



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 of text plus a 1-page budget), and should address **ALL** of 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?
 - a. Please specify the goals or outcomes do you expect will result from this proposed program?
 - b. Please 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 women in science? ([See Resources for Grant Applicants and Recipients for suggestions on addressing issues of underrepresentation.](#))
3. Who will be invited to speak? (Provide a short bio of proposed speaker(s), or attach a c.v. to the application.)
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, preferably, 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](#), [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. What is the budget for this program? Please see the [budgetary guidelines](#) and use the budget form included in the application. Please note that the budget form includes a request for departmental/unit support.

Please review the conditions and reporting requirements for this grant. They can be 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, 3065 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706. Electronic copies should be sent to: efine@wisc.edu.

Applications are due on Monday, June 20, 2016



Celebrating Women in Science & Engineering Grant Program

APPLICATION FORM (due by June 20, 2016)

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/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.**

Print Dept.Chair/Student Organization Advisor's Name

Department Chair/Student Organization Advisor Signature

Send this completed form, with your proposal and budget, to: WISELI, 3065 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706. If you prefer, you may submit your proposal package by scanning and emailing a copy to: efine@wisc.edu.



Celebrating Women in Science & Engineering Grant Program

CONDITIONS AND REPORTING REQUIREMENTS:

1. Recipients of WISELI's Celebrating Grant Awards (hereafter referred to as the grantee/s) must provide the following items to WISELI before funds are disbursed:
 - a. The name of confirmed speaker/s
 - b. Date/s of the scheduled event/s
 - c. A tentative agenda for the visit/sWISELI 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 listserv. WISELI will work with the grantee/s to arrange this.
2. Awarded funds must be used before the end of the 2016-2017 academic year. Any unused funds will be returned to the pool of funds available for the next round of proposals.
3. The grantee must inform invited speakers of WISELI's support. WISELI will provide the grantee with suggested language for this acknowledgement.
4. In all advertisements and/or announcements of events supported by WISELI's Celebrating Women 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.
5. The grantee/s **must** complete a 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)
6. The grantee may choose to use supplementary evaluation questions provided by WISELI to create their own evaluation forms for the event.



Celebrating Women in Science & Engineering Grant Program Budgetary Guidelines

Honorarium

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 departments can demonstrate support for ensuring equitable representation of women 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 firm 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 Fox World Travel or the Concur booking tool. Please visit [UW TravelWise](#) for information about policies and to book tickets.

Accommodation

Under university policies hotel reservations must be made directly with the hotel or through the Concur booking tool. We strongly recommend that you make the reservation directly with the hotel, request the University of Wisconsin/State rates, and cover the costs with university funds rather than asking your guest to cover the costs and request reimbursement. Hotels offering university rates include the Doubletree Hotel, the Graduate Hotel, 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, Union South, and the Lowell Center also offer accommodations at the university rate.

Per Diem expenses

Please use the [UW Office of Business Services reimbursement](#) guidelines to estimate per diem expenses for your guests. They allow \$60 per day: \$12 for breakfast, \$18 for lunch, and \$30 for dinner.

Other Expenses

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

**Celebrating Women in Science & Engineering Grant Program
Budget Form**

Item	Funds requested from WISELI	Support from Dept. or Unit	TOTAL
Honorarium (recommend \$200-\$600, if no honorarium is offered or if it exceeds \$600, please include an explanation below) Speaker 1 Speaker 2 (if needed, add additional lines as needed)			
Travel Expenses Speaker 1 Speaker 2			
Accommodation (request state rates \$70/night) Speaker 1 (nightly rate x #nights) Speaker 2 (nightly rate x #nights)			
Per Diem expenses (use UW Office of Business Services reimbursement guidelines, \$12 – bkfast, \$18 – lunch, \$30 -- dinner) Speaker 1) Speaker 2			
Other Expenses (receptions, hosted meals, taxis, etc., rely on UW Office of Business Services guidelines) Expense 1 Expense 2			
TOTALS			
Explanations:			