Celebrating Women in Science & Engineering Grant Program

This program provides funds to departments, centers, or student groups wishing to enhance their own seminar schedules or to create new workshops, symposia, lecture series, or similar events in line with the goals of WISELI: to promote the participation and advancement of women in academic science and engineering. 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.

Instructions for applying (Applications are due on June 14, 2019)

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 participation and advancement of women 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 women 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 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 to WISELI, 3065 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706.

Applications are due on June 14, 2019
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 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/s must complete 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 $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.

**Note:** If honoraria are not typically provided by your department, we still 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 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 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](https://uw.travelwise.edu) 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 rather than asking your guest to make the reservation, cover the costs, and request reimbursement. If booking directly with the hotel, request the University of Wisconsin/State rates, and cover the costs with university funds -- many hotels near campus offer university/state rates. Memorial Union, Union South, and the Lowell Center also offer accommodations at the university rate. UW contract rates are also offered through Concur. Please note: if state rates are not available through the hotel or Concur, and if the available rates are above the current maximum of $127/night, you will need to document that a more favorable rate was not available by attached a cost comparison from Concur. See [Policy: 201.H Lodging](https://policy.wisc.edu/policies/201-h-lodging) for more details.

**Per Diem expenses**

Please use the UW Office of Business Services reimbursement ([Policy: 202-Hosted Meals and Events](https://policy.wisc.edu/policies/202-hosted-meals-and-events)) 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](https://policy.wisc.edu/policies/202-hosted-meals-and-events) and consult with your departmental financial administrator about policies and required documentation.
Celebrating Women in Science & Engineering Grant Program Application (due by June 14, 2019)

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 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), fax (608-265-5290), or mail:
WISELI, 3065 Mechanical Engineering, 1513 University Avenue, Madison, WI 53706.
Application due by June 14, 2019
# Celebrating Women in Science & Engineering Grant Program
## Budget Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Funds requested from WISELI</th>
<th>Support from Dept. or Unit</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Honorarium</strong> (recommend $200-$600, if no honorarium is offered or if it exceeds $600, please include an explanation below)</td>
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<td>Speaker 1</td>
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<td>Speaker 2</td>
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<td><strong>Travel Expenses</strong></td>
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<td><strong>Accommodation</strong> (utilize <a href="https://uw.edu">UWS Lodging Calculator</a> to request rate)</td>
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<td>Speaker 1 (nightly rate x #nights)</td>
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<td>Speaker 2 (nightly rate x #nights)</td>
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<td><strong>Other Expenses</strong> (receptions, hosted meals, taxis, etc., rely on <a href="https://uw.edu">UW Office of Business Services guidelines</a>)</td>
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<td>Expense 1</td>
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<td><strong>TOTALS</strong></td>
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## Explanations:
