

STANFORD UNIVERSITY
VICE PROVOST FOR GRADUATE EDUCATION

DEPARTMENTS AND ADMINISTRATIVE UNITS FUNDING TO ADVANCE GRADUATE STUDENT DIVERSITY APPLICATION INSTRUCTIONS

OVERVIEW

The Stanford University Office of the Vice Provost for Graduate Education (VPGE) has funding to support projects and events sponsored by Stanford departments and administrative units. These VPGE funds aim to advance graduate student diversity by serving the academic interests of current students and enhancing the quality of their educational experiences.

Requests may not exceed \$10,000 per project or event.

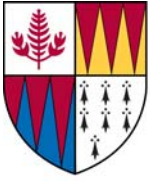
CRITERIA

Funding proposals must meet three criteria:

- (1) Advance the diversity mission of Stanford University. This could include:
 - Support the success of a diverse graduate student population
 - Serve the academic interests of a diverse graduate student population
 - Enhance the quality of the educational experiences of a diverse graduate student population
 - Cultivate interest in academic careers and aim to diversify the professoriate
- (2) Focus on graduate students and the graduate student community
- (3) Have academic or educational objectives

OUR COMMITMENT TO GRADUATE STUDENT DIVERSITY

At the graduate level, Stanford believes a student body that is both highly qualified and diverse in terms of culture, socioeconomic status, race, ethnicity, gender, work and life experiences is essential to educational excellence. A diverse community of scholars asks unexpected questions and has divergent insights, and so pushes the forefront of knowledge further, faster. The Office of the Vice Provost for Graduate Education works collaboratively with others to broaden the participation and promote the success of students from a variety of backgrounds under-represented within research universities. As a result, the next generation of leaders will be better prepared, and all members of the Stanford community can reap the educational benefits of diversity.



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These additional features are desirable, but not required:

- A pilot project or an experimental program rather than an ongoing activity
- University-wide impact
- A small-scale experiment, that, if successful, could be scaled up to have University-wide impact
- Collaboration among several schools or offices
- Contributing funds from other sources
- Advancing other priorities of VPGE, such as:
 - Promote interdisciplinary collaboration among students
 - Foster student leadership and professional skill development
 - Further diversify the graduate student population

TO APPLY

If you have any questions or for a copy of the Application Form, contact Stefanie Moss at vpge@stanford.edu

Please submit the following application materials to vpge@stanford.edu

(1) Application Form (separate word document, available via email upon request to vpge@stanford.edu)

(2) Project Proposal (not to exceed 2,000 words)

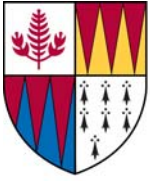
Provide a narrative description of the proposed project that includes the following components.

a. Project Description:

- Objectives and goals
- Project or event details
- How the proposed project or event advances the VPGE diversity mission
- How the proposed project or event focuses on graduate students
- The academic or educational focus of the proposed project or event
- Describe how the proposed activity meets any of the additional desirable features listed above

b. Participants or Audience:

- Who do you expect to attend or participate?
- Selection or recruitment of participants



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- Outreach and publicity plans. (The Graduate Student Council Web site, under Graduate Resources, has suggestions for advertising your event to the Stanford graduate student community.)
- Projected attendance (number)

c. Timeline

- Planning timeline
- Event schedule

d. Assessment Plan:

- Describe how you will evaluate the impact of your project or event.
- Describe measures you will use to assess whether it should be repeated, expanded, changed, or dropped.

(3) Budget

Provide Excel worksheet that includes:

- Detailed budget of itemized expenses
- Projected funding sources
- Highlight total amount requested from VPGE (not to exceed \$10,000)

DEADLINES

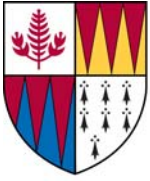
Submission deadlines:

- November 1, 2007
- April 15, 2008

Funds will be allocated by the Vice Provost for Graduate Education, advised by a proposal funding review committee. Departments/administrative units will be notified of funding decisions via email within a month of the submission deadlines.

Selection criteria include:

- Quality of the proposed project or event
- Quality of the proposal
- Extent to which the proposed project or event meets the primary criteria and desirable features listed above
- Availability of funds
- Distribution to a diverse group of recipients.



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FUNDING FOLLOW-UP

If awarded funding, please note:

- A post-event evaluation report on the project or event, including how it contributed to the University and how the funds were utilized, must be submitted to vpge@stanford.edu within 2 weeks of project or event completion.
- Please invite VPGE to attend the event (if appropriate).
- VPGE requests copies of advertising and other materials produced for the event, and would appreciate a few pictures taken at the event.
- Please acknowledge VPGE support on all advertisement and program materials, by including the office name (Office of the Vice Provost for Graduate Education). We can provide electronic versions of our logo.

If you have any questions about receipt or expenditure of funds, contact Rebecca Jantzen at rjantzen@stanford.edu

