



VIA ELECTRONIC MAIL ONLY

July 22, 2025

TO: Higher Education Presidents, Chancellors, and Leaders
FROM: Stephanie M. Rodriguez, Cabinet Secretary, New Mexico Higher Education Department *SMR*
CC: Dr. Patricia Trujillo, Deputy Secretary, New Mexico Higher Education Department
Gerald Hoehne, Chief of Staff and Chief Financial Officer, New Mexico Higher Education Department
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RE: Fiscal Year 2027 Research and Public Service Project (RPSP) Request Guidance

The New Mexico Higher Education Department's (Department) guidance for the preparation of Research and Public Service Projects (RPSPs) to all higher education institutions for Fiscal Year 2027 (FY27) is outlined below. This guidance is to assist higher education institutions with the planning of submissions internally and to the Department.

Policy

Per New Mexico Administrative Code (NMAC) 5.3.5.12 Research, Public Service, and Other Special Projects, D. Existing Projects, (2):

Each project shall be subject to review by the commission [department] at least once every four years. This review shall include a hearing before the commission [department]. The hearing shall include a presentation by an institutional representative on the activities of the project, and a presentation by the commission [department] staff of the staff findings of the review of the project. On the basis of the hearing, the commission [department] shall decide whether or not to recommend an ongoing state appropriation for the project.

These projects are specifically designed to fund initiatives at higher education institutions that have a research or public service component. The Department process supports a specific funding stream for dedicated programs that extend beyond the basic instruction of a college or university, and serve advance research or the broader public.



Process

Considering current federal legislation, including H.R. 1 – One Big Beautiful Bill Act and H.R. 4 – Rescission Act of 2025, the Department has determined that this year’s process will entertain submission of new, continuing, and expansion requests that meet the criteria outlined in 5.3.5.12 NMAC and the additional guidance provided below.

New RPSP Requests

The process outlined in this section is designed to provide support and maintain programs impacting public service and research programs that support statewide needs.

- a. The Department will entertain the submission of up to three (3) new RPSP requests per higher education institution.
- b. The higher education institution’s requests must demonstrate a research and/or public service component that serves the broader community and/or state.
- c. The program must have experienced an official reduction in funding at the federal level.

Existing and Continuing Requests

Existing and continuing RPSP requests will be reviewed pursuant to 5.3.5.12 NMAC as noted under the “Policy” section. As a reminder, prior year RPSPs specifically supporting Instruction and General (I&G) purposes that were rolled into the higher education institution’s base funding shall not be submitted as a request.

Please note that detailed information is necessary within the application to support continued funding of RPSPs, including:

- a. Data to demonstrate progress towards addressing issues or research when the proposal first introduced.
- b. Data to show what outcomes have been accomplished.
- c. Detailed information on when the program will be fully self-sustaining. If the program will not be self-sustaining, provide specific reasons as to why not.
 - i. Note: This information is not required for quasi-government state entities.

Expansion Requests

Expansion RPSP requests will be reviewed pursuant to 5.3.5.12 NMAC as noted under the “Policy” section. The same detailed information requested in the “Existing and Continuing Requests” section, items (a) through (c) will be required for expansions as well. Please note that priority will be given to the expansion of programs that have had impacts to federal funding, and meet a research or public service component that extends beyond the basic instruction of the higher education institution. For cancelled federal funding and programs, official documentation must be submitted to the Department in addition to the required submission form.



Submission Requirements

New forms have been created for the Fiscal Year 2027 funding cycle and are published on the Department's [website](#). These forms must be used when submitting the higher education institution's requests. ***The new form's budget tab has formulas, therefore, do not copy and paste text from previous documents to avoid breaking current formulas within the spreadsheet.***

The submission process for uploading the cover sheet, signed certification, and application forms are as follows:

1. The Department has developed a new naming scheme for all documents. Individual document submissions should be named as follows:
 - a. Priority number, fiscal year, higher education institution acronym, name of project, and type of project (i.e., expansion, continuing, and new)
 - b. Example: 01_FY27_HEI_RPSP Submission Title_New
2. The cover sheet containing all the RPSP requests must be submitted as a stand-alone document. Requests must be uploaded in priority order as listed on the cover sheet using the naming scheme.
3. Each request must be submitted as a separate application with the narrative, budget, and objectives filled out in their entirety. Before submitting the form, make sure all tabs are fully populated.
 - a. All budget forms must be completely filled out with original amounts validated against the higher education institution's operating budget (OpBud). Expansion and continuing request amounts must also tie to the cover page and narrative.
 - b. Please ensure there are no rounding errors. All dollar amounts must be to the nearest hundred. No dollars and cents will be accepted.
 - c. The objective page must be completely filled out.

The Department has discretion to return any incomplete RPSPs to the higher education institution for correction. If your request includes non-recurring funding for one-time purchases, such as vehicles and equipment, please document that need within the request; however, be prepared to submit a separate special or supplemental request for the item. Example documentation for specials and supplementals is attached for reference. Fill out these forms but note that the New Mexico Department of Finance and Administration may issue revised forms.

The deadline to submit completed RPSP submission forms to the Department is close of business on September 15, 2025. A Dropbox link where files can be uploaded will be sent in a separate email by the Institutional Finance Division.

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Fostering Student Success from Cradle to Career

Michelle Lujan Grisham, Governor
Stephanie M. Rodriguez, Cabinet Secretary
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Questions

If you have any questions regarding this correspondence, please contact Director Taña Martinez, Institutional Finance Division, at Tana.Martinez@hed.nm.gov, or Savana Simbola, Financial Coordinator, at Savana.Simbola@hed.nm.gov.