually by the members of the Biology Graduate Student Association or appointed by a majority of BGSA officers in accordance with the By-Laws of the Biology Graduate Student Association.

## **Guidelines Governing the Distribution of GRAC Allocations**

The following are to serve the GRAC as guidelines in the execution of its activities. Some constraints on Applicants and their proposals are included here, so these guidelines are available to members of the Biology Graduate Student Association for informational purposes.

### **Structure:**

1. GRAC allocations are obtained from Biology Department overhead money and potentially other sources when applicable. Research and travel funds from the Biology Department are separate allocations, the amounts of which are determined by the Biology Department chairperson.
2. There shall be two funding periods each year, one in each of the Fall and Spring semesters. Application deadlines will be determined by the GRAC Chairpersons (usually on the fourth Friday of the semester).
3. Annual allocations are recommended to be disbursed approximately 40/60 percent between Fall and Spring semesters. This distribution should reflect the recent pattern of funding requests.
4. The first priority in GRAC allocations shall be support of proposals related to graduate student degree work. This includes support of degree-related research and support of student travel to professional meetings for the purpose of presenting information concerning degree-related research.
5. Research awards shall support the degree-related research of Biology graduate students. Travel awards shall support the travel of Biology graduate students to present at professional meetings. Note that travel expenses pertaining to research should be included in the applicant's research proposal, not the travel proposal.
6. Allocations shall not be denied to any particular graduate student based on any factors other than their compliance with the Guidelines Governing the Distribution of GRAC Allocations, the quality of their proposal, and the availability of funds.
7. The maximum allocation to any student shall be one research award and one travel award per semester. These constraints reflect a compromise between quick establishment of "seed money" for students and the equitable distribution of limited GRAC funds among applicants.
8. The lifetime limit of GRAC research allocations shall be two grants (M.S.) and four grants (Ph.D.). There shall be no lifetime limit for travel allocations to scientific meetings.
9. Applicants must submit a follow-up form detailing how they used GRAC funding. The names of funded applicants and proposal titles will be posted to the BGSA website each semester to recognize successful applications and to track how many times an individual has received funding. This information will also be added to a shared "Past GRAC Recipients" spreadsheet. GRAC chairs are responsible for following up with the prior year's GRAC recipients to obtain a report on how GRAC funds were used.

### **Funding Priority:**

10. Applicants must be Biology graduate students enrolled in at least 6 credit hours in the given semester.
11. GRAC awards will only be granted on a fully funded basis. No partial awards will be given.

Moneys available to GRAC may vary; however they generally total \$5,000 for all research and travel for both semesters.

12. Highest priority will be given to the funding of work directly related to the completion of the student's degree, whether it be Ph.D. or Master's. Proposals including an explicit statement explaining how the research proposal is related to degree work will be awarded additional points during reviewer evaluations.

13. Applications for GRAC funding may be submitted twice per academic year. However, higher priority will be given to applicants that were not funded in the previous semester. Proposals from such applicants will be awarded additional points on the GRAC Chair score sheet.

14. For Research Proposals: priority will be given to the purchase of equipment and expendable goods applied to the student's research. Requests for food, lodging, and publication costs will not be granted.

15. For Travel Proposals: GRAC allocations shall assist graduate students presenting their research at professional meetings by funding direct transportation, registration, and lodging costs. Automobile transportation will be funded according to mileage rates found in the University Business Policies and Procedures Manual (<http://ua.unm.edu/travel/mileage-rate.html>). Other forms of transportation, such as airline travel, are also eligible for funding. Travel applicants can apply for funding prior to registration, however they must provide evidence of the registration costs and the dates and location of the conference (e.g. website screenshot). If the applicant is awarded funding, the funds will not be disbursed until the applicant has submitted proof of completed registration. Applicants that have completed registration must include a copy of the completed registration form or registration receipt.

#### **Reviewers:**

16. All applications will be reviewed by at least 3, ideally 4 GRAC reviewers, after which the GRAC chairs will compile the scores.

17. GRAC Chairs will assign submitted applications to reviewers. Chairs will make every attempt to avoid any conflict of interest or perceived conflict of interest between reviewers and the applications they are reviewing.

- a. Chairs will track the major advisor of each applicant and reviewer.
- b. Applicants may not serve as reviewers for the same category of GRAC for which they are applying during a given semester.
- c. Chairs will attempt to assign reviewers so that the applicant and the reviewer do not share a major advisor, share a lab or office space, or have a personal relationship (such as spouse, partner, roommate, etc.)

18. The GRAC Chairs will determine if there are sufficient reviewers to send out applications for review that will ultimately be rejected for not meeting the application requirements (such as submitting an incomplete application).

19. The GRAC Chairs will schedule reviewer meetings to discuss and award Travel funds and to discuss and award Research funds.

20. Reviewers must justify, in writing, any scores they give to an application.

**Products:**

21. Non-expendable equipment purchased with GRAC allocations shall remain the property of UNM's Biology Department. Upon the completion of the funded project, the identity and location of GRAC equipment must be reported to the GRAC Chair and the Lead Shipping/Receiving Coordinator (currently Bruce Yazzie) in writing for registration as UNM property. Non-expendable equipment purchased with GRAC money shall remain within the lab of the original purchaser after completion of the project, with the understanding that other students requiring the equipment will be given reasonable access to it.

22. Non-expendable equipment costs shall not exceed the total amount requested for funding.

23. The UNM Biology Graduate Student Association should be acknowledged for complete or partial funding in all publications resulting from projects funded by GRAC.

**Proposals:**

24. Only application forms for the current semester can be used when submitting research or travel proposals. A link to the current application form can be found on the UNM Biology website and should be emailed to BGSA members. Applications not using current forms will not be considered for funding. The purpose of this requirement is to allow GRAC to evaluate all proposals with the same set of instructions and format.

25. Proposals shall conform to the GRAC application instructions. Applications lacking any required sections or not conforming to GRAC application guidelines will be rejected at the GRAC Chair's discretion.

26. The allocation period for Fall GRAC awards applies to activities occurring from the previous May through December of the same year. For Spring GRAC awards, funded activities must take place between September of the previous calendar year and August of the same calendar year.

27. All money awarded must be claimed by August of the following year (Fall awards) or June of the funding year (Spring awards).

28. Mileage costs should be based on mileage rates found in the University Policies and Procedures Manual (<http://ua.unm.edu/travel/mileage-rate-cr.html>).

**Animal Care & Use Protocol:**

29. The applicant must indicate if an animal care and use protocol is required for the project on the application form.

30. If the applicant is working with non-human vertebrates but is unsure if they need a protocol, they are encouraged to contact the UNM Office of Animal Care Compliance (OACC) (website: <https://hsc.unm.edu/research/oacc/>).

31. If working with non-human vertebrates, the OACC must approve protocols before the applicant receives GRAC funds. Applicants must include a copy of the approval letter for the IACUC Protocol or the first page of the Protocol that has been or will be submitted to the OACC (this is not the same as the certification of taking the Animal Care course).

32. The UNM Office of Animal Care and Compliance (OACC) requires an animal care and use protocol under these circumstances: All UNM affiliated personnel must have an approved animal care and use protocol to conduct research (including field observations) using live, vertebrate animals (fish, amphibians, reptiles, birds, or mammals) or vertebrate animal tissue (including blood). There are blanket museum protocols by division which cover research with specimens within museum collections. The UNM OACC has verified that:

- a. If the applicant is only using animal tissues from the Museum of Southwestern Biology, no specific animal care and use protocol is required.
- b. If the applicant is using dried museum skeletal material, skins, or fossil material, no specific animal care and use protocol is required.
- c. If the applicant is using animal tissues from another source, the applicant needs to verify with the UNM OACC what protocols are required for the project.

**Institutional Review Board Approval:**

33. If the applicant is conducting any research that involves human subjects, they must include evidence of Institutional Review Board Approval.

## Appendix I, Section 2

### Biology Graduate Student Association (BGSA) Graduate Research Allocations Committee (GRAC)

## Research Award Application Rules and Guidelines

The following are the rules and guidelines concerning GRAC Research Award applications. Failure to follow any rules or guidelines may result in disqualification of the application without peer review, at the GRAC chairs' discretion.

GRAC applications are reviewed by the GRAC chairs and by a minimum of three but a target of four reviewers from various sub-disciplines in biology. Please write your proposal to communicate with a broad biology audience. It is recommended that you review the scoring criteria at the end of this document before completing your application. For examples of previously funded proposals see the GRAC website: <http://bgsa.unm.edu/Funding/graduate-research-allocations-committee.html>.

### General Rules

*GRAC funding caps:* Research Awards are for the amount of \$400 or greater. The amount designated by the GRAC chairs at the start of the semester is the maximum amount that can be requested. No partial awards will be given. The lifetime limit of GRAC research allocations shall be 2 awards (M.S.) and 4 awards (Ph.D.).

*Funding period:* Funds may only be requested for the current funding period. Although you may describe a larger project in your application proposal, you must clearly indicate on the application form, in your proposal body, and in your itemized budget the items for which you are requesting funding and when these items will be used.

Spring funding period: previous September - current August

Fall funding period: previous May - current December.

*Anonymous application material:* The required PDF of application material (described below) must be anonymous. Anonymous material should contain no identifying information such as names, telephone numbers, email addresses, NSF grant numbers, or lab affiliations. When necessary, substitute "APPLICANT" or "APPLICANT'S ADVISOR" in place of identifying names.

*Application deadline:* ALL requested materials must be received by the application deadline.

*Successfully funded applications:* The UNM Biology Graduate Student Association should be acknowledged for complete or partial funding in all publications resulting from projects funded by GRAC.

*Grant recipient follow-up:* A follow-up request will be sent to the funding recipient one year after

any award is received to confirm the use of funds and request any updates on the project status. This information will be added to the BGSA website pending applicant approval.

## **Application**

In order to submit a complete application, you must:

1. Complete the online GRAC Research Application Form
2. Email one anonymous PDF to the GRAC chairpersons that includes:
  - a. Proposal body
  - b. Literature cited
  - c. Budget
  - d. Statement of previous use of GRAC funds, if applicable
3. Email an Animal Care and Use protocol approval, if required for your research, to the GRAC chairpersons. This item must be emailed separately from the anonymous PDF.

## **Section Guidelines**

*Proposal Body:* The proposal body can be no longer than three pages, double-spaced, with 1 inch margins, and with a font no smaller than 12 point Times New Roman. Figures and in text citations are included in the total length of the proposal body. The applicant should explicitly state how the proposed research is related to their degree work, if applicable.

*Literature Cited:* The literature cited section must use a consistent citation format from a prominent journal in your field. This section does not count toward your 3-page proposal limit.

*Budget:* The budget must be no longer than one page. Expenditures should be itemized, and funding sources for each item should be clearly indicated. A budget justification paragraph must also be included. Specify for which items you are requesting GRAC funding. Include explicit information on funding you have requested from other sources, including funding that has been received, applied for, or that will be applied for in the current funding period. Write out the full name of the funding source and indicate if the award is pending or accepted. Rejected funding need not be included. GRAC Research Awards do not fund lodging, food, or publication costs.

*Previous Use of GRAC Research Funds:* If you have not previously received GRAC Research funds, you must state so at the top of the budget. If you have received GRAC Research funding in any previous semester, you must include a separate page briefly explaining how you spent the money and the status of your project, including citations of any resulting publications or presentations. If you include citations, please anonymize them by using brackets filled in with relevant information, according to the following format: FIRST AUTHOR'S NAME et al. [Year], [Journal/Conference name]. Please do not list the names of coauthors.

*Animal Care and Use Page:* If your work involves vertebrate animals or vertebrate animal tissue, excluding tissues from museum collections, an animal care and use protocol is required. It is crucial that you verify if a protocol is required for your project, and you can contact UNM's Office of Animal Care

and Compliance if you are unsure. If your work does require an approved animal care and use protocol, you must submit your approval letter (supplied by IACUC; should include your or your PI's name and an approval number). If it appears that your application should have a protocol and it does not, your application may be rejected.

*Mileage Reimbursement:* Mileage costs should be based on mileage rates found in the University Policies and Procedures Manual (<http://ua.unm.edu/travel/mileage-rate-cr.html>).

*Other things to keep in mind:* Non-expendable equipment purchased with GRAC allocations shall remain the property of GRAC. GRAC should be acknowledged for funding in all publications resulting from projects funded by GRAC.

### **Review Criteria**

Research Award applications will be reviewed using the following criteria:

#### **GRAC Chair Score Sheet (40 possible points)**

Online application submission form:

Incomplete (reject) Complete

Application materials must be complete and formatted properly:

Proposal body \_\_\_\_

Literature cited \_\_\_\_

Budget \_\_\_\_

Anonymous \_\_\_\_

Previous use of GRAC research funds, if received. If not, a statement at the top of the budget. \_\_\_\_

Animal Care and Use page or statement included, if applicable \_\_\_\_

Application is complete:

Incomplete (reject) Complete

Application is formatted properly:

Incomplete (reject) Complete

Application (including budget) is completely anonymous:

No (reject) Yes

Research falls within allocation period:

No (reject) Yes

Has the applicant applied to other funding sources (internal or external to UNM)? If yes, 20 pts.

Did this project receive funds in the semester immediately prior? If no, 20 pts.

**Reviewer Score Sheet (45 possible points)**

Organization: consider the layout, formatting, and content organization of the proposal body, budget, and literature cited pages. (1-10 pts)

Introduction/Background/Objectives (1-10 pts)

Methods (1-10 pts)

Significance/Relevance (1-10 pts)

Clear/concise: consider the readability of the writing itself. Is the proposal well written? (1-10 pts)

Grammar/spelling: A score of 10 should be used for proposals that are free from misspellings and grammatical errors. Deduct points as errors occur. (1-10 pts)

Itemized budget: consider content/justification only. (1-10 pts)

Explicit statement of how proposed research project is related to degree work included? (10 pts)

Previous use of GRAC funds (1-10 pts)

## Appendix I, Section 3

### Biology Graduate Student Association (BGSA) Graduate Research Allocations Committee (GRAC)

#### Travel Award Application Rules and Guidelines

The following are the rules and guidelines concerning GRAC Travel Award applications. Failure to follow any rules or guidelines may result in disqualification of the application without peer review, at the GRAC chairperson's discretion. A separate set of rules and guidelines for research awards is available on the GRAC page of the UNM Biology Graduate Student Association's website.

Funding will only be given to applicants presenting at a meeting. All funds must be applied to the meeting specified in the proof of meeting registration submitted by the applicant. GRAC applications are reviewed by the GRAC chairpeople and at least three reviewers (with a target of 4 reviewers) from various sub-disciplines in biology. Please write your proposal to communicate with a broad biology audience. It is recommended that you review the scoring criteria at the end of this document before completing your application. For examples of previously funded proposals see the GRAC website: <http://bgsa.unm.edu/Funding/graduate-research-allocations-committee.html>.

#### General Rules

*GRAC funding caps:* Travel Awards are for the amount of \$150 or greater (depending on funding). Applicants will be notified in advance of the application deadline if award amounts are increased above \$150. The amount designated by the GRAC chairs at the start of the semester is the maximum amount that can be requested. No partial awards will be given. There is no lifetime limit to the number of Travel Awards a student may receive.

*Funding period:* Funds may only be requested for travel to conferences occurring during the current funding period. The dates of the travel and conference should be indicated in your application proposal and itemized.

Spring funding period: previous September - current August

Fall funding period: previous May - current December

*Anonymous application material:* The required PDF of application material (described below) must be anonymous. Anonymous material should contain no identifying information such as names, telephone numbers, email addresses, NSF grant numbers, or lab affiliations. When necessary, substitute "APPLICANT" or "APPLICANT'S ADVISOR" in place of identifying names.

*Application deadline:* ALL requested materials must be received by the application deadline.

*Successfully funded applications:* The UNM Biology Graduate Student Association should be acknowledged for complete or partial funding in all publications resulting from projects funded by

GRAC.

*Grant recipient follow-up:* A follow-up request will be sent to the funding recipient one year after any award is received to confirm the use of funds and request updates on the project status. This information will be added to the BGSA website pending applicant approval.

## **Application**

In order to submit a complete application, you must:

1. Complete the online GRAC Travel Application Form
2. Email one anonymous PDF to the GRAC chairs which includes:
  - a. Proposal body
  - b. Literature cited
  - c. Budget
3. Email a completed registration form or proof of conference *and* your submitted conference abstract to the GRAC chairs. These items must be emailed separately from the anonymous PDF.

## **Section Guidelines**

*Proposal Body:* The proposal body can be no longer than one page, double-spaced, with 1 inch margins, and with a font no smaller than 12 point Times New Roman. Figures and in text citations are included in the total length of the proposal body. In your proposal, briefly describe the research you will present at the meeting and how it relates to your degree work. Address how attending the conference will help you reach your research/professional goals.

*Literature Cited:* The literature cited section must use a consistent citation format from a prominent journal in your field. This section does not count toward your 1-page proposal limit.

*Budget:* The budget must be no longer than one page. Expenditures should be itemized, and funding sources for each item should be clearly indicated. A budget justification paragraph must also be included. Specify for which items you are requesting GRAC funding. Include explicit information on funding you have requested elsewhere, including funding that has been received, applied for, or that will be applied for in the current funding period. Write out the full name of each funding source and indicate if the award is pending or accepted. Rejected funding need not be included. GRAC Travel funds may be used for registration, lodging, and travel fees, but may not be used for food, audiovisual equipment, or other incidentals.

*Mileage Reimbursement:* Mileage costs should be based on mileage rates found in the University Policies and Procedures Manual (<http://ua.unm.edu/travel/mileage-rate-cr.html>).

*Completed Registration Form:* A document with your name, the name of the conference, and some confirmation that you have registered is needed. You may black out personal information such as credit card numbers as long as your name and confirmation of your registration for the meeting remain clearly visible. If registration has not begun for the conference, please provide proof of the dates and location of

the conference (ex: a screen shot of the registration webpage) and the estimated cost of registration.

*Presentation Abstract:* A copy of the abstract submitted for your presentation at the meeting. Your name must be included as presenting author. If the meeting only requires a title, please indicate as much and include the title of your presentation.

### **Review Criteria**

Travel applications will be reviewed using the following criteria:

#### **GRAC Chair Score Sheet (20 possible points)**

Online application submission form:

Incomplete (reject) Complete

Application materials must be complete and formatted properly:

Proposal body \_\_\_\_

Literature cited \_\_\_\_

Budget \_\_\_\_

Anonymous \_\_\_\_

Copy of completed registration form (or proof of conference and cost) \_\_\_\_

Presentation abstract \_\_\_\_

Application is complete:

Incomplete (reject) Complete

Application is formatted properly:

Incomplete (reject) Complete

Application (including budget) is completely anonymous:

No (reject) Yes

Conference falls within allocation period:

No (reject) Yes

Has the applicant applied to other funding sources (internal or external to UNM)? (if yes, 20 pts)

#### **Reviewer Score Sheet (40 possible points)**

Does the proposal include a clear and succinct description of the research being presented? (1-10 pts)

Does the applicant describe specific benefits they received/will receive from attending this conference?  
(1-10 pts)

Is the budget reasonable, clear, and appropriately detailed? (1-10 pts)

Grammar, spelling, and clarity: A score of 10 should be used for proposals that are free from misspellings and grammatical errors and are clearly organized and written. Deduct points as errors occur. (1-10 pts)