



Staff and Faculty Mini-Grant Application

Date Application Received:	09/23/2025	
Approved Amount:	\$ 939.60	
SFMGC Decision Date:	10/07/2025	
Approved:	Yes ☒	No ☐
SFMGC Chair Signature:	<i>Ann Jarvis</i>	
Date Report Received:		

A completed application will be considered using the Staff and Faculty Mini-Grant Committee (SFMGC) guidelines. Return the completed application electronically (via email) to the Staff and Faculty Mini-Grant chair before the 1st of the month for consideration and response/decision within two weeks. Applications submitted after the 1st of each month will be reviewed the following month. Incomplete applications will be returned to the applicant for resubmission.

Please Type:

Name:	Roseanna McGinn MBA-HCA, RHIT	Project Title:	Acquisition of 2026 Code Book Set for Library
Division:	Applied Technologies + Allied Health Sciences Division	Supervisor/Division Chair:	Ann Jarvis
Is this a / project? ne	Yes ☐ No ☒	Have you received funding from SFMGC this fiscal year?	Yes ☐ No ☒

1. Description of the project:

This project involves acquiring a set of 2026 Code Books (after October 2025) for the UNMGallup library to be used as reference copies. The books will include current International classification of Diseases (ICD) 10 CM, ICD 10 PCS, CPT, HCPCS Level II, Dental coding and DSM 5 TR. They will be available for use by students, faculty, and staff in courses related to health information technology , Medical Billing and Coding as well as for general reference.

2. Rationale for how the project will benefit the faculty, staff, students, UNM-G, or the communities at large:

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Communities at large:

This project will benefit students, faculty, and staff by providing essential, up-to-date

Resources for coursework and professional development. The acquisition of these code

Books aligns with the university's mission to support professional and teaching activities

And serves as a steward of institutional funds for this purpose. The new code books will be

Available to all students, staff, and faculty, enhancing the university's educational

Resources for campus-based activities.

3. Expected outcomes or products of this project:

The expected outcome is the addition of a complete, up-to-date set of 2026 Code Books to the UNM-Gallup library's reference collection. This will provide a valuable resource for students in coding and related fields, enabling them to access the latest standards and information.

4. Describe the timeline for the project, action steps, resources needed, and the person responsible for each action step.

I. Timeline: Buy books in October 2025.

| Month 1 | Submit application | Staff and Faculty Mini-Grant Committee | [Roseanna McGinn] |

| Month 2 | Await approval and receive instructions for purchase | SFMGC | [Roseanna McGinn] |

| Month 3 | Purchase code book set | Approved grant funds | [Roseanna McGinn] |

| Month 4 | Process and add books to library collection | Library staff, UNM-G resources |

[Roseanna McGinn| Within 15 days of completion | Submit final report | Final report

Template | [Roseanna McGinn] |

II. Action Steps: Put in library after arrival on reserves.

III. Resources: |

|---|---|---|

| 1. 2026 Code Book Set

|<https://www.optumcoding.com/searchresults/?SearchTerm=dental&SortOrder=bestseller>

IV. Responsible Person: Roseanna McGinn

5. Estimated budget with justifications:

Estimated Project Budget

BUDGET ITEM	DESCRIPTION	TOTAL COST
1. 2 COPIES HCPCS LEVEL II EXPERT WITH DENTAL CODES (SPIRAL) 2026 EXPERT, HOSPITALS		\$118.95 ×2
2.2 COPIES ICD-10-CM EXPERT FOR HOSPITALS WITH GUIDELINES (SPIRAL) 2026 EXPERT, HOSPITALS		\$118.95 ×2
3.2 COPIES ICD-10-PCS EXPERT (SPIRAL) 2026 EXPERT, HOSPITALS, 118.95		\$118.95 ×2
4. 2 COPIES CURRENT PROCEDURAL CODING -- EXPERT EDITION, HOSPITALS (SPIRAL) 2026, 112.95		\$112.95 x2
5.		\$00.00
6.		\$00.00
7.		\$00.00
8.		\$00.00
TOTAL PROJECT BUDGET		\$939.60
Justifications: The estimated cost is based on current market prices for a complete set of 2026 Code Books. These books are a necessary and expensive resource, making grant Funding an ideal way to acquire them for the entire campus community. This project will not Supplement any departmental or institutional funds. The grant amount requested is within The \$100-\$1,000 range for an individual applicant and will not exceed \$1,000 for this fiscal Year.		

6. What other funding sources have you explored? Give Details. (Note: funds for this grant must be expended by June 30 of the fiscal year awarded.)

No other funding sources have been explored at this time as the UNM-G Staff and Faculty Mini-Grant is the most appropriate source for this type of resource acquisition.

7. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair within 15 days upon completion of the project.

APPLICANT STATEMENT:

I WILL SUBMIT A ONE-PAGE REPORT TO THE CHAIR OF THIS COMMITTEE AND MY SUPERVISOR/DIVISION CHAIR (WITHIN 15 WORKING DAYS OF THE COMPLETION OF THE PROJECT) DESCRIBING MY ACTIVITIES AND HOW THE UNIVERSITY BENEFITED FROM THEM.



Applicant Signature:

9/22/25

Date

TO DOCUMENT YOUR SUPERVISOR'S AWARENESS OF YOUR APPLICATION, PLEASE REQUEST YOUR SUPERVISOR/DIVISION CHAIR TO SIGN BELOW.



Supervisor/Division Chair's Signature:

09.23.2025

Date

**Staff and Faculty Mini-Grant Committee Comments only: *Approved*
or *Disapproved and reason for disapproval***

Amthe Matt

Chair of SFMGC's Signature:

10/07/25

Date

H Jayasinghe

SFMGC Member's Signature:

10/07/2025

Date

A. R. Rump

SFMGC Member's Signature:

Alok Dhital

10/07/2025

Date

Amanda Rump

SFMGC Member's Signature:

10/7/25

Date

SFMGC Member's Signature:

Date

Alok Dhital

(Acting Dean)

10/7/2025

Dean of Instruction's Signature:

Date