



Request for Applications
Higher Education Endowment Fund
Fiscal Year 2023 Application
Guidance & Template

Pursuant to Laws 2021, Chapter 137 and Laws 2022, Chapter 54 of the 55th Legislative Session (General Appropriations Act), the New Mexico Higher Education Department (NMHED) is requesting applications for funding activities supported by the Higher Education Endowment Fund.

Endowment funds shall not be expended but shall be invested by the higher education institutions in accordance with the Uniform Prudent Management of Institutional Funds Act [46-9A-1 to 46-9A-10 NMSA 1978] and the provisions of Section 21-1-38 NMSA 1978. The income from the investments shall be expended only for endowment purposes.

As directed by the legislation, the remainder of funds not distributed in FY23 is open to all sectors and higher education institutions for awards in FY24. The available funding for this cycle is \$5 million. All awards are subject to an amount equal to at least fifty percent of the award amount in matching funds from non-governmental sources. Proposals shall include the following:

1. Establishing endowed chairs, lectureships, professorships, research positions, graduate assistantships and faculty development programs that will enhance the quality of public post-secondary education in New Mexico; and
2. Addressing one or more of the governor's initiatives, including research and development initiatives; technology transfer initiatives; science, technology, engineering and mathematics initiatives; health, education, water and agriculture initiatives; and work force development initiatives.

Please note that endowments centered on educator preparation, social work, and nursing should be submitted through the **“Endowed Positions in Educator Preparation, Social Work, and Nursing”** request for applications.

The agency requests that applicant higher education institutions complete the following template and remit to NMHED via email to the following contact:

New Mexico Higher Education Department
C/O Dr. Harrison Rommel, Director, Institutional Finance Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
Harrison.Rommel@state.nm.us and Brittany.Gutierrez@state.nm.us

The Department's award process involves the review and ranking of proposals submitted by public higher education institutions in New Mexico. The NMHED Institutional Finance Division is tasked with ensuring all distributions are expended for allowable activities.

Per Section 21-1-27.1 and 21-1-38 NMSA 1978 as well as NMAC Section 5.3.6, Annual Endowment Reports with activity status, are due annually to NMHED by September 15th of each year for all awards. These submissions shall include the Endowment Fund Certification and Annual Status Summary (attached separately).

This cycle is for expenditures and activities in Fiscal Year 2023 (FY23). Complete applications are due to the Department on or before August 1, 2022. Below are the figures for FY23 and FY22 funding cycles:

FY23

- \$3,100,000 for research sector (research institution)
- \$1,000,000 for the two-year sector and New Mexico Military Institute
- \$900,000 for the four-year sector (comprehensive college)

FY22 carry-over: \$1,583,500 open to all sectors

TOTAL: \$6,583,500

For any questions, please contact Brittany Gutierrez, Data Analyst, NMHED Institutional Finance Division, at Brittany.Gutierrez@state.nm.us or (505) 476-8439.

Section I: Endowment Summary

Please complete the following sections. Use additional space and/or attach supplemental documentation as required.

- A. Higher Education Institution name and primary contact information and title for person(s) regarding activities supported by this funding cycle:

Higher Education Institution:

Full Name:

Title:

Telephone:

Email:

- B. Endowment Title:

- C. Is this a new endowment? Please explain and include supporting documentation, e.g., if funds will support an endowed chair, identify if it will support new hires or existing faculty and include a Curriculum Vitae (CV).

- D. Pursuant to Section 21-1-27.1 NMSA 1978, under the establishment of the Higher education Endowment Fund, please address the proposed activities that will be accomplished with funds from the endowment. Endowment purposes shall include:

1. Establishing endowed chairs, lectureships, professorships, research positions, graduate assistantships and faculty development programs that will enhance the quality of public post-secondary education in New Mexico; and
2. Addressing one or more of the governor's initiatives, including research and development initiatives; technology transfer initiatives; science, technology, engineering and mathematics initiatives; health, education, water and agriculture initiatives; and work force development initiatives.

- E. Please indicate the source of non-governmental funds required to satisfy the matching requirements of the Higher Education Endowment Fund:

Section II: Budget Narrative

Please complete the following budget activity table. The Department may request supplemental documentation at any time prior to or after award disbursement.

A. Requested amount of funds from the Higher Education Endowment for the FY23 appropriation cycle:	
B. Proposed amount of non-governmental contributions to the fund:	
C. Estimated annual investment income of Endowment Corpus used for endowment activities:	
D. Budget detail (as applicable) by category ---	
Expenses From (Date):	
To (Date):	
1.) Salary and Benefits:	
2.) Contractual Services:	
3.) Equipment:	
4.) Supplies:	
5.) Travel:	
6.) Administrative and Other Costs:	
7.) TOTAL:	

If necessary, please add additional comments on the budget proposal below:

Section IV: Certification

I certify that to the best of my knowledge and belief all of the information on this form is correct. I understand that NMHED may at any time request any additional documentation required regarding activities supported by the appropriation. I also understand that failure to report completely and accurately may result in sanctions including but not limited to voidance of any award made by NMHED.

Signature of Authorized Representative

Date

Printed Name

Title and Department

Higher Education Institution