

# HEST Funded Research 101

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Transformation

March 27<sup>th</sup>, 2026



**New Mexico State University**

Important info for new researchers and  
those who just need a refresher!

## Acknowledgements



- Cobbled together with help/resources from Juanita Hannan (HEST ROC Director), Michele Shuster (ADR in A&S), and Rita Parra (Director of Pre-award Admin, RAS)

# ADR Homepage

- <https://hestresearch.nmsu.edu/>
- All sorts of research relevant information, constantly being updated
- Funding (internal, external), forms, policies, workshops, and more

**New Mexico State University**  
HEST - Office of the Associate Dean of Research

Quick Links ▾ Ty

College of HEST Weekly Digest Archive Workshops Funding Opportunities ADR Office Grants Events

Research Advisory Council Forms and Policies Reports

**Office of the Associate Dean of Research**

**Office of the Associate Dean of Research**

Thank you for visiting the College of Health, Education and Social Transformation Office of the Associate Dean of Research page. We hope to grow the content of our site but for now it will serve as a place you could revisit my Weekly Digest that includes good news from around the college, opportunities and resources all related to research. Click the tab above to visit.



## ADR weekly (sorta) digest

- Among other things, important announcements, information, resources, and opportunities for researchers.
- Always embedded with direct links to things.
- Plus my emails...
  - Please read stuff! A lot of work goes into making sure people are informed.

### Announcements, important information, and local opportunities for researchers

- SBCI applications are now open. The purpose of the SBCI is to enable acquisitions by the University Library, University Museum and University Art Museum, fund faculty and graduate student research on Southwestern and US-Mexico Border issues in the humanities, and to fund on- and off-campus public programs that relate to humanities issues in the Southwest and US-Mexico Border region." **More information, including a link to the application portal, can be found: [here](#). Proposals are due February 20 at 5pm.**
- From the American Psychological Association: "Essential Science Conversations." These are a series of webinars covering topics like metascience, behavioral health, preparing of doc students, dismantling racism, and more. **Link: [here](#).**
- From the NIH: The NIH has "implemented steps towards a unified strategy that will help guide clearer and consistent funding decisions." **Read about it: [here](#).**

## Who does what? – Key offices

- Research Operations Center (ROC) in HEST
  - Sets up award
  - Monitors expenditures
  - Assists/alerts PIs when concerns/issues arise
  - Interfaces with RAS and SPA
- Research Administration Services (RAS)
  - Proposal development
  - Budget help
  - Submission to the sponsor
  - Subsequent interactions with the sponsor (e.g., reports, budget queries, extensions)
- Sponsored Projects Accounting (SPA)
  - Bills funding agencies
  - Submits final accounting reports to agencies

# Who does what? – Key personnel and support

- Research Operations Center (ROC) in HEST
  - Dr Juanita Hannan, Director of ROC ([hest-roc@nmsu.edu](mailto:hest-roc@nmsu.edu))
- Research Administration Services (RAS)
  - Laura Anaya-Bolivar, Grants Coordinator ([anayal@nmsu.edu](mailto:anayal@nmsu.edu))
  - Brianna Wells, Grants and Contracts Administrator ([brianna@nmsu.edu](mailto:brianna@nmsu.edu))
  - Rita Parra, Director of Pre-award Administration ([ritparra@nmsu.edu](mailto:ritparra@nmsu.edu))
  - Allison Layfield, Senior Proposal Development Specialist ([layfield@nmsu.edu](mailto:layfield@nmsu.edu))
- Sponsored Projects Accounting (SPA)
  - Tina Hales, Director of Post-award Administration ([spa@nmsu.edu](mailto:spa@nmsu.edu))

## RAS – your most frequent contact outside HEST

- RAS reports to the Vice President for Research, Creativity, and Economic Development (Dr Patricia Sullivan)
- Provides research development assistance
- Submits all proposals on behalf of NMSU PIs
- Negotiates awards with sponsors
- Provides authorized signature on behalf of the Regents of NMSU
- Assists with award closeout requirements
- Provides assistance and training
- Proposal development specialists:
  - Provide identification of funding opportunities, solicitation analysis, comprehensive proposal planning and review
  - Also red-team reviews, reviewing for compliance and completeness, management of limited submissions, and proposal writing workshops
  - <https://research.nmsu.edu/RAS/ProposalDevel.html>
- Grants/Contracts Administrators:
  - Proposal budget review, application preparation/submission, award review, negotiation and acceptance

## Lanes of responsibility in externally sponsored projects

- The PI (you!)
  - Technical and programmatic requirements of the proposal and execution of the project
- RAS
  - Contractual requirements
- SPA
  - Financial requirements



## Other critical groups and resources



- Institutional Review Board (IRB): <https://research.nmsu.edu/RIC/IRB/index.html>
  - NMSU required by federal regulations to review research involving human subjects
  - IRB approval must be acquired before research begins
  
- Institutional Animal Care and Use Committee (IACUC): <https://research.nmsu.edu/RIC/IACUC/index.html>
  - NMSU required by federal regulations to review research involving non-human animal subjects
  - IACUC approval must be acquired before any use (research, teaching, testing) involving vertebrate animals
  
- Streamlyne: <https://research.nmsu.edu/Streamlyne.html>
  - System where you will navigate pre-award, post-award, IRB, IACUC, Conflicts of Interest, and more

# Conflicts of Interest

- Must conduct a grant specific COI (in addition to basic NMSU COI disclosure)
  - Research where it appears the researcher may have significant financial interest that could directly/indirectly affect the design, conduct, or reporting of research activities
  - Or, when the researcher's situation could directly compromise their professional commitments to NMSU
  
- PI is responsible for ensuring this process is completed and updated as necessary
  - Updated certification is necessary when new interests are acquired
  
- If any possibility of a perception of COI exists, PI should immediately self-disclose by contacting Director of Research Integrity and Compliance
  - JoAnne Dupre, [jdupre@nmsu.edu](mailto:jdupre@nmsu.edu)
  
- COIs should be disclosed BEFORE the work is conducted!

## Finding funding opportunities – Internal

- Office of the ADR (HEST) regularly offers small grants and other opportunities:
  - Mini-grants to support research/travel
  - Emerging Scholars program to support pre-tenure researchers
  - Occasional other opportunities, all announced by email/digest
  - <https://hestresearch.nmsu.edu/adr-office-grants/home.html>
  
- NM-INBRE (IDeA Networks of Biomedical Research Excellence):
  - Offers developmental research project funding, student experience funding, and more
  - HEST workshop by INBRE PI, Dr Shelley Lusetti: <https://hestresearch.nmsu.edu/support-resources/resources.html>
  - <https://nminbre.org/>


College of HEST | Emerging Scholars Program | 2025-2026

### Funding Announcement

The College of Health, Education and Social Transformation (HEST) has an established research and creative endeavors initiative, the HEST Emerging Scholars program. The HEST Emerging Scholars program aims to support and promote innovative research efforts of untenured tenure-track faculty that will:

- Advance scientific knowledge or creative works in a specific field or area of professional activity;
- Develop skills to be successful at securing external funding.

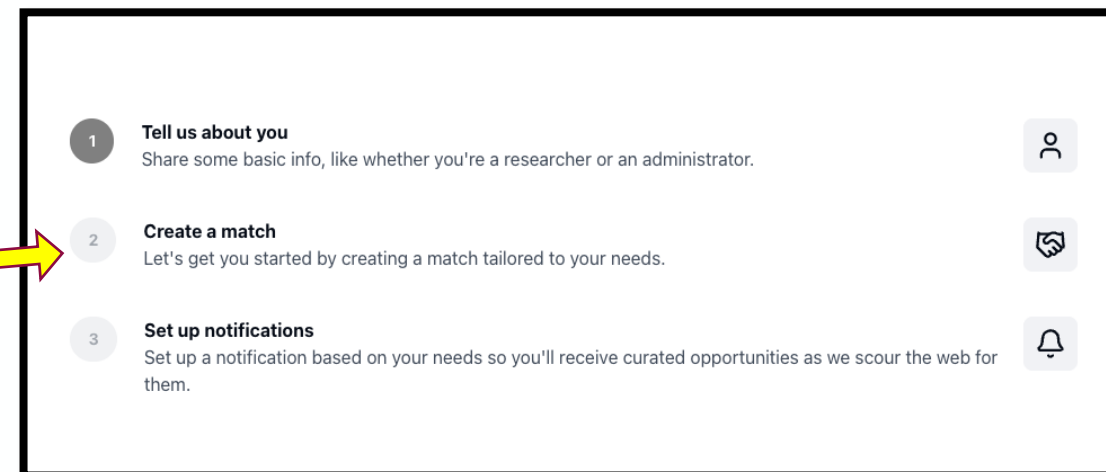
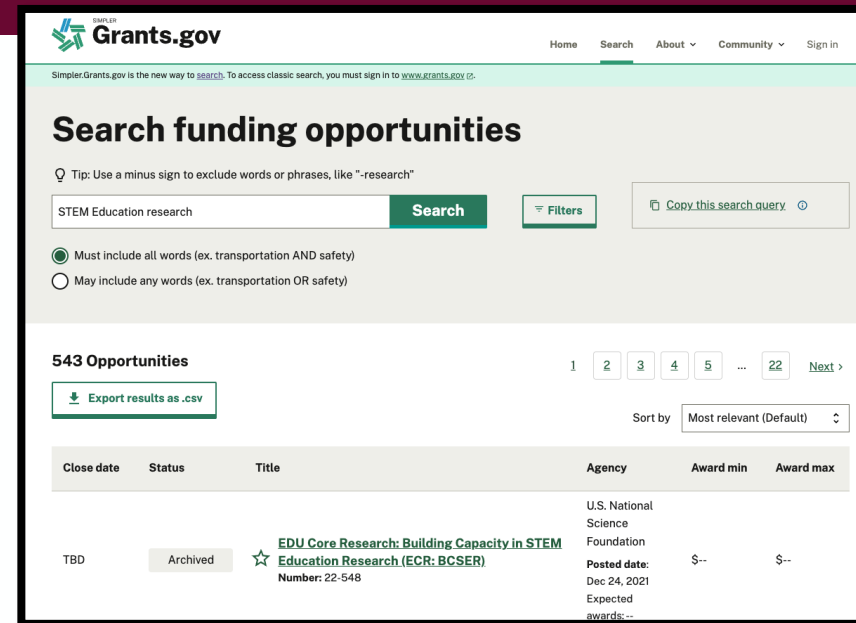
**The application deadline is September 29th, 2025 at 11:59 p.m.**

New Mexico  
**INBRE**  
IDeA Networks of Biomedical Research Excellence

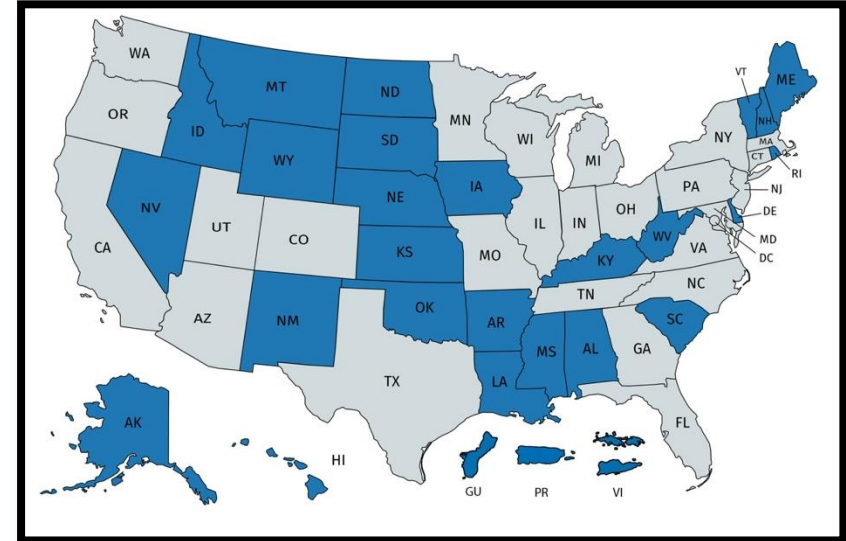
# Finding funding opportunities – External

- Lots of different names for essentially the same thing:
  - FOA: Funding Opportunity Announcement
  - RFP: Request for Proposals
  - Program Solicitation
  - NOFO: Notice of Funding Opportunity
- Grants.gov (or simpler.grants.gov):
  - All federal opportunities for grants
- Subscribe to agency/program specific newsletters and email alerts!
- Keep an eye on emails from the ADR, Allison Layfield, etc
- Streamlyne FundFit:
  - AI-assisted grant search that allows you to input your ORCID or upload a CV to get tailored suggestions
  - <https://research.nmsu.edu/fundfit.html>



# Eligibility!

- Always make sure that you and this institution are eligible for the funding opportunity that interests you.
- We are an R1 institution, a Hispanic Serving Institution (HSI), and a Minority Serving Institution (MSI)
- We are also in an EPSCoR State:
  - Established Program to Stimulate Competitive Research
  - 25 States (plus Puerto Rico, Guam, US Virgin Islands, and several territories)
  - Receive dedicated funding to bolster research capacity (because they receive a lower proportion of federal R&D funding)
- Be mindful of your researcher status:
  - Tenure-track faculty vs college-track vs staff, etc
  - Pre- or post-tenure; early vs mid vs late career (usually determined by years since PhD)
  - Etc.



## Limited submissions

- Some opportunities are not a free-for-all; e.g., an institution may only submit a limited number!
- Process: Express interest to RAS/ADR → Internal Review → If selected, you write!
- You must follow the process or RAS will not submit the proposal on your behalf!
- <https://eltnmsu.sharepoint.com/sites/ResearchCreativity/SitePages/Limited-Submissions.aspx>
  - This page outlines notification procedures, provides links to limited submission opportunities, and more.
- If the number of proposals does not exceed the allowed amount, each PI that expresses interest will be allowed to submit. Otherwise, RAS coordinates an internal review.

## Getting ready to write... do these things first!

- Read the FOA/RFP/NOFO/Solicitation!
  - Do NOT assume it hasn't recently changed!
- Make note of:
  - Letters of intent or pre-proposal requirements
  - Due dates
  - Restrictions on funding, or how funds can be spent
  - Formatting (page limits, margins, font, etc)
- Contact RAS early to give them a heads up:
  - Laura Anaya Bolivar, Brianna Wells
  - Send pertinent info like a link to opportunity and due dates
  - Any special notes/requirements
  - Rough anticipated budget (e.g., salary, grad students, travel, equipment)
- Make a list of all required docs:
  - Narrative
  - Data management/sharing plan
  - Budget and justification
  - Agency-specific biosketch/CV
  - Facilities and resources
  - Training/mentoring plans (e.g., students and post-docs)
  - Conflicts of interest; Current/Pending Support
  - Public facing abstract

# Making sure people are informed of your intent to submit

- Touch base with your unit lead / supervisor to give them a heads up on your plans, and any specific requests you'll make if awarded (e.g., course buyouts)
- Fill out the HEST Grant Proposal Pre-authorization form and route for signatures:
  - Approval of coPIs → unit lead → ADR → ROC
  - <https://hestresearch.nmsu.edu/forms-policies/home.html>
  - This assists with record-keeping, makes sure all parties are aware of the proposal, and ensures proper IDC negotiation
  - Your proposal will not be approved by RAS if you don't do this!

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Las Cruces, NM 88003-8001  
hest-roc@nmsu.edu

## Grant Proposal Pre-authorization Form

HEST internal

Prepared by:  Date:

**Instructions: Fill out Sections 1-3, including your department's signature, and then submit this form to Assoc Dean of Research**

**Section 1: Project Proposal Information**

Preliminary Title:

Period of Performance:  Agency Deadline:

Proposal Type:  Routing:

Funding Agency:  Request for Proposal Link:

Project Classification:  Additional space needed:  Yes  No

Project Abstract:

*A short description of your project. Use clear language and steer clear of technical terms.*

**Section 2: Project Team** \*Credit split across all NMSU PIs must total 100%. Each HEST PI must indicate if they have a Conflict of Interest (COI) to disclose before signing below.

PI Name: <input style="width: 100%;" type="text"/>	Co- PI Name: <input style="width: 100%;" type="text"/>
Department & Org: <input style="width: 80%;" type="text"/> Org # (Select One) <input style="width: 20%;" type="text"/>	Department & Org: <input style="width: 80%;" type="text"/> Org # (Select One) <input style="width: 20%;" type="text"/>
Credit Split %*: <input style="width: 40%;" type="text"/> PI Training: <input style="width: 60%;" type="text"/>	Credit Split %*: <input style="width: 40%;" type="text"/> PI Training: <input style="width: 60%;" type="text"/>
Signature & Date: <input style="width: 45%;" type="text"/> <input style="width: 15%;" type="text"/>	Signature & Date: <input style="width: 45%;" type="text"/> <input style="width: 15%;" type="text"/>
Co-PI Name: <input style="width: 100%;" type="text"/>	Co-PI Name: <input style="width: 100%;" type="text"/>
Department & Org: <input style="width: 80%;" type="text"/> Org # (Select One) <input style="width: 20%;" type="text"/>	Department & Org: <input style="width: 80%;" type="text"/> Org # (Select One) <input style="width: 20%;" type="text"/>
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**Section 3: Budget and Cost Details**

Estimated Request Total:  Cost Share/Amount:  Indirect Cost (IDC) Rate %:

**Section 4: Acknowledgments**

Print Name	Signature	Date
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## Get started early!

- RAS will assist you with the budget and submission to the agency, but work with them early!
  - Plan to start at least 2 months before the due date
  - Have all final docs to RAS at least 5 business days before the due date
  - Allow extra time for complex proposals (e.g., large proposals, multiple PIs, multiple institutions, etc)
- Most proposals have three general areas:
    - 1) Technical section – your expertise as the PI
    - 2) Management section – who will do the work, are the facilities appropriate, are protocols in place, etc
    - 3) Cost section – who will pay for what, are the costs reasonable/allowable/justified?

# Pulling together a budget

- You're not alone! RAS will assist, and I can help review.
- This is often left till last. Big mistake! The budget determines the scope of work.
- Direct (DC) + Indirect Costs (IDC) = Total Cost
- Direct Costs:
  - The things you spend money on.
  - E.g., salary, supplies, travel, equipment
- Indirect Costs:
  - A specific percentage returned to NMSU
  - "The cost of doing business"
- IDC is NOT the university lining its pockets
- It is the university (quite literally) keeping the lights on
- IDC pays for:
  - RAS personnel, ROC personnel, the ADR budget (e.g., mini-grants), HVAC, laboratory facilities, more
- IDC rates are federally negotiated (with the Office of Naval Research)
- Visit the Resources for Investigators page for info on budget preparation and lots more
  - <https://research.nmsu.edu/funding/ResourcesForInvestigators.html>

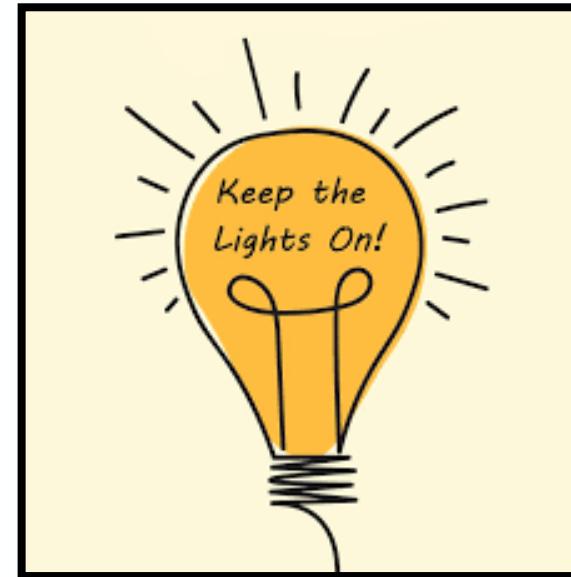
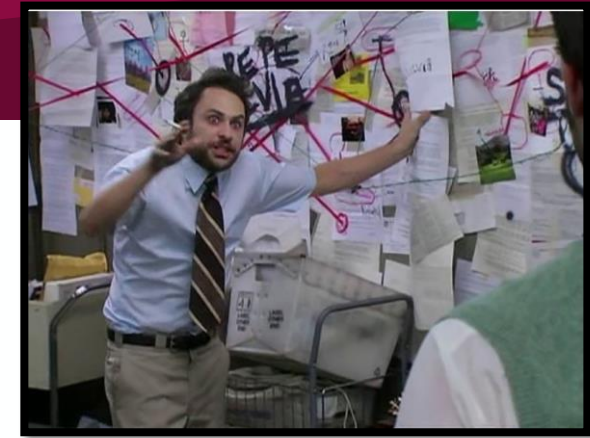
## Fringe/IDC

- These rates are subject to change, but RAS will always have the current rates!
  - <https://inside.nmsu.edu/fbs/cost-accounting-rates/>
- Different rates for on- vs off-campus, agricultural (vs non), public service, and so on

Current F & A Rates	Negotiated Rates effective from 7/1/24 to 6/30/26
Sponsored Instruction (inc. Ag instruction)	49.00%
Organized Research (On Campus)	47.95%
Organized Research (Off Campus)	25.90%
Agricultural Research (AES Only) (On-Campus)	44.00%
Agricultural Research (AES Only) (Off-Campus)	26.00%
Other Sponsored Activities (Public Service) (inc. AES PS) (On-Campus)	33.50%
Other Sponsored Activities (Public Service) (inc. AES PS) (Off-Campus)	26.00%
Branch Colleges	49.00%

## How is IDC allocated?

- 1.5% is taken “off the top” to go to building maintenance
- Another 3% is taken to go to a contingency fund
- Of the remaining “new” 100%...
  - 2.5% goes to the library
  - 2.5% goes to the VPR for start-up funds
  - 50% goes to NMSU Central Administration
  - 45% goes to the PI’s College
- Of the remaining “new new” 100%...
  - 15% goes directly to the PI (you!)\*
  - 15% goes to the PI’s department
  - 70% remains in the Dean’s office (to support personnel, facilities, ROC, ADR budget, and more)



## How is IDC “generated”?

- Not every cost generates IDC!
- What does NOT generate it:
  - Tuition
  - Equipment over \$5,000
  - Anything over the first \$50K in sub-awards
  - “Participant support” (e.g., trainees like grads)
- An example:
  - \$20K of supplies will generate \$9,800 in IDC, resulting in a total cost of \$29,800
  - A \$20K treadmill will not generate any IDC
- Why does this matter?
  - Because these calculations affect the overall cost of your grant
  - And, different agencies may limit total or direct costs
- Another example:
  - NSF limits the total costs; so you have to play with DC and their impact on IDC to know your total cost
  - NIH limits direct costs; so IDC is simply applied on top of those costs

## Other important budget things to be aware of

- Salaries have fringe rates applied to them:
  - They are negotiated annually
  - You must always pay the current fringe rate, regardless of what it was when you submitted!
  - Rates differ between academic year and summer (9-month faculty are treated as “temps” in summer)
- Salaries may increase:
  - Normally, try to budget for 2% increment per year to be safe
  - If larger adjustments happen (e.g., promotion), you have to either swallow the cost or pay yourself for less time

Current Fringe Rates	Negotiated Rates effective from 7/1/25 to 6/30/26
Regular Employees	40.75%
Non-Regular Employees	22.55%
Student Employees	0.71%
Graduate Assistant	0.72%

## Buying time for you and your team

- “Buying” your time is a crucial way to make space for you to, ya know, actually carry out the work of the grant
- This most often takes the form of summer salary or course buy-outs
- Summer salary is used to employ you (at a lower fringe rate) when you’re not normally on contract
  - As such, it also increases your yearly salary!
- Course buy-outs are used to “buy” that time for you to do research instead of instruction
  - 1.125 academic months salary (i.e., 1/8<sup>th</sup> of 9-month salary) + academic year fringe rates
- Regarding student pay:
  - UGs normally paid hourly; please try to pay more than minimum wage (e.g., \$18 per hour)!
  - Grads usually paid by semester; 10/20 hours per week during academic year (+fringe) or up to 40 hours per week during summer (+fringe)
  - New fringe is likely to cover 9-credits of tuition for grads

## Cost sharing and types of award/billing classifications

- Money or “in kind” contributions from NMSU (or a third party)
  - E.g., time on a project not paid for by grant funds
  - E.g., access to shared equipment on campus
- Some opportunities/agencies require cost share as “buy in” from the university
  - Mandatory – required by the sponsor as a condition of the award
  - Voluntary – not required by the sponsor but NMSU chips in; approval of the VPR required here
- Some specifically prohibit it (e.g., NSF)
  - Be mindful of this in your writing, Facilities/Resources docs, etc
- Two primary types of awards / billing classifications
- Cost reimbursable – grant or contract where one party pays another party for full allowable costs incurred during the project
  - Based on actual costs incurred (direct + indirect)
  - Most common with grants
- Fixed price – grant or contract where one party pays the other a pre-determined price
  - Price is regardless of actual costs incurred
  - Risk must be closely assessed here
  - Most common with contracts

## Project narrative tips

- Typically the “science portion” of the proposal
- This is where you convince the reviewers/agency that your proposal:
  - Is brilliant, is important, should be done by you, and is likely to succeed
  - Also that it aligns with their goals (more important than ever in Federal grants and also critical for Foundation grants)
- Grants that are easier to read tend to be rated more highly!
  - Use headers/sub-headers (especially for required sections)
  - Break up text with tables/figures when allowed
- Get feedback and do it early!
- Lots of people can help you:
  - The ADR!
  - Red-teams from the Program Development Specialists
  - Grant writing clubs
  - Other people who have written for this opportunity, especially if they were successful but even if they weren't!

# Submitting!

Don't forget me because Hout won't approve in Streamlyne until you get approvals!

- 5 business days before the sponsor due date!
  - RAS is busy, things can go wrong, and you are not the only person they are helping
- All docs have to go to RAS
  - Refer to your checklist and help RAS help you
  - Don't expect them to catch everything!
- RAS will generate a Streamlyne record
  - Approval queue: PI → Unit Lead → ADR
- RAS will try to submit a few days before the due date, just in case there are errors, tech glitches, or things you need to correct

- Agencies do not care about problems on our end
  - E.g., internet goes out, someone is sick, someone forgets a document
  - The sooner you are done the better to account for this!
- Keep your unit lead in the loop!
  - Pre-authorization form helps with this
  - Also give them a heads up on things like course buy-outs or GAs you plan to hire
  - Just because you're not teaching the course doesn't mean it doesn't have to be taught! -- it is the Unit lead's discretion to grant the course buyout or not

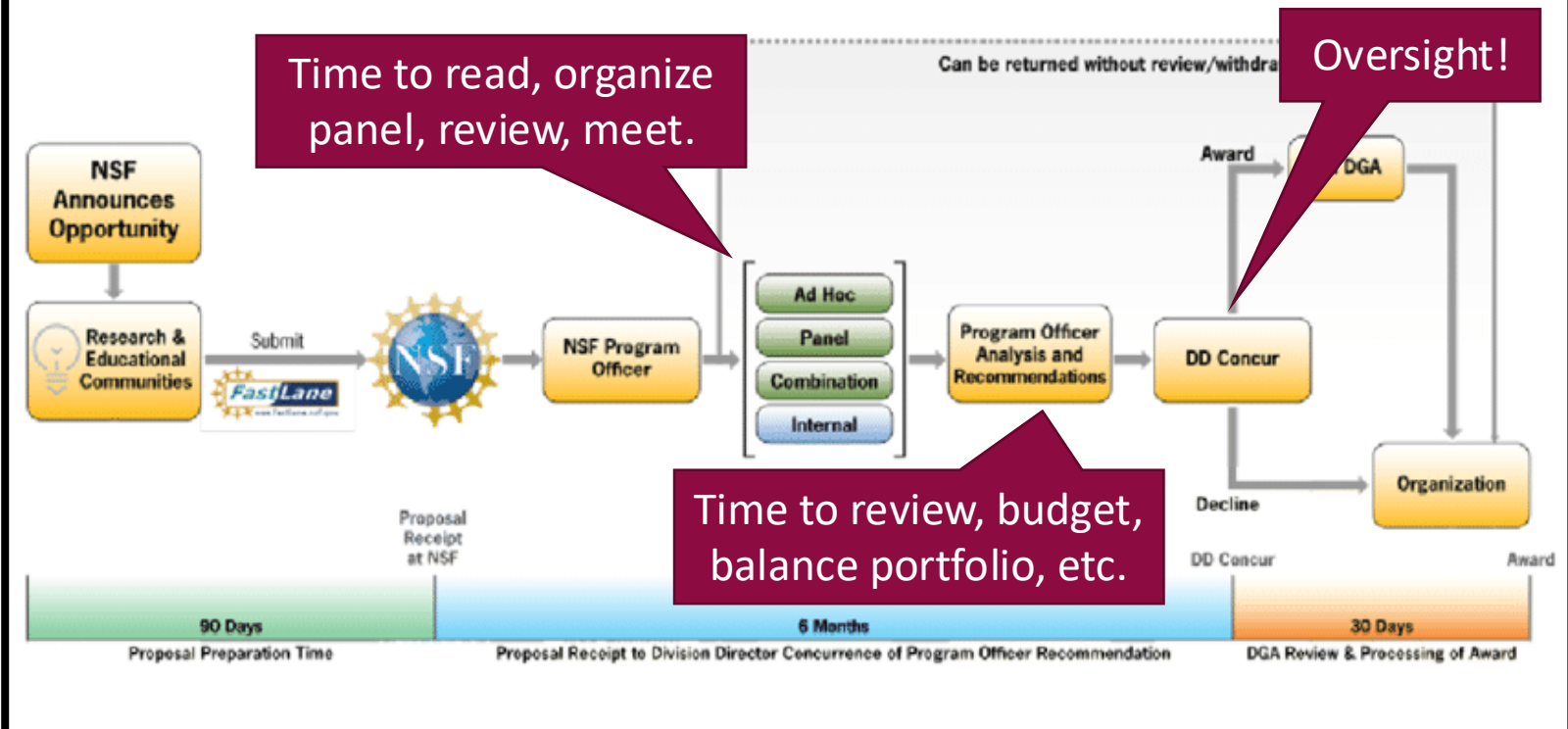
## Waiting for a decision

- This can take a lot of time, depending on the agency
- See if the agency posts guidelines on decision-making timelines (many do not)



Adobe Stock | iStockphoto

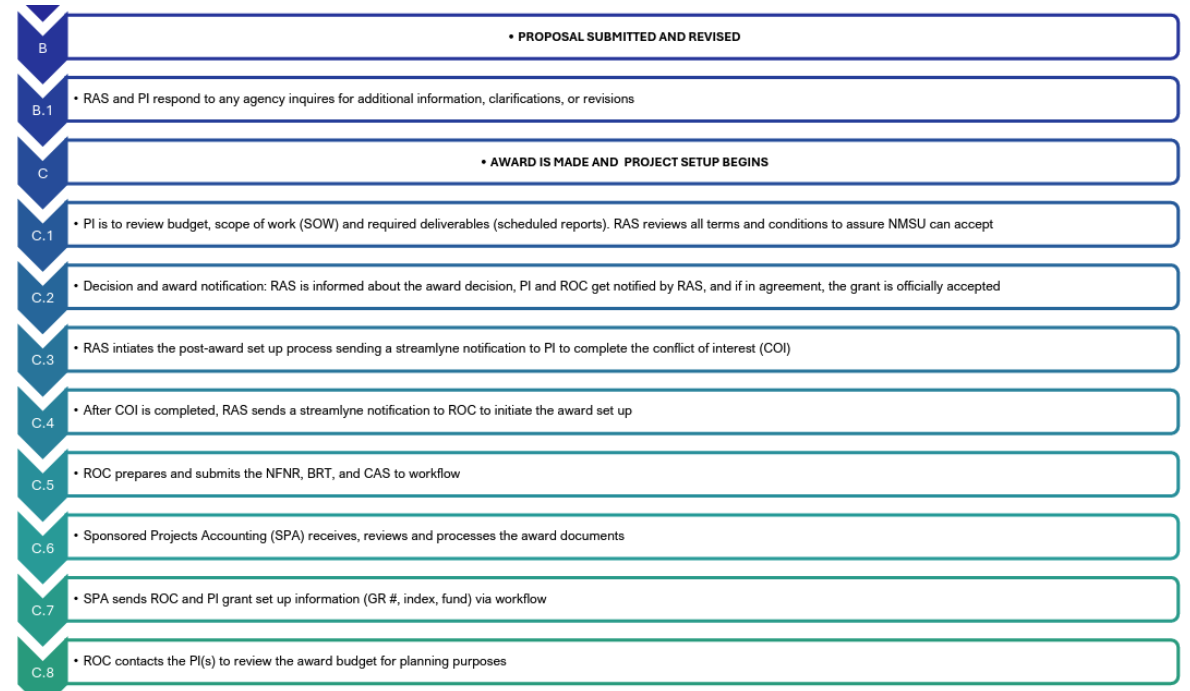
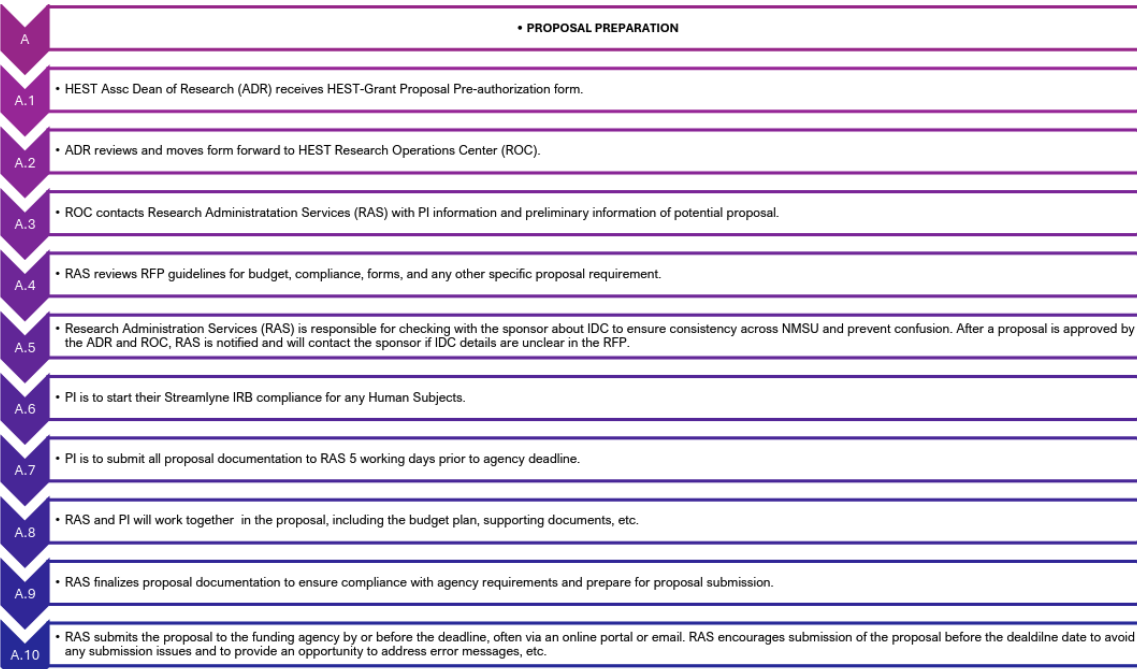
## NSF Proposal & Award Process Timeline



## When you get the award!

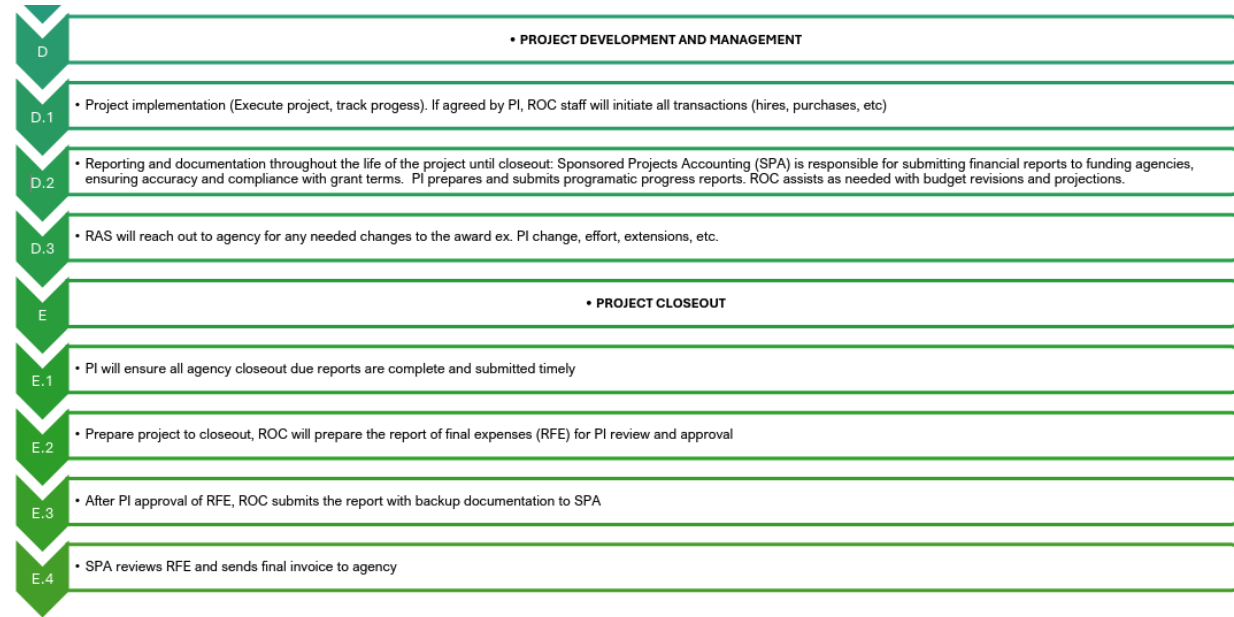
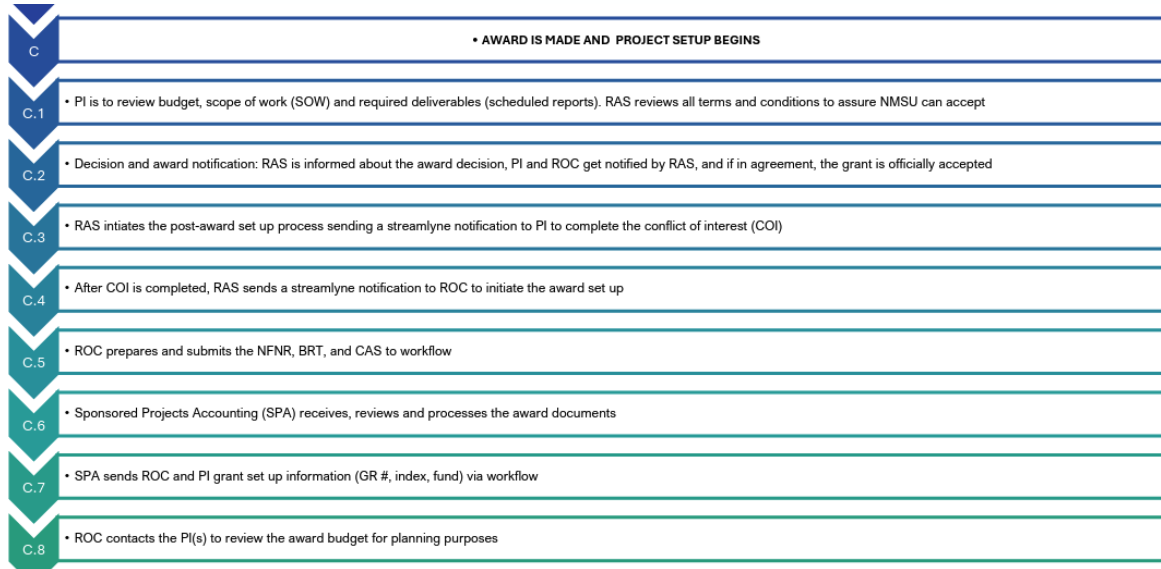
- Read the notice of award carefully!
- Read the budget carefully! – sometimes there are cuts
- Look ahead to info about reports you will have to submit (timeline, frequency, etc)
  - Plan ahead for these as they are time-consuming!
  - Can require lots of info gathering
  - Grants awarded incrementally can be discontinued, and poor reporting can result in declines in the future so take this seriously!
- Meet with the ADR and Director of ROC to go over the NOA, budget, plan
- Give ROC time to set up your award/index/etc
  - They service the entire College of HEST, not just you!
- RAS gets NOA → RAS reviews/negotiates → HEST ROC prepare award packet for SPA → Index is created/issued → PI begins research
- The preferred process for spending and expenditure tracking is to work with HEST ROC!

# The full timeline



• [https://hestresearch.nmsu.edu/forms-policies/Funded-research-process\\_July2025.pdf](https://hestresearch.nmsu.edu/forms-policies/Funded-research-process_July2025.pdf)

# The full timeline, continued



# Responsibilities of the PI and Project Reporting

- Personnel:
  - Allocate, monitor, and track level of effort
  - Complete effort certifications
  - Record timesheets in timely manner
  
- Property:
  - If property is purchased, track it as part of NMSU inventory
  - Especially important for “tagged” equipment
  - The equipment belongs to the university, not personally to the PI!
  
- Financial:
  - Expend funds in line with approved budget
  - Oversee sub-award expenditures
  - Review and validate NMSU expenditures
  - Follow all travel rules/guidelines
  - Ensure cost-sharing is met and documented
  
- Technical performance reports:
  - Prepare project interim/final reports according to sponsor terms
  - Disseminate project results according to proposed plan
  - Make sure to acknowledge sponsor in conference presentations, publications, and so on!
  
- Assist HEST ROC, RAS, and SPA with final reporting!
  - E.g., financial matters, inventions, inventory
  - Ultimately, you are responsible, not these offices!

## A note on spending

- Getting an award does not mean money is in the bank!
  - It typically means that the sponsor commits to reimbursing NMSU for expenditures (ones that are appropriate/allowable!)
- Most of our awards are cost-reimbursable:
  - You spend → NMSU pays → NMSU invoices the agency for reimbursement
  - This is why it is so critical not to violate policies/restrictions of the agencies
  - And it is why people are in place to look over expenditures before they happen (plan time for this!)

- The state of federal research in 2026:
  - Agencies are scrutinizing our invoices
  - Make sure to link them to objectives/activities of the grant; having money isn't a free-for-all on how you spend it, when, on what project, and so on
  - You have to be true to the budget that you proposed!



## Spending best practices and budget overruns

- Start spending as soon as the award/index are set up!
- IDC returns do not happen until expenditures occur
- If you have equipment budgeted:
  - Buy it right away! Purchasing can take time for review and processing
  - Do NOT leave it to the end; if you said you needed it, you should have it from the start, right?
  - Purchases left to the very end can be disallowed by ROC, and/or SPA may choose not to bill
- HEST Policy on Financial Responsibility for Sponsored Projects:
  - [https://hestresearch.nmsu.edu/forms-policies/HEST-Financial-Responsibilities\\_Oct9\\_2025.pdf](https://hestresearch.nmsu.edu/forms-policies/HEST-Financial-Responsibilities_Oct9_2025.pdf)
- Problems are not automatically fixed by the College!
  - I promise you we're not sitting on a pot of gold
  - Your unit may have to foot the bill, and this can affect your unit and colleagues

### 3. If Problems Arise

Follow the **Order of Accountability** to resolve deficits or disallowed costs:

1. **PI-Level Resources** – Use available unrestricted funds (IDC return, start-up, discretionary accounts).
2. **Department-Level Resources** – If PI resources are insufficient, the department must resolve the deficit with operating or discretionary funds.
3. **College-Level Resources** – The College does not automatically assume responsibility. Support may be considered only in extraordinary circumstances, at the Dean's discretion. Requests for College-level financial assistance must be submitted in writing by the Department Head or School Director, with full documentation of corrective actions already taken.

## Working with private foundations and the NMSU Foundation

- Lots of things can be different about this...
- Typically you work with RAS for help on budgets, but Foundation submits, verifies, and so on
  - <https://alwaysanaggie.org/>
- Funding may have more restrictions
  - May limit or not allow IDC
  - May or may not allow summer salary
  - May or may not allow hiring of students, travel, etc.
- May also have less specific (itemized) budgets
- Often requires letters of intent and pre-proposal review
- Lots of other differences that will have to wait for another workshop entirely!



## HEST specific forms/policies

- All forms can be found here: <https://hestresearch.nmsu.edu/forms-policies/home.html>
- HEST Research Policies: The purpose of this memo is to formalize the policies, procedures, and expectations for funded research in the College of HEST. (Updated, July 2025)
  - [https://hestresearch.nmsu.edu/forms-policies/HEST-Research-Policies-June-2025\\_REV2.pdf](https://hestresearch.nmsu.edu/forms-policies/HEST-Research-Policies-June-2025_REV2.pdf)
- HEST-GPPF-Form: This is the HEST Grant Proposal Pre-authorization Form. (Updated, July 2025)
  - <https://hestresearch.nmsu.edu/forms-policies/HEST-GPPF-Form-20251.pdf>
- Funded Research Process: This document lays out the timeline of events that are to be undertaken for funded research projects. (Updated, July 2025)
  - [https://hestresearch.nmsu.edu/forms-policies/Funded-research-process\\_July2025.pdf](https://hestresearch.nmsu.edu/forms-policies/Funded-research-process_July2025.pdf)
- Waiver Account Request: This form is used to request a waiver account for a new grant index.
  - <https://hestresearch.nmsu.edu/forms-policies/Waiver-Account-Request-for-New-Index.pdf>
- Policy on Financial Responsibility for Sponsored Projects
  - [https://hestresearch.nmsu.edu/forms-policies/HEST-Financial-Responsibilities\\_Oct9\\_2025.pdf](https://hestresearch.nmsu.edu/forms-policies/HEST-Financial-Responsibilities_Oct9_2025.pdf)

# Questions?



**New Mexico State University**