

**NEW MEXICO HIGHLANDS UNIVERSITY  
PINO ENDOWMENT FOR FACULTY DEVELOPMENT AWARD  
APPLICATION  
Guidelines**

Send the complete application to Committee Chair, Erika Derkas: [ederkas@nmhu.edu](mailto:ederkas@nmhu.edu)

**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. Statement of Purpose
  3. Implementation
  4. Broader Impact
  5. Plan for Dissemination
  6. Itemized Budget & Justification
  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 Awarded 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.

The grantee must also agree to present their newly gained knowledge to the University via scheduled events such as Faculty Development Week and Faculty Research Day or other such events.

NOTE: All expenses must be processed through the University President's office or future designated office and should be done by the end of fiscal year.

A final comprehensive report should be submitted to the Chair of the Pino Endowment Committee one month after the funded activity has been completed. 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

**NEW MEXICO HIGHLANDS UNIVERSITY  
PINO ENDOWMENT FOR FACULTY DEVELOPMENT AWARD  
APPLICATION FOR FACULTY DEVELOPMENT FUNDS**

*Faculty Status*

Tenured: \_\_\_\_\_

Tenure Track: \_\_\_\_\_

Visiting/Term Professor/Instructor: \_\_\_\_\_

Librarian: \_\_\_\_\_

1. Name of Faculty Member: \_\_\_\_\_

2. Activity Title: \_\_\_\_\_

3. School: \_\_\_\_\_ Department: \_\_\_\_\_

Extension: \_\_\_\_\_ Email: \_\_\_\_\_

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 \_\_\_\_\_ (\$1200.00 limit)
- b. Research/Scholarly/Creative Development \_\_\_\_\_ (\$1200.00 limit)
- c. Service Development \_\_\_\_\_ (\$1200.00 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**

**Statement of Purpose**

**Implementation**

**Broader Impact**

**Plan for Dissemination**

**BUDGET & BUDGET JUSTIFICATION**

**INSTRUCTIONS: The review committee will not accept rough estimates of costs. Itemize all budget elements and attach quotes from vendors and/or additional page(s) 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 \_\_\_\_\_

**Other Sources of Support**

**Two-Page CV including pertinent information related to proposed activity**