

# Mini-grants for scholarly travel or research expenditure

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The College of HEST recognizes the value of travel to faculty, research staff, and post-doctoral researchers for their career and professional development.

Travel opportunities to present and/or exhibit scholarly and creative work, to collect data, to collaborate on new research projects, and to help conduct scholarly conferences are all valuable efforts. Funds are designed to provide partial support for travel for such activities and may be used to offset the costs of transportation, lodging, meals, registration, and shipping of exhibited works. Funds may be requested for up to \$500.

The College of HEST also recognizes that researchers occasionally face unexpected

financial barriers that could hinder the progress of their scholarly work. As such, the College is also offering a limited number of mini-grants to support the cost of conducting research. These funds are intended to provide short-term assistance for critical research-related expenses.

Funds may be used for unanticipated data collection or participant costs, equipment or material replacements, or other urgent research-related expenses (subject to approval). Funds are not intended for publication fees, as the goal is to fund ongoing and new projects, rather than those that have already been completed. Funds may be requested for up to \$500.

The College is currently offering one round of funding, but it is anticipated that this effort will be carried forward in the future, depending on available funds.

At present, we are offering: **Summer/Fall awards to cover travel that starts between May 30 and December 31** (or research expenses during that same period).

New funding may open up in the fall (to overlap with this period) but that is not guaranteed.

**Application Due Date:**  
**May 2, 2025**

## Criteria for selection:

**For Travel:** A strong statement of the professional value of the proposed travel on the applicant's scholarship and career development. Recognition or honor (e.g., invited featured performer, presenter or speaker; substantial professional organization award recipient) is considered an additional strength of an application.

**For research expenditure:** Funding requests must be tied to unforeseen research-related needs that, if unmet, could significantly delay or disrupt the project.

## Eligibility/rules:

- Each applicant can only apply for funds for travel or research expenditure, not both.
- Applicant must be tenured (or tenure-track) faculty, college track faculty, research staff, or a post-doctoral researcher in HEST.
- Applications must not have received a travel award in the prior two academic years.



## Travel applicants will be asked to provide:

A brief description (max 2 pages) of the proposed travel, your destination (city/state/country), and the starting date of your travel.

- Confirmation that you have not received a HEST travel award in the previous two academic years.

- A letter of support from your supervisor indicating support for this work, and confirmation of need (i.e., that other funds are not available to you through IDC, start-up, or Professional Development funds, or that such funds will be used to offset the remaining cost of travel).

- Confirmation that you will follow all NMSU policies and procedures for international travel (if an award involves international travel).

The uploaded application narrative (a single pdf) will include:

- A description of how the planned travel meets the criteria specified for this award (please provide sufficient detail to allow the reviewers to understand the nature of your participation and the potential

impact of your planned activity on your scholarship and professional development).

- A specific, itemized budget for your planned travel (up to \$500).
- Other sources of funding available to support this travel (if total cost will exceed \$500).
- Your current CV (.pdf format).
- Any other relevant information (e.g., invitations to speak, notification of accepted presentations).

## Research expenditure applicants will be asked to provide:

- A brief description (max 2 pages) outlining the nature of the expenditure, and its impact on your research.

- Confirmation that you have not received a HEST research award in the previous two academic years.

- A letter of support from your supervisor indicating support for this project, and confirmation of need (i.e., that other funds are not available to you through IDC, start-up, or Professional Development funds, or that such funds will be used to offset the remaining cost of research expenditure).

- The uploaded application narrative (a single pdf) will include:

- A description of how the planned expenditure meets the

criteria specified for this award (please provide sufficient detail to allow the reviewers to understand the nature of your work and need, and the potential impact on your research or creative activity).

- A specific, itemized budget for your research expenses (up to \$500).
- Other sources of funding available to support this need (if total cost will exceed \$500).
- Your current CV (.pdf format).
- Any other relevant information (e.g., quotes for materials).



The College will place the travel funds in an operating account within the awarded faculty/post-doc member's department for support of the travel/research described in the selected application.

**For more information or questions, please contact Associate Dean of Research, Michael C. Hout at [mhout@nmsu.edu](mailto:mhout@nmsu.edu)**

Special thanks to the Research Advisory Council for their guidance in creation of this opportunity.