

2024 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 is used to support UNM 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> This definition includes the social sciences. 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.

This year, the Office of the Vice President for Research is generously providing additional funding to support collaborative seed research proposals that:

- 1) Contribute to the UNM Research [Grand Challenges Initiative](#) or
- 2) Contribute to research in one of these emerging Strategic Research Areas:
  - a. Climate Change/alternate energy solutions
  - b. Resilience (broadly defined)
  - c. Next Generation Computational Research (including but not limited to AI, machine learning, big data, and GIS)

The Research Grand Challenges and Strategic Research Areas\* encompass not only a range of science and technology research, but also scholarship aimed at improving public understanding, science communication, and science education. Collaborative proposals in these areas should involve co-PIs from two or more departments. If you have questions about whether or not your research is applicable, contact Julia Fulghum ([jfulghum@unm.edu](mailto:jfulghum@unm.edu)) or Hannah Torres ([htorres8@unm.edu](mailto:htorres8@unm.edu)).

**\*Note:** Proposals in these areas will not have a higher priority but may be eligible for alternative funding sources.

**B. Eligibility**

All tenure-track, tenured and research 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. Women faculty who identify as members of under-represented minority (URM) groups and other groups historically marginalized in STEM are encouraged to apply.

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<sup>1</sup> The DOE list includes 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, education). The complete list of [NSF STEM disciplines is here](#).

### C. Funding Cycles and Submissions

This will be an annual competition. Proposals will be due May 14, 2024 with decisions announced by June 26, 2024. The period of award will be August 12, 2024 through December 15, 2025. 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 the period of the award 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 through the [InfoReady Review Portal](#). Email the Faculty Research Development Office at [frdo@unm.edu](mailto:frdo@unm.edu) with questions about the application format or process; email [advance@unm.edu](mailto:advance@unm.edu) with questions about the program. Proposals must be submitted electronically by **11:59 pm on May 14, 2024**.

### 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. Assistant and Associate Professors may request up to the following amounts in **ONE** of the following categories.

**1) Travel awards (\$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. Funds may be used to reimburse actual travel expenses incurred by the UNM faculty or their collaborator according to UNM travel policies.

**2) Research seed funding (\$10K or \$15K)**

\$10K for seed funding for new research for a single PI proposal or \$15K for seed funding for new research if two STEM faculty at UNM collaborate on a proposal 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 or conference travel. All UNM fiscal policies and procedures must be followed.

**3) Workshop awards (\$8K)**

For a 2-3 day workshop that brings together 5-10 scholars to develop ideas and research across STEM departments and disciplines. Funds 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 or virtually.

**Notes:** Conference travel is not funded by this award.

Graduate student support in budgets must reflect actual costs based on posted salary, tuition, and health insurance rates. Negotiated salary rates are [listed on the OAP website](#). If the hired student will hold a contract at .25FTE or higher, they will be eligible for tuition coverage (optional) and health insurance (required). If you offer tuition coverage, those rates are posted on the [Bursar's website](#). Rates for health insurance premiums are posted on the [HR website](#).

## E. FORMAT OF PROPOSAL

### Travel Awards (\$3,000 maximum)

Proposals must be uploaded in Word or as a PDF file using a standard font in 11 point or larger with one-inch margins. A maximum of 2 pages, excluding any appendices and references, is allowed but must include the information below. Reviewers will not review materials that exceed the page limit.

<b>Project Description</b> (2 page maximum)	<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 or research by women assistant and/or associate STEM faculty</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 or the career of women assistant and/or associate STEM faculty</li><li>• Identify any potential roadblocks that could impact your ability to complete the proposed work during the time of the award and any identified mitigating strategies for those roadblocks</li><li>• Estimated travel expenses and expected dates of travel (within 12 months of the award date)</li></ul>
<b>Appendices</b> (not included in the 2 pages)	<ul style="list-style-type: none"><li>• Curriculum vitae of UNM proposal lead (maximum 2 pages)</li><li>• Curriculum vitae of collaborator (maximum 2 pages)</li><li>• Current and pending support; include all internal and external funding (except for startup)</li></ul>

### Research Seed Awards (\$10,000 maximum/1 investigator; \$15,000 maximum/2 investigators)

Proposals must be uploaded in Word or as a PDF file using a standard font in 11 point or larger with one-inch margins. A maximum of 3 pages for the summary and proposal and 1 page for the budget and budget justification, excluding any appendices and references, is allowed but must include the information below. Reviewers will not review materials that exceed the page limit.

<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>• 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>• If relevant, describe how the project contributes to the Research Grand Challenges Initiative or Strategic Research Areas</li><li>• Describe the proposed activities for which you are seeking funding</li></ul>

<p><b>Budget with Justification</b> (1 page)</p> <p><b>Appendices</b> (not included in the 4 pages)</p>	<ul style="list-style-type: none"> <li>• Identify any potential roadblocks that could impact your ability to complete the proposed work during the time of the award and any identified mitigating strategies for those roadblocks</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 or the career of women assistant and/or associate STEM faculty</li> <li>• Budget – allowable expenses include student support (see notes above), supplies, equipment, sample analysis, publication costs and research travel. 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> <li>• Curriculum vitae of proposal lead(s) (maximum 2 pages each)</li> <li>• Current and pending support; include all internal and external funding (except for startup)</li> </ul>
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**Workshop Proposals (\$8,000 maximum)**

Proposals must be uploaded in Word or as a PDF file using a standard font in 11 point or larger with one-inch margins. A maximum of 3 pages for the summary and proposal and 1 page for the budget and budget justification, 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>Summary</b> (0.5 page)</p> <p><b>Project Description</b> (2.5 pages)</p> <p><b>Budget with Justification</b> (1 page)</p>	<ul style="list-style-type: none"> <li>• Half-page summary statement (maximum of 200 words)</li> <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>• Identify any potential roadblocks that could impact your ability to complete the proposed work during the time of the award and any identified mitigating strategies for those roadblocks</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> <li>• Budget – allowable expenses include participants' travel costs, lodging, meals and meeting facility expenses. 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> </ul>
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<p><b>Appendices</b> (not included in the 4 pages)</p>	<ul style="list-style-type: none"> <li>• Describe other funding sources, if WIS funding does not cover all costs</li> <li>• Curriculum vitae of workshop lead (maximum 2 pages)</li> <li>• Current and pending support; include all internal and external funding (except for startup)</li> </ul>
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## F. Review Process

The review process will be managed by the Faculty Research Development Office (FRDO). A committee of 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 that supports research by one or more women assistant or associate STEM faculty
- 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 the career of one or more women assistant or associate STEM faculty
- PI has not received WIS award previously while at their current rank

## G. Award Payment

Upon selection, awardees should contact ADVANCE Program Manager Sandy Rodrigue ([rodrigue@unm.edu](mailto:rodrigue@unm.edu)) to discuss the process for spending funds. The PI will have responsibility for following UNM policies and procedures 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. This report will be no more than 3 pages and will be submitted electronically through the InfoReady Review Portal within 3 weeks of the completion of the award. The report must describe the key activities and outcomes of the award and portions of it may be posted on the OVPR and ADVANCE websites. In addition, the awardee must respond to any requests for information from OVPR, UNM Marketing and Communications, or the Provost's Office related to this award.

The awardee must provide FRDO 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 with support from the University of New Mexico Women in STEM Faculty Development Fund."