

**NEW MEXICO HIGHLANDS UNIVERSITY
PINO ENDOWMENT FOR FACULTY DEVELOPMENT AWARD
2007-2008**

APPLICATION

Deadline is February 15, 2008

**Send complete application to Committee Chair, Edward Martinez,
Department of Natural Sciences**

Application Instructions:

- Proposals must contain items 1-8 listed below.
- Proposals must be assembled in the same order as the items listed below.
- Applications must be double spaced typed in 12 point font with 1 inch margins.
- Items 3-6 must be covered within a three page limit
 1. Application Form
 2. Itemized Budget
 3. Statement of Purpose
 4. Design/Methodology
 5. Broader Impact
 6. Plan for Dissemination
 7. Other Sources of Support
 8. Two-Page CV including pertinent information related to proposed activity
- You may be requested by the Pino Endowment Committee to forward additional materials.
- If the above items are not adhered to the committee will disqualify your application without further review.

Grantee Obligations:

Acceptance of faculty development monies from the Pino Endowment Award obligates the grantee to prepare all requisitions, travel requests, or other forms necessary to expend the funds awarded. These forms should be submitted according to all regulations of the Business Office of NMHU in a timely and complete manner.

NOTE: All expenses must be processed through the university President's office or future designated office and should be done by May 16, 2008.

A final comprehensive report should be submitted to the Chair of the Pino Endowment Committee by the last Friday in September. Failure to submit the final report will disqualify that faculty member from future funding until said report is submitted. This report, separate from the initial application, will remain on file at the University Archives.

Your final comprehensive report should include a response to the items below:

1. Title of activity and name of faculty member
2. A two-three page description of the activity
3. The broader impact of the activity
4. Funds allocated
5. Funds spent

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APPLICATION for FACULTY DEVELOPMENT FUNDS

Faculty Status

Tenured:_____

Tenure Track:_____

Librarian:_____

Visiting Professor:_____

1. Name of Faculty Member:_____

2. Activity Title:_____

3. School:_____ Department:_____

Extension:_____ E-Mail:_____

4. Have you received funding from the Pino Endowment Fund previously?

Yes_____ No_____ If yes: Has final report been submitted?_____

5. Classification: (Check Only One)

a. Teacher Development_____ (\$1500.00 limit)

b. Research/Scholarly Development_____ (\$1500.00 limit)

c. Service Development_____ (\$1500.00 limit)

6. Has other funding been sought for this activity? Yes_____ No_____

**IF YOU NEED FURTHER ASSISTANCE, PLEASE DO NOT HESITATE TO
CONTACT THE CHAIR OF THE COMMITTEE.**

Applicant's Signature

Date

BUDGET

INSTRUCTIONS: The review committee will not accept rough estimates of costs. Itemize all budget elements and attach quotations from vendors and/or additional page justifying how you arrived at the cost and why the item is necessary for the activity. You may be asked to submit additional information.

1. SUPPLIES AND MATERIALS TOTAL: _____

2. SERVICES: TOTAL: _____

3. TRAVEL: TOTAL: _____

OTHER (specify): TOTAL: _____

GRAND TOTAL: _____