

## PSYCHOLOGY OFFICE SERVICES AND PROCEDURES

Welcome back pack! The information provided within this document is intended to inform you of the services and procedures for psychology. This document will be saved to the department website: <https://psych.unm.edu/departmental-resources.html>.

Not sure who to contact? Send an email to [psych@unm.edu](mailto:psych@unm.edu).

### Important General Information:

- **Pay Information** is available through LoboWeb. To access LoboWeb, go to my.unm.edu, log-in using UNM credentials, Enter LoboWeb and click on Pay Information. Faculty can confirm their contract terms via the [Faculty Contract Summary Tool](#). If you have any questions about your pay please email Trish.
- **Demographic Information:** You can find faculty/staff phone numbers on the [UNM Directory](#) or with our Main Office Staff. To view or make changes to your demographic information (phone, email, address...) please visit the [DSS](#) page. PLEASE NOTE: If you have an @salud.unm.edu as your primary email in the DSS, please change it to your regular UNM email or you may miss important correspondence; the UNM Email system uses this primary email address in the directory, outlook contacts, class list...
- **Calendars/events**
  - [UNM 2022-2023 Holiday Schedule](#)
    - Labor Day                      September 5, 2022
    - Thanksgiving Break      November 24-25
    - Winter Break                December 23, 2022 – January 2, 2023
    - Martin Luther King        January 16, 2023
    - Memorial Day                May 29, 2023
    - Independence Day        July 4, 2023
  - 2022/2023 [Printable Campus Calendar](#)
  - [Payroll Schedule](#)
  - [Welcome Back Days \(Fall 2022\)](#)
  - Academic Calendars:
    - [Fall 2022 Semester Deadlines](#)
    - Fall Break: October 13-14
    - Fall 2022 Final Exam Week: December 12-17
    - 10 year semester dates: <https://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html>
- [Bringing Back the Pack](#) (information for a safe return to campus)

## Latest Guidance:

- For the Fall 2022 semester, The University of New Mexico requires that all faculty, staff and students accessing campus facilities, housing, programs, services, and activities in person **must be up-to-date on their COVID-19 vaccination, subject to limited exemptions, before Friday, September 30.**
- The University of New Mexico is recommending that **masks be worn indoors at all UNM campuses**, effective July 5, as Bernalillo, McKinley, Valencia, Taos, Los Alamos and Sandoval counties are categorized as **“high COVID-19 community levels” by the Centers for Disease Control and Prevention (CDC).**
- If you test positive for COVID, please report it using our [Self-Report Portal](#) and **follow [CDC protocols and quarantine yourself for five days](#)**. Then take care of yourself.

Complete guidelines are available at [Bringing Back the Pack](#)

## Operations-Logan Hall

- **Logan Hall General Building**
  - The building is open: M-F, 8:00 am 12:00 pm & 1:00 pm – 5:00 pm. The main office is closed for lunch between 12:00 – 1:00 pm. Staff will continue hybrid schedules, which are available in the main office.
- **Logan Hall classrooms:**
  - Reservations are required for all department seminar and class rooms:110, 121. 156, B15 (for meetings or class), 281 & 226-Logan Library.
  - Please do not assume a room is available if it looks empty or available on the door schedule. We often get reservation requests and don't always have time to print a new schedule.
  - Please see the main office staff or e-mail [psych@unm.edu](mailto:psych@unm.edu) to reserve a room.
  - If you move furniture for a class, please put it back.
  - Logan Hall classroom furniture, doorknobs and light switches are disinfected daily.
  - PPE supplies will be available in Logan Hall Classrooms.
- **Parking:**
  - For personal parking permits, announcements, shuttle service... visit [UNM Parking](#) services website.
  - **Department Patient/Subject Parking:**
    - The department owns five parking spaces for **Research Subject parking**.
    - Per UNM Policy, these parking spots are **NOT** to be used for personal parking. Reserved spaces are not to be used by any paid staff, faculty, vendor, student, or contractor. Violation of this rule may result in a hefty fine and possible loss of parking permit. We have been contacted by parking officials, they do keep watch on our parking.

- On occasion, we may be able to issue a permit to you in an **emergency** or short-term parking when running department errands. Please note however, this is at your own risk and these are **very** limited and short duration exceptions (not all day). Further note: you are still subject to parking citations, and when needed you may be asked to move your car if space is needed for research subject participant.
    - Subject/Patient parking passes must be obtained in the main office.
    - Do not edit nor copy Subject/Patient parking passes.
    - Passes will only be issued to psychology personnel. Please do not send your subject/patient to the main office for a permit. This is not allowed.
  - Department Rover Parking permit:
    - A Department Rover permit is available for check-out if you will be conducting official, short-term University business on North Campus or HR business Center. Personal use (i.e. parking closer to your workplace) is prohibited.
    - E-mail [psych@unm.edu](mailto:psych@unm.edu) or visit the main office to reserve the permit or more information.
- **Special Events:**
  - Dr. Jeremy Hogeveen is the Colloquia Chair this AY2023.
  - Psychology Colloquia will be held in person (with a zoom option?).
  - Colloquia announcements are sent via email.
  - Beginning of Year Event: August 26, 2022 (evite sent via email)
  - The [UNM Events](#) calendar is posted online. If you would like to advertise your special event or meeting on the UNM Events calendar [submit your request online](#)
  - submit departments events to be advertised on our website, social media accounts or Lobby TV to Anneliese Ward or [psych@unm.edu](mailto:psych@unm.edu)
- **Copy/Printing/Scanning:**
  - We have two copy/prINTER machines in Logan Hall:
    - A large capacity Ricoh machine in the AV/Copy room (Logan 167), for faculty, staff and graduate students teaching.
    - A GASP small printer/copy machine in Logan B-15 (Computer-Grice Electronic Library). This printer is for graduate students.
  - User codes are used on both machines for tracking and billing purposes.
  - Large Copy Jobs are processed by submitting a [copy/scan job work order form](#). (This machine will be available for self-service soon, until then, please use the form to submit your copy/print jobs). This form can be submitted to the [psych@unm.edu](mailto:psych@unm.edu) email or directly to the main office.
  - Please contact our office staff if you have special requests for copying/printing/scanning at [psych@unm.edu](mailto:psych@unm.edu).

- To defray department operating costs:
  - We strongly encourage that you share teaching materials (syllabus, articles...) with your class electronically to the greatest extent possible.
  - Research Copy jobs will be charged to your grant or research account when available.
- The GASP copy machine in B-15 is self-service. You will need a KABA door code and a copy code to use this machine. Please see main office staff for this information.
- **AV Equipment:** AV equipment will be issued on a limited basis. Please E-mail [psych@unm.edu](mailto:psych@unm.edu) to discuss your AV equipment needs and reserve equipment:
  - Zoom Camera and speaker
  - Department laptop
  - LCD projector
  - Projector remote control for 110 & 156
  - MAC adapters
  - VGA cords (with audio cable)
  - Computer speakers
  - Laser pointer
  - Power strips
  - Extension cords
  - Tape recorder
  - Video recorder
- **Packages/Mail:**
  - The UNM Mailing Systems department is the mail processing facility for the University of New Mexico excluding University Hospital. They process all incoming, outgoing, bulk and inter-campus mail in accordance with the rules and regulations set forth by the United States Postal Service and the University of New Mexico and deliver and pick-up mail twice a day in Logan Hall (morning and afternoon). See the main office staff for a current schedule.
  - Mail will be placed in your department mailbox.
  - Large packages must be picked up promptly or plan to have them placed in your office/lab.
  - Chemical & Research Laboratory Supplier (CRLS): If you are ordering from CRLS, please be available on your deliver day to properly store these items. They cannot be left in the main office, staff are not trained nor certified to handle these materials.
  - We provide mailboxes for Faculty, Staff, Graduate Students, and psychology centers:
    - Faculty and Staff mailboxes are located in the main office

- AGORA, CASAA, Psychology Clinic and PCNC mailboxes are located in the main office
- Graduate Students mailboxes are located in the grad lounge, Logan 132
- Part-time faculty mailboxes are located in the shared PTI office located in Logan B72E
- The main office staff manage department mailboxes, mailbox keys, incoming and outgoing mail processing, and can assist you with mail services.

**Incoming Mail:**

- To ensure proper delivery to the department, be sure to use the correct mailing address as follows:

**Incoming USPS mail** use this address:  
 [your name]  
 Psychology Department  
 MSC03 2220  
 1 University of New Mexico  
 Albuquerque, NM 87131-0001

**Incoming by carrier such as UPS or FedEx packages** use this address:  
 [your name]  
 Psychology Department at UNM  
 Logan Hall, room 180  
 2001 Redondo Dr. NE  
 Albuquerque, NM 87131-0001

**Outgoing Mail:**

There are various methods for outgoing mail/deliveries:

- **USPS:** pick-up and delivery is handled by the UNM Mailing Systems. **USPS outgoing mail** for official departmental business will require a barcode sticker. Please see main office staff for assistance. Personal mail must have a proper USPS stamp if using UNM Mailing systems.
- **Campus Mail:** can be used for items going to another department on campus, branch campus, business Center, or North campus.
- **Errands-**If you prefer documents hand delivered to another department on campus, our student employees run errands as needed. See main office staff.
- **FedEx services** are limited due to cost. The department will only pay for FedEx services approved by the department chair. If you have research funding to pay for the service, please see the Fiscal Tech to set up an account which will charge directly to your grant index.
- **Building Facility Management:**
  - Safety issues or requests for work orders (lights out, heating or cooling...) should be sent to Lori at [psych@unm.edu](mailto:psych@unm.edu).

- Custodial Services request are also sent to Lori at [psych@unm.edu](mailto:psych@unm.edu). OR you may call (505) 277-1814 for Main Campus facilities to submit a work order (which will not be tracked)
- After hour emergencies: **Call 911** from campus for dispatch (flooding, unauthorized people in building, electrical, fire...). Please also email Gilbert, Trish & [psych@unm.edu](mailto:psych@unm.edu) so we are aware of the problem.
- **Building Keys/Prox Cards/KABA Lock:**
  - Supervisors/Faculty Mentors will determine whether department keys and/or Prox card activation is necessary for their employee, student or volunteer to perform their duties or program. Notify your new employee or graduate student, and copy [psych@unm.edu](mailto:psych@unm.edu), which keys or prox access they will need (lab access, will you provide an office...) so that we can process a Department Key/Prox Authorization form.
  - Please note that only faculty, staff and graduate students are eligible for department keys. **Volunteers and undergraduate student employees or volunteers will not be issued keys.**
  - All Graduate students are issued a building key and will get grad lounge and 2<sup>nd</sup> floor prox access. Additional keys and prox access are determined by the supervisor/faculty mentors and must be requested through the main office.
  - UNM undergraduate student employees and volunteers with a valid UNM Lobo ID card and banner ID are eligible for Prox-Card access (not keys).
    - Note: Older UNM ID cards may not have Prox-card capabilities, in these instances, they may need to pay a \$10.00 fee for a new card.
  - KABA lock codes in B15 will be updated soon to add new graduate students. Your KABA code will be the same 5-digit code as your Prox-card ID (see back of your ID for this #).
- **Recycle/Trash Pick-up/Surplus:**
  - **Trash:** Custodial staff will throw out trash in main office, classrooms, lobbies, breakrooms, bathrooms, and large lab space. Individual office trash will only be removed by placing your trash can outside your door before you leave the following morning. To request a special trash pickup, or report missed trash pickup, contact main office staff or [psych@unm.edu](mailto:psych@unm.edu).
  - **Recycling:** Pick up day is Monday. The [Recycle](#) room is located on the first floor near the elevator, and there is a large bin in the hallway near the main office. The recycle room is for [recycle items](#) **ONLY**. Trash should **never** be placed in the recycle room (please refer to item above). **PLEASE FURTHER NOTE:** recycling will NOT be picked up on the 2<sup>nd</sup> floor, the basement, nor personal offices. You will need to bring your personal recycle items to the bins on the first floor. The main

office staff manage the recycle schedule, if you have questions, please contact our main office staff or [psych@unm.edu](mailto:psych@unm.edu).

- Surplus: If you need to get rid of large items (i.e. furniture, files/papers...) Please do not place these items in the hallways as they pose a safety and health issue. Lori can assist you with large item disposal/surplus.
- Freebee Table: Items in good shape can be placed in the “freebee” table located near the elevator on the bottom level of Logan Hall. If you need furniture, please see main office staff. Sometimes we have a furniture available that we cannot keep near the freebee table.
- **Webpage/Lobby TV/Social Media:**
  - Email Rikk Murphy with your requests to post on the webpage.
  - Email Anneliese Ward with social media requests and the Lobby TV
  - Email [psych@unm.edu](mailto:psych@unm.edu) with bulletin board requests
- **Department Resource page:** Many department forms and important information can be found on our Department resource page. The full list of department forms can be found at the end of this document.
  - Research Forms
  - Evaluation Forms
  - Fiscal forms
  - Hiring Documents
  - Volunteer Forms
  - Office Request form
  - Copy/Scan Job request form
  - Main Office forms
  - Assistantship forms
- **Equipment**
  - Lori Chavez-Morris and Fiscal Staff are responsible for keeping track of all UNM Equipment over \$1000. Any equipment over \$1000 purchased by the university (whether I&G or grant-unless otherwise noted on grant) must be tagged and reported on annually.
  - Inventory will be reviewed throughout the year, per UNM policy. Please be sure to notify Lori if you move equipment to another room or off campus so she can update her record and find equipment easily when conducting inventory
  - Tagged UNM equipment taken **off campus must be documented** by submitting a check-out form.
  - **Check-out Forms** will be processed for portable equipment (laptops, tablets...).
  - Please see Lori for more information on UNM inventory and equipment check-out forms

- **IT Services**

Per UNM policy, only UNM property (tagged equipment) is eligible for IT support. You have the following choices for IT support and services within our department and at UNM:

- [UNM IT CSS Service Desk](http://it.unm.edu/support/): UNM's central support organization of IT services and computer-related issues. Visit their webpage for a list of services and support offered: <http://it.unm.edu/support/>
- [Arts & Sciences IT Support](https://ait.unm.edu/): The College of Arts & Science provides Desktop/IT support to Psychology (programs and research projects). Submit a request: <https://ait.unm.edu/>
- PCNC – Help requests related to research computing and the research network storage system (Helmholtz) and all of its related user accounts, home directories, and research labs storage shares, in addition to access to the Science DMZ and any network other issues:
  - Main point of contact is Hussein Al-Azzawi, Network and Storage Specialist.
  - To submit a new help request, please email [azzawi@unm.edu](mailto:azzawi@unm.edu).
  - Network planning and troubleshooting is done by the UNM Center for Advanced Research Computing (CARC) in collaboration with the UNM Central IT Network Group.
  - Tickets will remain open until resolved
  - If you are not sure about the type of help you need, please email Hussein Al-Azzawi ([azzawi@carc.unm.edu](mailto:azzawi@carc.unm.edu))

- **Fiscal Services:**

The Department has three Sr. Fiscal Services staff to assist you. Simply email [psychfiscal@unm.edu](mailto:psychfiscal@unm.edu) with your finance questions or requests. They are working as a team and can assist you with your purchasing, account balances, or reimbursement needs.

- Carol-Ann Griffin: MOPs,/EU faculty accounts, I&G operating account, phones, foundation, and back-up fiscal services
- Rae Ramirez: Post-Award/Grants and Contract accounts, Course Buy-outs, Start-up accounts, and back-up fiscal services

**Fiscal Support Forms:**

- [Faculty AY Planning](#)--Please communicate your plans for the academic year by completing this form. Return it to Trish Aragon-Mascarenas.
  - Course(s) for the semester
  - Course Buyout and Course Release
  - Active Grants



- Summer Research (Requests will be collected in April)
  - [Hosting Checklist](#)--Always submit to Psychology fiscal staff a *Hosting Checklist* before guests arrive at UNM.
  - [New Computer Process](#)--All UNM computers are required to be tagged by UNM Inventory Control. Complete New Computer Process form and return to the main office in Psychology. Portable devices require an additional form: Check-out Form.
  - Purchases: Please work with the Psychology fiscal staff to ensure orders are properly processed according to the [UNM Purchasing department's guidelines](#).
    - [Order Form](#)
    - [Reimbursement Form](#)
  - Travel Forms--In accordance with [UNM Travel Policy](#), those traveling on official University business may be eligible for reimbursement. Please ensure funds are available prior to your travel and request. Costs incurred must be reasonable and allowable.
    - [Travel Reimbursement Checklist](#)--review allowable expenses and [UNM Travel policy](#) prior to travel.
    - [Travel Approval form](#) is required prior to travel for all international travel, and domestic travels using grant funds.
    - [Foreign Source Statement](#) form is required for all international travel.
    - [Travel Reimbursement Request](#) form is used after the travel has been completed to request a reimbursement.
  - Labor Distribution Forms
    - [PHARED](#) (to move salary that has already posted)
    - [EPAF](#) (to change labor distribution in future payroll)
- [Hires/Volunteers:](#)
  - **Employment:** If you need to hire a student employee or staff member to assist you with a project or work, please contact Trish to determine the best method for payment **before** you offer a position or salary to anyone. It is unfair to make any promises of employment, salary or payment with someone until you know what can and cannot be done on their behalf.
 

**Hire Forms**

    - [Hire Initiation Form](#) (used for new hires)
    - [Changes to Existing Position Form](#) (used to make changes to a current or recently expired employee)
    - [Certification of Non-competitive Hire](#)
    - [Department Employee Demographic Form \(EDF\)](#)
    - [List of Hire Documents](#)
  - **Graduate student contracts:** contact Rikk Murphy
  - **Faculty contracts:** contact Trish Aragon-Mascarenas

- **PostDoc contracts:** contact Trish Aragon-Mascarenas
- **Volunteers:** A volunteer is any person who wishes to participate in a research project, activity, or event for the Department of Psychology in an unpaid status under the guidance of a supervisor or sponsor (Faculty member in the Department of Psychology). Volunteers can be UNM students, high school students, alumni, donors, members of the community, visitors to New Mexico, educators, retirees, and/or any others not listed. Volunteers are usually of short-term duration, however, may be allowed to participate in long range projects agreed between the volunteer and the supervisor with Department Chair approval.

#### **Volunteer Forms**

- [Volunteers SOP](#)
- [Assumption of Risk and Consent Form](#)
- [Department Employee Demographic Form \(EDF\)](#)
- [Volunteer Information Form](#)

#### **Miscellaneous Items**

- **Faculty Absence:** Please submit your “*Absence from Campus*” form if you plan to be away from campus during the fall/spring semester, or summer if teaching. This not only serves as a courtesy notice to the department, but may also prove critical if there was need to contact you, or the person substituting your course during your absence, in the event of an emergency.
- **Research-Human Subjects:** experiments conducted within the Psychology Department are the responsibility of the individual researchers. All Research involving human subjects should have a contact number where the researcher/s can be reached. **The Main Office Number Should Not Appear as The Contact Number for a research experiment.** If you wish to notify the main office of your research experiment for informational purposes (who the contact is, where it is being conducted, meeting spot for subjects, whether media can contact you...please let us know).

#### **Advisement:**

- Undergraduate Advisement: [psychadvise@unm.edu](mailto:psychadvise@unm.edu)
- Graduate Program Advisement Rikk Murphy, [rikk@unm.edu](mailto:rikk@unm.edu) or [advising@unm.edu](mailto:advising@unm.edu)
- **Grade Change:** Grade changes are handled via LOBOWeb. Please go to Fast Info, and search for Answer ID 2057, for instructions. Or go to this link:

[https://unm.custhelp.com/app/answers/detail/a\\_id/2057/kw/faculty%20initiated%20grade%20change](https://unm.custhelp.com/app/answers/detail/a_id/2057/kw/faculty%20initiated%20grade%20change).

- **Data requests** can be requested thru Academic Advisors or OIP. Requests for data should be given a 2 week time frame. In the email it should be indicated Who is requesting the data, What the data is that is needed, When is the optimal deadline, Where the data should be sent to, Why the request was being made. This will help the advisor to better keep track of the reports that are requested. Clarifications will be made once the initial email is sent. Please understand that if the 2 week time frame is not acknowledged there will be a delay of the information needed. Also in the subject line it should state "Data Request: FACULTY NAME", this is to help the advisor not miss emails during high traffic times of the year.
- **Overrides:**
  - Graduate Students: Faculty should process overrides for their own graduate students. There are tutorials on [www.fastinfo.unm.edu](http://www.fastinfo.unm.edu) for your convenience. Advisors will not perform overrides for graduate students unless there are special circumstances.
  - Undergraduate Students: overrides depend on the type of hold a student has: Academic advisors will process overrides for: duplicate Course (Multiple 450's), Prerequisites (verification of prerequisite on a transcript is needed), PSY 2510 and PSY 302 concurrently or if the student has completed Stats 145 with a C or better (Note: psych majors must complete PSYC 2510). The Advisors Do Not process overrides for closed courses. Students are sent to faculty members if they are trying to take particular courses without having the appropriate prerequisites. Though we highly encourage students to have the appropriate coursework for classes, it is up to the discretion of the faculty member to provide prerequisite overrides for students.
  - **It is pertinent to communicate to graduate students that are teaching or assisting your courses about what the regulations are for prerequisite override for that particular course. Neither graduate students nor PTI should be providing prerequisite overrides for students if they have not consulted with an associate chair or faculty that has taught the course.**
- **Curriculum Changes:** Changes to the UNM Psychology curriculum will require step by step procedures. Any changes in a course, addition of a new course, or deletion of an old course will require a curriculum change form A, B, or C that must be approved by Faculty Senate. Rikk Murphy, the Coordinator, Program Advisement will provide you with a mock form to fill out with the information and will process the form. Typically the time frame for approval is 6 months to 1 year for a course to formalize in the UNM

Catalog unless it is a minor course change. Please see the Rikk for further questions on these requests.

- **Make-up Exams**: Students should only be allowed to make-up exams if extenuating circumstances keep them from attending class the day an exam is given. The main office staff cannot proctor exams. PLEASE administer make-up exams (or have your GA do this if you have one) when possible. We can try to assist by finding a room the student can sit in to take the exam, these must be arranged in advance with main office staff. Students authorized to come in to make up an exam with main office staff must provide their photo ID and leave personal items in the main office (unless you approve open book exam). Please note again that these students will not be proctored.
- **Safety Plans** for Logan Hall: The complete safety plans for Logan Hall are posted in the main office.

### **Safety begins with you**

- Make yourself safe!
- Warn others of the situation: initiate an emergency broadcast if applicable (listserv and phone-tree; *see below*). The emergency code word is RED.
- Call 911! DO NOT ASSUME OTHERS ARE DOING THIS!
- Fire Alarms fire alarms should be used to **evacuate** the building when there is an active fire or chemical danger.

### **Initiate an emergency broadcast**

- It will be up to you to determine the best plan of action to warn others of a danger in Logan Hall. To initiate an emergency broadcast for Logan Hall:
  - Call main office: 505-277-4121 to notify them of the emergency, USE CODE RED if needed. They will call 911 for you, or, send a message to everyone in the building by using [LOGANHALL-L@unm.edu](mailto:LOGANHALL-L@unm.edu)
  - Initiate announcement to your area/lab space: email or phone tree.
  - If you find yourself face-to-face with someone you perceive to be a threat, remain calm, try to find a way to redirect them, and try to reach out to someone. For example, think of an excuse to call someone, and use the code word in a sentence: "I have XX with me. Can you please bring me the RED folder?" If possible, send a text, dial 911, or instant message someone, only use the fire alarms if the building needs to be evacuated. Use blue light alarms on campus to call 911 to your location.
  - If an emergency broadcast is issued, everyone in the building should lock themselves in their office/lab space unless **certain** they can get out of the

building safely, and then await further instructions. In this event, the main office will close and lock down immediately.

### **Plan of action**

- **Develop an emergency plan:** Faculty labs must have an emergency plan that corresponds to the department plan. Everybody working in your lab should know: who their lead/supervisor is and how to contact them, where to exit and where to meet, who to call to report they are safe.... Everyone working in your lab should have a department EDF on file with the main office and must be accounted for during an emergency. See Trish for more information.
- **Post safety documents:** Faculty labs must post safety documents and fire escape plans for Logan Hall in a common area of the lab.
- **Create a contact list:** Faculty labs must keep a list of people working in their lab space: Name, email, emergency contact information, and cell phone number. Provide a copy to the main office.
- **Create a Phone/Text Tree:** Faculty labs should create a phone tree. The basic idea of a phone tree is to have a fast route to notify people in your lab/area/office of an emergency. This can work several ways and will depend on the situation. Please provide a copy of your lab/area's phone/text tree to the main office so we can assist in notifying people in your lab if needed.
- **Add** [LOGANHALL-L@unm.edu](mailto:LOGANHALL-L@unm.edu) to your email contact list
- **Please print this flyer:**  
<https://police.unm.edu/html/Developing%20an%20Emergency%20Plan.pdf>
- are sent via a separate email and provided upon request.

Any other questions about our services, please email [psych@unm.edu](mailto:psych@unm.edu)

## FORMS ON PSYCHOLOGY DEPARTMENT WEBSITE

### FORMS FREQUENTLY USED BY FACULTY AND STAFF

<https://psych.unm.edu/departmental-resources.html>

#### Who Can Help

Research Related Forms:

- [Grant Proposal Submissions](#)
- [Grant Announcement Form](#)
- [Research Recruitment Form](#)

Evaluation Forms:

- [Teaching Evaluation Form](#)
- [Teaching Evaluation Form for On-Line Courses](#)
- [Case Conference Evaluation Form](#)
- [Research Presentation Evaluation Form](#)
- [Supervisor Evaluation Form](#)

Fiscal Support Forms (please email fiscal forms to [psychfiscal@unm.edu](mailto:psychfiscal@unm.edu)):

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  - [Volunteer Information Form](#)

### Assistantship Forms:

- [RA Request Form](#)
- [GA/RA/PA Minimum Stipend Rates](#)

### Miscellaneous Departmental Forms

- [Copy Job Request form](#)
- [Department Key Card](#)
- [A&S IT Support Ticket](#)
- [Staff Leave Request form](#)

### GRADUATE STUDENT FORMS

<https://psych.unm.edu/graduate/student-resources/forms.html>

## Proposal Forms

- [Comprehensive Proposal Form](#)
- [Dissertation Proposal Form](#)
- [Thesis Proposal Form](#)

## Program Checklists

- [CBB Checklist](#)
- [Clinical Checklist-2017 and earlier](#)
- [Clinical Checklist-2018](#)
- [Developmental Checklist](#)
- [Evolutionary Checklist](#)

## Miscellaneous Clinical Forms

- [Notification of Intent to Provide Professional Services](#)
- [Supervisor Evaluation Form](#)
- [Student Practicum Site Evaluation Form](#)

## Other Departmental Forms

- [Changing Mentor](#)
- [Graduate Student Space Request Form](#)
- [Key Card Authorization](#)
- [Separation Checklist](#)

## **RESEARCH PROPOSAL FORMS**

<https://psych.unm.edu/research/investigator-resources/submitting-a-research-proposal.html>

Submit a request to the [A&S Research Office staff](#) at least 1 month prior to proposal due date

- [Step By Step Proposal Submission Process](#)
- [Proposal Submission Timeline for the Psychology Department](#)
- [Actions that Require a Cayuse SP Record](#)
- [Using the PIVOT System to Find Funding Opportunities](#)
- [New PI Checklist](#)



- [Graduate Students Checklist for Proposal Submission](#)
- [PI Approval of Cayuse Record](#)
- [NIH F31 Proposal Process and Timeline for UNM 012715](#)
- [NIH F31 Proposal Student Checklist](#)
- [NIH F31 Proposal FAQs](#)

## Templates

- [Budget Template](#)
- [Budget Justification Template](#)
- [Person Months Calculator](#)
- [Fringe Benefit Rate Memo](#)
- [F&A Rate Agreement](#)