



Celebrating Women and Gender Diversity in Science & Engineering Grant Program

This program provides funds to departments, programs, centers, or student groups wishing to enhance existing departmental seminar series or to create new seminars, symposia, workshops, or other events that will promote gender diversity in academic STEM* by fostering the participation and advancement of those underrepresented.

The maximum award is \$3,000, and the maximum time frame for the award is one academic year. WISELI strongly encourages applicants to seek matching/additional funds from relevant departments, the University Lectures committee, or other campus offices.

(*STEMM – Science, Technology, Engineering, Mathematics, and Medicine.)

Instructions for applying (Applications are due on June 17, 2022)

Review the “Conditions and Reporting” requirements and the “Budgetary Guidelines” on the pages below.

Fill out the application form, the budget form, and attach a description of your proposed program. The proposal should be short (1-3 pages of text) and should address ALL of the following points:

1. How will the proposed program be used to promote the advancement of women and gender diversity in academic science and engineering, either in the hosting department/center or overall?
 - a. Specify the goals or outcomes you expect will result from this proposed program.
 - b. Describe what you hope will be different in your department, unit, or organization as a result of this program or event.
2. What opportunities does the proposed program provide to discuss issues of underrepresentation relevant to gender in science? See [“Addressing underrepresentation in science & engineering”](#) for ideas and advice.
3. Who will be invited to speak? Provide a short bio of proposed/potential speaker(s) or attach a c.v.
4. What is the typical (or expected) audience for the talk (or talks).
5. How will interactions with the scientific community be facilitated? Be specific about how the invited speaker will interact with two or more of the following groups:
Faculty; Academic staff; Postdoctoral scholars; Graduate students (e.g., dinner/lunch with graduate students, presentation to/discussion with graduate student organizations such as [GWIS](#), [GERS](#), [SciMedGRS](#), [BGPSA](#)); Undergraduates (e.g., teach a lecture, plan an event with an undergraduate club or group such as [SWE](#) or the [WISE residential program](#)).
6. Review and agree to the conditions and reporting requirements for this grant.

Applications may be submitted by email to efine@wisc.edu, or mailed/delivered to WISELI, 3065 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706.

Applications are due on June 17, 2022

Conditions and Reporting Requirements

1. Recipients of WISELI's Celebrating Grant Awards (grantees) must provide the following items to WISELI before funds are disbursed:
 - Date/s of the scheduled event/s
 - The name of confirmed speaker/s (even if already provided in the application)
 - A tentative agenda for the visit/s
 - A campus 101 account number into which the funds can be transferred.
Note: Student organizations/groups may need to collaborate with a sponsoring or affiliated department and use that department's 101 account for grant funds and expenses or must have a checking account and submit a W9 form which requires a Federal Tax Identification Number.
2. Awarded funds must be used before the end of the academic year for which they were awarded.
3. Documentation of how the funds were spent must be provided upon request.
4. The grantee must inform invited speakers of WISELI's support. WISELI will provide the grantee with suggested language for this acknowledgement.
5. In all advertisements and/or announcements of events supported by WISELI's Celebrating Women and Gender Diversity in Science and Engineering Grant Program, the grantee/s must identify themselves or their organization as the primary host of the event/s and provide relevant contact information. In addition, the grantee/s must acknowledge WISELI as a co-sponsor. WISELI will provide the grantee/s with a copy of our logo to use in advertising events.
6. The grantee must inform WISELI when the funded program is complete and must submit a required evaluation form and return it to WISELI within 4 weeks of the program's end.
7. The grantee may choose to use supplementary evaluation questions provided by WISELI to create their own evaluation forms for the event.

Budgetary Guidelines

Honorarium

We expect to receive requests for honoraria between \$400 and \$800 – depending on the speaker's expertise/field/seniority. We will consider requests of higher honoraria for exceptional speakers when such a request is accompanied by written justification. The honorarium requested from WISELI's Celebrating Women and Gender Diversity in Science and Engineering Grant Program may be supplemented by your department/organization through other funds.

Note: If honoraria are not typically provided by your department, we strongly encourage you to provide honoraria because the invited speakers will be engaging in activities beyond those common in standard speaking engagements.

Departmental Co-Sponsorship

Because co-sponsorship is one way departments can demonstrate support for ensuring equitable gender representation among departmental guest speakers, we include evidence of departmental support in our evaluation of grant proposals. In your budget, please indicate how your department will support your program. If your proposal is not a departmental event, or your unit/organization has no mechanism for providing funds, please include an explanation in your budget.

Travel Expenses

Please provide estimates of airfare. We recommend that you purchase airfare at least 30 days in advance. Please note that university policies only cover coach/economy fares and require all airfare purchased with university funds to be booked through the Concur booking tool or with the University's contracted travel agency. Please visit this webpage for ["Booking guest travel – airfare."](#)

Accommodation

Under university policies hotel reservations must be made directly with the hotel, through the Concur booking tool, with the University's contracted travel agency, or via AirBnb. We strongly recommend that you make the reservation rather than asking your guest to make the reservation, cover the costs, and request reimbursement.

Please note: Lodging must be within an allowed maximum which is currently \$131/night for Madison, WI. You can check the current maximum using the [Lodging and Per Diem Calculator](#). Please visit this webpage for ["Booking guest travel – lodging."](#)

Per Diem Expenses

Please use the [UW Office of Business Services reimbursement guidelines to estimate per diem expenses](#) for your guests. They currently allow \$60 per day: \$12 for breakfast, \$18 for lunch, and \$30 for dinner – with some deductions for the first and last day of travel. See the [Lodging and Per Diem Calculator](#).

Other Expenses

For receptions and hosted meals, please rely on the [UW Office of Business Services event planning guidelines](#) and consult with your departmental financial administrator about policies and required documentation.



Celebrating Women and Gender Diversity in Science & Engineering Grant Program Application (due by June 17, 2022)

Contact person's name and title: _____

Mailing address: _____

E-mail: _____ Phone: _____

Academic department or name of student/student group and faculty advisor:

Title of proposal: _____

Total amount requested: _____

I have read and agree to abide by the conditions and reporting requirements of the WISELI Celebrating Women and Gender Diversity in Science & Engineering Grant Program.

Applicant's Signature

Date

Departmental/Organizational advisor endorsement: I endorse this proposal and affirm the availability of the necessary facilities and space to host these events. If funding is awarded, I will assume responsibility for any expenses beyond the amount of the award. I understand that award funds will be transferred to a departmental 101 account.

Dept. Chair/Student Org. Advisor's Name

Dept. Chair/Student Org. Advisor Signature

*Submit this completed form, together with your proposal and budget by:
email (wiseli@engr.wisc.edu), or mail/deliver to:
WISELI, 3065 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706.
Application due by June 17, 2022*

Celebrating Women and Gender Diversity in Science & Engineering Grant Program Budget Form

Item	Funds requested from WISELI	Support from Dept. or Unit	TOTAL
Honorarium (recommend \$400-\$800, if no honorarium is offered or if it exceeds \$800, please include an explanation below) Speaker 1 Speaker 2 (add additional lines as needed)			
Travel Expenses Speaker 1 Speaker 2			
Accommodation (Use Lodging and Per Diem Calculator) Speaker 1 (nightly rate x #nights) Speaker 2 (nightly rate x #nights) (add additional lines as needed)			
Per Diem expenses ((Use Lodging and Per Diem Calculator) Speaker 1 Speaker 2 (add additional lines as needed)			
Other Expenses (receptions, hosted meals, taxis, etc., rely on UW Office of Business Services guidelines) Expense 1 Expense 2 (add additional lines as needed)			
TOTALS			
Explanations:			