

ATTACHMENT A

FY16 RPSP BUDGET REQUEST SUBMISSION INSTRUCTIONS

- College Deans and Vice Presidents, or their designees, are responsible for submitting all **FLAT, EXPANSION, and NEW** funding requests emanating from their respective unit.
- Submissions should be emailed to gaffairs@nmsu.edu
 - **Due Date: 5pm May 23, 2014**
 - **Late submissions will not be accepted**
- Complete & submit the following forms for all **FLAT, EXPANSION, and NEW** FY16 RPSP budget requests:
 - FY16 RPSP Program Overview
 - FY16 Goals and Performances Measures (two separate tabs: FY14 Goal and Measure and FY16 BDGT REQ Goal and Measure)
 - FY16 Budget Form
 - **Please include a COVER MEMO that identifies the priority for EXPANSION and NEW Funding Requests, and separately lists FLAT FUNDING REQUESTS.**
- The subject line for submissions to gaffairs@nmsu.edu should **only** include the following **file names** associated with a university unit; the proper file names are in **bold**.
 - College of Health and Social Services: **HSS-FY16RPSP**
 - College of Arts and Sciences: **A&S-FY16RPSP**
 - College of Business: **BUS-FY16RPSP**
 - College of Ag Consumer and Environmental Sciences: **CACES-FY16RPSP**
 - College of Education: **EDUC-FY16RPSP**
 - College of Engineering: **ENGR-FY16RPSP**
 - Honors College: **HON-FY16RPSP**
 - Library: **LIB-FY16RPSP**
 - Graduate School: **GRAD-FY16RPSP**
 - NMSU Carlsbad Community College: **CARLS-FY16RPSP**
 - NMSU Alamogordo Community College: **ALAMO-FY16RPSP**
 - NMSU Grants Community College: **GRANTS-FY16RPSP**
 - NMSU Dona Ana Community College: **DACC-FY16RPSP**
 - VP for Research: **VPR-FY16RPSP**
 - VP for Economic Development: **VPED-FY16RPSP**
 - VP for Enrollment and Student Affairs: **VPSAEM-FY16RPSP**
 - Associate Provost International and Border Programs: **APIBP-FY16RPSP**
- **Format**
 - Calibri 11pt
 - **Please do not adjust margins or document format**
 - Please proof read all submissions for proper grammar and spelling
 - **Print all documents prior to submission to insure all information prints completely and clearly**
- **Assistance**
 - Vicente Vargas (RPSP Program Overview): 505-710-8560 or v_vargas@nmsu.edu
 - Anna Price (Budget Questions): 575-646-7793
 - Judy Bosland (Goal/Objectives and Measures) 575-646-6131