

# PROJECT FOR NEW MEXICO GRADUATES OF COLOR

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## Instructions

*Please read this carefully before you finish the request form. Thank you very much!*

1. Attach a **two-page (or 500 word) description** of the objectives of the project and the expected benefits to the department or program, to UNM, and to the community. Include timelines and describe the target population. Explain how funds requested specifically from PNMGC will be used and how they will benefit graduate students at UNM.
2. Attach a **line-item budget** for the project, with cost of items such as personnel, equipment, materials, printing, postage, telephone, and travel. Include other sources and amounts of funding either obtained or requested.
3. Upon completion of the project please submit within two weeks a report including information on how the program benefited UNM graduate students; the number of graduate student participants and their role in the program; the proposed follow-up on graduate student participants; and a detailed list of expenditures.
4. If PNMGC will be reimbursing expenses, you must submit your **original receipts** along with the report.
5. **5. IMPORTANT: Deadline for Invoices and Receipts:** To avoid forfeiture of your award amount, OGS must receive all invoices (DPI's, Requests for Transfer, etc.) and all original receipts within **fourteen (14)** business days after the event. **Failure to meet this deadline will nullify this agreement.**

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## FUNDING REQUEST FORM

### Basic Information

Name of your department/organization/program: \_\_\_\_\_

Project (proposal) Name: \_\_\_\_\_

Current Date: \_\_\_\_\_ Project Date: \_\_\_\_\_

Brief Description of the Project:

### Contact Information

Your Supervisor: \_\_\_\_\_

Name

Title

Project Manager (contact): \_\_\_\_\_

Name

Title

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

Campus address: \_\_\_\_\_

(Include Mail Stop Code)

### Budget

Total Cost of your project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Requesting from (check one or both): OGS \_\_\_\_\_ GRC \_\_\_\_\_

Your UNM INDEX No. (For transfer of funds): \_\_\_\_\_

### Signature & Date

Project Manager: \_\_\_\_\_

Signature and Date

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\*\*\*OFFICE USE ONLY\*\*\*

This Funding Request for \_\_\_\_\_ has been

- Approved \_\_\_\_\_
- Disapproved \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Explanation:

Office Use Only: PNMGC Account \_\_\_\_\_  
(Amount and Index Number)