



University Library
 Office of the Dean
 MSC 3475
 New Mexico State University
 P. O. Box 30006
 Las Cruces, NM 88003-8006
 Phone: 505-646-1508

Dean’s Faculty Research Fund Application

Date: _____

Applicant Name: _____
 (List Primary Investigator)

Rank/title: _____

Have you received a Dean’s Faculty Research Fund Award in the past? No Yes
 If yes, specify amount of award \$ _____ and date awarded _____.

Proposal Checklist (Elements that need to be included)

- Name of Research Project.
- Name of Principal Investigator. If applicable, then list other faculty investigators.
- Brief statement on scope and purpose of project (750 words).
- Brief statement on benefit of project to meeting the strategic directions of NMSU Library.
- How will research results be disseminated.
- Itemized budget not to exceed \$2500 and must be in compliance with NMSU Guidelines. List any other funding sources supporting this project.
- Timeline for project.
- Resume(s) 3 page limit.
- If release time is requested, letter from your Department Head approving release time and giving specific dates.
- Letter of Support. (Optional, limit of 3)

I have read the Dean’s Research Fund Policy, <http://lib.nmsu.edu/policies/policy030.shtml> and if granted funds agree to the conditions of this award. I understand I must submit a final report to the Dean within three months of the date of the end of the research project timeline.

 Name of Principal Investigator

 Date

Other Information:

Applications will be reviewed based on the following:

- The degree to which they meet the funding criteria stated in the Dean's Faculty Research Fund Policy. <http://lib.nmsu.edu/policies/policy030.html>
- How well the project helps to meet the strategic directions of NMSU Library.
- Whether the budget is realistic and the project has an achievable timeline.

Fund Expenditures:

- Use of the funds begins on the date that will be on the award letter sent by the Dean.
- The Dean's Faculty Research Fund will end 12 months from the date of the award letter.
- Funds can rollover from one fiscal year to the next. This means allocations or appropriations can be carried forward from one fiscal year to the next if the 12 months goes over 2 years.