**Dates and Deadlines for FY 24 Research and Public Service Project (RPSP) Submissions**

* Deadline for RPSP requests to HED: **September 15, 2022**

* Application packet is available on the HED website: https://hed.state.nm.us/resourcesfor-schools/institutional-finance/research-and-public-service-projects

* No paper submissions are required for FY24. The RPSP Cover Sheet may be signed electronically by the Governing Board or their authorized representative.

* Electronic submissions may be emailed to Loretta Marquez:

Loretta.Marquez@state.nm.us. If there are file size restrictions are encountered, institutions are encouraged to securely transmit via Firefox Send: https://send.firefox.com with Loretta Marquez as the selected recipient.

* HED schedules the RPSP hearings for early-mid October after reviewing the submissions based on the volume of requests and to best accommodate the schedules of the presenters.

**Guiding Principles for FY24 Submissions:**

* Institutions should carefully weigh their requests for FY24. All possible sources of funding should be explored before a request for state funding is made. Narratives should indicate when requests may be institutionalized or phased out.

* RPSPs may be submitted for *recurring* needs. Requests should not be submitted for one-time institutional needs such as equipment. Project submissions should focus on activities with statewide impact and not be used as a mechanism to supplement or supplant Instruction and General (I&G) funding.

* It is important to note that the HED recommendation is a first input to the Executive and Legislative recommendations for the FY24 Appropriation Act. While some projects may or may not be funded during the creation of the FY24 budget, HED requires that all projects be submitted for review and will note if any RPSPs were not submitted to the Department when analyzing related legislation during the 2023 session.