Celebrating Women in Science & Engineering Grant Program

Instructions for applying

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

1. How will the proposed program be used to promote the participation and advancement of women in science and engineering, either in the hosting department/center or overall?

2. Who will be invited to speak? (Provide a short bio of proposed speaker(s), or attach a c.v. to the application.)

3. What is the typical (or expected) audience for the talk (or talks).

4. How will interactions with the scientific community be facilitated? Be specific about how the invited speaker will interact with two or, preferably, more of the following groups:
   - Undergraduates (e.g., teach a lecture, plan an event with an undergraduate club or group such as SWE, the Microbiology Club, or the WISE dorm)
   - Graduate students (e.g., dinner with the graduate students, individual appointments)
   - Post-docs
   - Academic staff
   - Faculty

5. What opportunities does the proposed program provide to discuss gender issues relevant to women in science?

6. Would any of the invited scientists/engineers be appropriate for a campus-wide audience?

7. What, if anything, can WISELI do to facilitate this visit (e.g., advertise, suggest speakers)?

A one-page budget description should accompany the proposal. See included Budgetary Guidelines.

Please review the conditions and reporting requirements for this grant found at the end of this document.

Applications may be submitted either in hardcopy, or via email. Hardcopies of the completed application form, proposal, and budget should be sent to: WISELI, 2107 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706. Electronic copies should be sent to: efine@wisc.edu.
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Budgetary Guidelines

Honoraria
We expect to receive requests for honoraria between $200 and $600. 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 in Science and
Engineering Grant Program may be supplemented by your department/organization through
other funds.

Departmental Co-sponsorship
Because co-sponsorship is one way in which departments can demonstrate their support for
ensuring equitable representation of women among departmental guest speakers, we include
evidence of departmental support in our evaluation of grant proposals. Please include a line item
in your budget, that indicates your departments support. (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 firm (not rough) estimates of airfare. We recommend that you arrange for
economy class, 30-day advance purchase air fares and urge you to exhaust every effort to obtain
special fares.

Accommodation
Several local hotels have a contract with the State of Wisconsin to offer rates of $70 or less to
state employees or individuals traveling on behalf of the State (guest speakers included). A list of
Madison hotels offering this "state rate" can be found at
http://vendornet.state.wi.us/vendornet/travel/LodgingInfo.asp These hotels include: the Best
Western InnTowner, Best Western Inn on the Park, Dahlmann Campus Inn, Doubletree Hotel,
Edgewater Hotel, Hilton Madison Monona Terrace, Concourse Hotel, and more. Memorial
Union and Union South also offer accommodations at the state rate.

Per Diem
The UW Office of Business Affairs guidelines for reimbursement of employees can help you
estimate per diem expenses for your guests. Though their reimbursement policy applies only to
employees — not guests — it serves as a reasonable estimate of meal costs. They allow $34 per
day: $8 for breakfast, $9 for lunch, and $17 for dinner.
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APPLICATION FORM (due by October 17, 2011)

1. Contact Person’s Name and Title:
__________________________________________________________________________________

Name         Title

2. Contact Person’s Address:

Bldg./Rm.# _____________________________________
E-mail _________________________________________
Work phone ____________________________________

3. Department Receiving Funds or name of student/student group and Faculty Advisor:
________________________________________________________________________

4. Title of Proposal:
________________________________________________________________________

5. Total Amount Requested: _______________________

I agree to abide by the conditions and reporting requirements of the WISELI Celebrating
Women in Science & Engineering Grant Program guidelines. (See next page for conditions
and reporting requirements)

_______________________________________  __________________________
Applicant’s Signature      Date

Departmental/Faculty 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.

_________________________________   _______________________________
Print Dept.Chair/Faculty Advisor’s Name    Chair/Faculty Advisor Signature

Send this completed form, with your proposal and budget, to: WISELI, 2107 Mechanical Engineering, 1513
University Avenue, Madison, WI 53706. If you prefer, you may submit your proposal package by fax to 265-5290;
or by email to: efine@wisc.edu.
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CONDITIONS AND REPORTING REQUIREMENTS:

1. Recipients of the Celebrating Women in Science and Engineering grants must acknowledge WISELI as a co-sponsor in any advertisements and/or announcements of their events. WISELI will provide grantees with a copy of our logo to use in advertising events.

2. The grantee must provide to WISELI the name of confirmed speaker/s, the date/s of the scheduled event/s, and a tentative agenda before funds are disbursed. WISELI faculty and staff may wish to meet with some of the invited speakers, include them in WISELI’s programmatic activities, or post an announcement of their visit on the WISELI website or listserve. WISELI will work with the grantee to arrange this.

3. Awarded funds must be used before the end of the 2010-2011 academic year. Any unused funds will be returned to the pool of funds available for the next round of proposals.

4. The grantee may choose to use the supplementary evaluation questions provided to create their own evaluation forms for the event.

5. The grantee must complete the required evaluation form and return it to WISELI within 4 weeks of the program’s end. ([http://wiseli.engr.wisc.edu/celebrating/eval_req.rtf](http://wiseli.engr.wisc.edu/celebrating/eval_req.rtf))