



MEMORANDUM

July 20, 2023

TO: Higher Education Presidents, Chancellors, and Colleagues

FROM: Stephanie M. Rodriguez, Cabinet Secretary, New Mexico Higher Education Department *SMR*

CC: Mario Suazo, Chief of Staff and Chief Financial Officer, New Mexico Higher Education Department
Gerald Hoehne, Capital Projects and Interim Institutional Finance Director, New Mexico Higher Education Department
Debbie Garcia, Budget Analyst, New Mexico Higher Education Department

RE: Research and Public Service (RPSP) Guidance and Forms

On July 1, 2023, the New Mexico Higher Education Department (NMHED) issued guidance on the preparation of Request for Public Service Projects (RPSP) to all higher education institutions. This guidance was provided to assist institutions with the planning of RPSP submissions to the NMHED later this year. That guidance included the following:

1. RPSPs specifically supporting Instruction and General (I&G) purposes should not be submitted as a RPSP request, but instead should be included in the higher education institution's I&G base.
2. Any RPSP that falls below \$200,000, regardless of function, must be rolled into I&G.
3. The agency will only accept up to five new RPSP submissions from research universities, and up to three new RPSP submissions from comprehensive universities, branch community colleges, and independent community colleges.

The guidance also provided that the following RPSP programs which support non-I&G purposes remain eligible for consideration, regardless of dollar amount, and can be submitted to support both new and existing requests. Submission limits as noted in item three (3) above apply to these as well.

- Health Care
- Mental and Behavioral Health and Social Work
- Education and Teacher Preparation
- Student Support Services
- Centers of Excellence
- Agricultural Programs associated with New Mexico State University
- Quasi-Governmental Agencies

The NMHED will also be considering up to three expansion requests if they meet the criteria as outlined in bullets 1, 2, and 3 above.

The deadline to submit RPSP requests is **September 15, 2023**. New forms have been published on the [NMHED website](#) and are now available for your use. Please make sure to download and populate the new forms as changes in the information required have been made.

Please upload the signed certification form along with completed applications to the following [Dropbox](#).

**NEW MEXICO
HIGHER EDUCATION
DEPARTMENT**

Fostering Student Success from Cradle to Career



*Michelle Lujan Grisham, Governor
Stephanie M. Rodriguez, Cabinet Secretary
Patricia Trujillo, Deputy Secretary*

If you have any questions regarding this correspondence, please contact Gerald Hoehne, Interim Director of Institutional Finance, at Gerald.Hoehne@hed.nm.gov.