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*

FY24 Research and Public Service Project (RPSP)

Guidance and Instructions for I&G Roll-up

PURPOSE

The New Mexico Higher Education Department is providing additional information and guidance to support the RPSP memo sent to all higher education institutions on July 20, 2023. In that memo, the NMHED outlined the following requirements:

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.

For the NMHED to recognize programs that meet the above requirements, and to ensure transparency in the tracking of these programs, the NMHED has developed a spreadsheet which needs to be filled out by all higher education institutions who have existing and/or new RPSP requests during this year's cycle. This spreadsheet is pre-populated and made available within each specific institutions folder in the RPSP submission Dropbox.
The spreadsheet also gives each institution an opportunity to justify whether a RPSP program should or should not be rolled into I&G, provides a section for institutions to document if an existing RPSP program is being combined with existing or new RPSP requests.

Please review the following instructions on how to populate the spreadsheet.

INSTRUCTIONS

Go into the RPSP submission Dropbox and choose your institution folder.

Within the individual institution folder, you will find an EXCEL document labeled with your institutions Code and Institution initials. (Example: 952 – UNM)

Before making changes, please download the EXCEL document from Dropbox onto your computer. ***Please do not change the file name.***

All cells highlighted in yellow require user action. If an institution is not requesting a new RPSP, the highlighted cells in column G (Project Name) do not need to be populated.

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Column G has five rows highlighted in yellow to document any new RPSP requests.

Note: Columns H - K do not require data entry if requesting a new program. Columns G and columns L-S do require data entry for all existing programs.

Here is an explanation of each column on the spreadsheet:

1. **Column G (Project Name Locked)** – This column contains the name of the RPSP project as it appears in Section 4 of HB2. The last five rows column G provide up to five rows for adding new RPSP requests to the spreadsheet. No action is needed in column G if no new RPSP programs are being requested.

2. **Column H (FY24 OpBud Estimate Locked)** – Estimated operating budget for FY24 included in Section 4 or Section 8 appropriations in HB2.

3. **Column I (Program < $200,000 Locked)**– Determination if the funding in FY24 in less than $200,000 (NMHED Guidance 2). For any RPSP that falls below $200,000, the cell will automatically be prefilled with "Yes" and turn "RED".

4. **Column J (I&G Related Locked)** – Determination if the funding is I&G related and is dependent on actions taken in Columns O and P.

5. **Column K (HED Guidance Rollup Locked)** – If columns I or J are populated with" Yes" then the HED guidance to roll up the RPSP automatically changes the cell to "Yes" and the cell turns "RED".

6. **Column L (RPSP Type Required)** – This is a required entry (drop down list) for all existing and new requests. The default is Choose One.

   a. New – new program request.

   b. Continuing – an existing program and requesting flat funding.

   c. Expansion – an existing program and requesting an increase in funding.

   d. Final – Combine – choose this option if you are proposing to combine with another I&G or Non-I&G program.

   e. Final – Closeout – choose this option if you are proposing to eliminate the program.

7. **Column M (Priority Required)** – Place the priority on the request (1 – n) for all existing and new requests. The default is 0.

8. **Column N (FY25 Request Required)** - enter the amount of the request in thousand dollars and rounded to the nearest one hundredth dollar. ($000.0.)

9. **Column O (Type of Project 1 Required)** – This is a required entry (drop down list) for all existing and new requests. Column O and P are the same but provide the opportunity to choose 1 item in both columns if they both describe the program. The default is Choose One.

    a. Academic

    b. Athletics

    c. Centers of Excellence

    d. Clinical

    e. Economic Development

    f. Education and Teacher Prep

    g. Health

    h. Mental Health and Behavioral Health

    i. Public Service

    j. Quasi Government

    k. Student Support Services

10. **Column P (Type of Project 2 Required)** – This is a required entry (drop down list) for all existing and new requests. Column O and P are the same but provide the opportunity to choose up to 1 item in both columns if they both describe the program. The default is Choose One. The choices are the same as item 9.

11. **Column Q (Does the institution recommend for rollup to I&G or Other Program Required)** – This is a required entry (Yes/No drop down) for continuing and expansion requests only.

12. **Column R (Rollup to I&G or Project Required)** – This is a required entry (drop down list) that provides a list of all I&G and non-I&G items for your specific institution. This is a required entry

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13. if the HED guidance is met (column K is Yes), <u>even if the institution is not recommending rollup</u>, or the institution is recommending combining with another program. No entry is required for new requests.

14. **Column S (Provide a short justification if the institution disagrees with HED roll up Guidance or combing with another program)** – This is a required entry if combining with another program. Please be brief and provide no more than 3-5 sentences.

Once the institution has completed their updates to the spreadsheet, upload the EXCEL document to the RPSP submissions Dropbox. ***Please do not change the file name.***