



**Request for Applications
Nurse Expansion Appropriation
Fiscal Year 2023 Application
Guidance & Template**

Pursuant to Laws 2022, Chapter 54 of the 55th Legislative Session, General Appropriations Act – HB2 Section 5, the New Mexico Higher Education Department (NMHED) is requesting applications for funding activities expanding enrollment in and graduation from nursing programs at public higher education institutions.

Complete applications are due to the Department on or before June 15, 2022. Please note, applications for funding to support endowed faculty positions in nursing are to be submitted separately. Please refer to the “Endowed Positions in Educator Preparation, Social Work, and Nursing” request for applications.

The Department requests that applicant public 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.

This cycle is for expenditures and activities in Fiscal Year 2023 (FY23). Any funding requests for FY24 should be submitted to NMHED by September 15, 2022, and incorporated into Research and Public Service Project (RPSP) submissions for nurse expansion funding.

The total amount available for FY23 is \$15 million. Institutional requests may not exceed \$1.5 million per program, per campus. Consortium requests (e.g., multiple higher education institutions or branch campuses) may submit a single application with amounts not to exceed \$1.5 million per participating higher education institution.

It is important to note that funding appropriated in FY23 is *non-recurring*. While projects should differentiate between recurring and non-recurring requests, there is no guarantee of support in future fiscal years. However, the Department is dedicated to working with higher education institutions to incorporate awarded recurring requests into the FY24 Department, Executive and Legislative budget requests.

Applications should describe how the activities supported by state funds will address one or more of the following:

- Increase the number of nursing students admitted to the program for the academic year.
- Enhance recruitment and/or retention of nursing faculty through competitive salaries, stipends, and other incentives. Note that the “**Endowed Positions in Educator Preparation, Social Work, and Nursing**” request for applications may be more appropriate for this activity.
- Expand clinical sites beyond urban area hospitals to include nursing homes, clinics, rehabilitation centers, birthing centers, etc.
- Utilize new or existing funds to assist faculty and students with transportation and lodging when partaking in clinical placements outside their home residence.
- Develop appropriate tutoring, mentoring and other support programs to retain students and ensure successful graduation and passage of the National Council Licensure Examination, most commonly known as the NCLEX exam.
- Recruit students with a focus on ethnic, gender and geographic diversity as well as expand opportunities for all qualified applicants.
- Work in collaboration with local education agencies (LEAs) or high schools to recruit qualified applicants.
- In border area schools, require at least some clinical rotations to occur in New Mexico facilities to increase the chances of students staying in their home areas upon graduation.
- Retain at-risk students with measurable impact on retention and graduation.
- Expansion of infrastructure to support enrollment growth (e.g. additional staff, software/IT, and other support).

This list is not intended to be comprehensive or limiting in scope. Other activities that can demonstrably increase the number of nursing graduates from a public higher education institution will be considered. Applicants should clearly identify new versus expanded or continuing activities.

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: Applicant 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: The University of New Mexico-Gallup

Full Name: Rey Jonathan Lumibao

Title: Director of Nursing

Telephone: 505-863-7669

Email: nathanl@unm.edu

- B. Project Abstract:

New Mexico had a nursing shortage before the COVID-19 pandemic, and this situation was made worse during the pandemic and will continue to plague the state in the coming year. At the start of 2022, the state has estimated to need 6,200 nurses to meet the demand.

The nursing expansion appropriations fund will help with costs associated with activities to increase the number of nursing graduates and help increase available nurses within New Mexico. These activities include purchasing additional skills lab and simulation lab equipment to accommodate the increase of admitted students in our program and increase the number of students that can be trained in an academic period. Also, hiring additional nursing faculty and student success specialist will support the increased number of students admitted into the program. The full-time nursing faculty will increase the number of students trained in an academic period and help with nursing student retention. The student success specialist can assist nursing student recruitment, advisement, and retention.

- C. Please describe in detail proposed activities that will be accomplished with non-recurring funds from the Nurse Expansion appropriation (see [APPENDIX](#) for allowable costs):
- Purchase additional nursing manikins to our nursing lab and nursing simulation lab to increase the number of nursing students trained in an academic period.
 - Purchase additional nursing lab equipment to support the more students that can be trained in an academic period.
 - Upgrade our existing simulation lab equipment to accommodate more students in our simulation lab space for additional simulation-based teaching and increase the number of students that can be trained in an academic period.
 - Cover the costs of faculty and staff professional development related to the use of new nursing manikins.

D. Please describe in detail proposed activities that will require recurring funding in future years:

- Open a new full-time nursing faculty position to accommodate the increase of nursing students through the program. This full-time faculty position will teach additional sections of nursing courses to increase the number of students that can be trained and admitted in an academic period. This position will also assist in the retention of nursing students to increase the number of nursing student graduates.
- Open and hire a new full-time student success specialist position to assist with pre-nursing recruitment efforts, nursing student retention, and pre-nursing student advisement. This student success specialist position will assist with student outreach to the surrounding high schools to recruit prospective nursing students. This position will also help with nursing program information sessions to recruit future students from the surrounding communities wanting to join the nursing workforce. The person hired for this position will also assist the retention of nursing students by offering additional support programs to boost reading, writing, and test-taking skills. The surrounding area that our program serves has a lot of first-generation students that require additional instructional support to succeed in a rigorous program. This position will also assist with the pre-nursing and nursing student advisement as the nursing program admission numbers increase.

Section II: Budget Summary

Please complete the following budget activity table. The Department may request supplemental documentation at any time prior to or after award disbursement. Details of expenditures by category should be noted in the proposed activities above. Awardees will submit additional budget detail in the format outlined by Research and Public Service Project (RPSP) submissions.

A. Requested Amount of funds from the FY23 Appropriation Cycle:	\$ 464,018.40
B. Proposed amount of non-recurring funding:	\$ 241,100.00
C. Proposed amount of recurring funding:	\$ 222,918.40
D. Budget Detail (as applicable) by Category ---	
Expenses From (Date):	7/1/2022
To (Date):	6/30/2023
1.) Salary and Benefits:	\$190,000
2.) Contractual Services:	\$ 30,918.40

3.) Equipment:	\$239,500
4.) Supplies:	\$ 0
5.) Travel:	\$ 0
6.) Administrative and Other Costs:	\$ 5,600
7.) Other (Please describe in detail):	\$ 0
8.) TOTAL:	\$ 464, 018.40

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

Section III: Performance Targets

Please identify two or more measurable performance targets to measure the success of the proposed activities in the template below.

Goal based on benefit to students, especially at-risk students, generation of nursing degrees					Comments: Demonstrate consistent improvement as a result of the awarded funds, trends, etc.
	Actuals for FY22 (if applicable)	Targets for FY23	Targets for FY24	Targets for FY25	
1	Nursing student retention 81 students	85 students	90 students	100 students	
2	Pre-nursing student advisement numbers 680 students	780 students	800 students	800 students	
3					
4					
5					

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.

R. Jonathan Lumibao
Signature of Authorized Representative

6/15/2022
Date

Rey Jonathan Lumibao
Printed Name

Director of Nursing
Title and Department

University of New Mexico-Gallup
Higher Education Institution

APPENDIX

I. Allowable Costs: Regular appropriation and carryover

To frame the policy of allowable costs we consider the question: What constitutes nursing expansion activities? The Department defines **Nurse Expansion** as: *activities or expenditures designed to quantitatively increase the number of nursing graduates from the higher education institutions, as measured by an increase in the number of nursing degrees conveyed from year to year.*

As such, the allowable costs and activities can include, but are not limited to:

- Hiring of additional nursing faculty. Note that available funding under faculty endowment appropriations should be prioritized and that funding for faculty shall “supplement, and not supplant” other funds.
- Hiring of student support staff. Student support staff paid through nurse expansion funds (e.g., advisors, tutors, etc.) should dedicate the majority of time to support of nursing students and not be part of the general support staff for the higher education institution. Reasonable accommodations can be made for support staff that work within the general health sciences departments or divisions of the higher education institutions.
- Addition of instructional space specifically intended for nursing students (e.g., simulation labs, clinical practice spaces, etc.). Expenses may include construction or renovation costs, equipment purchases, and furnishing of the instructional space. This does *not* include regular classroom instructional space that may be used for other courses, nor should it include addition or renovation of faculty or staff office space, furniture, computers, supplies, and other expenses associated with the day-to-day operations of faculty and staff. These expenses should be supported through a higher education institution’s Instruction and General (I&G) budget. If funded, approval may be subject to review of the NMHED Capital Project Division.
- Any equipment, instructional materials, and consumables that are required to *increase* the number of nursing students that can be trained in an academic period are allowable. The guideline is that the funds expended shall “supplement, and not supplant” other funds.
- Miscellaneous expenses related to the maintenance of program accreditation that result from an increase in instructional capacity are allowed.
- Activities and expenses related to recruitment, retention, and professional development of nursing faculty, as long as these funds do not supplant other sources.

II. Carryover Funds (funds not expended within the fiscal year of the original appropriation):

In addition to the activities listed above, use of carryover funds may be used to support student scholarships. Again, the principle of “supplement, not supplant” shall be used. The Department recommends that scholarships supported by **Nurse Expansion** funds should supplement and not supplant other aid; and preference be given to students that declare intent to practice as a nurse educator. The following are proposed guidelines for the distribution of nurse expansion funds as scholarships for future nurse educators:

- A. Every award shall be evidenced by a contract between the higher education institution and the student. The contract shall provide for the payment by the state of a stated sum to the student and shall state the obligations of the nurse educator under the program, including a specified minimum period of service as a nurse educator.
- B. Nurse educators who serve a complete year shall receive credit for one year for the purpose of calculating any loan repayment award amounts. The minimum loan repayment award amount to be paid for each year completed shall be subject to approval by the Department.
- C. The contract between the nurse educator and the college or department shall provide that, if the recipient does not comply with the terms of the contract, they shall reimburse the college or department for all payments made on the student's behalf, unless the higher education institution finds acceptable extenuating circumstances for why the nurse educator cannot serve or comply with the terms of the contract.
- D. The higher education institution shall report to NMHED on: the amount of funds used for tuition scholarships; the number of scholarships awarded; and the degree or credential sought for each student supported by the tuition scholarship.

This list is not intended to be comprehensive or limiting, as there may be other activities or expenses that would constitute a reasonable use of **Nurse Expansion** funds. Other proposed expenses that do not fall within the categories described above should be submitted to the Department for approval by the Higher Education Cabinet Secretary.