



## **Diversity Recruitment/Retention Event Funding Request Guidelines**

### **Purpose**

WPI is an equal opportunity employer that values diversity, equity, inclusion and belonging in the workplace. In efforts to increase diversity in the workplace, the Division of Talent & Inclusion is pleased to provide funding assistance for WPI faculty and staff who wish to attend conferences, workshops, or other events that relate to the recruitment and retention of employees of underrepresented groups, to include people of color, individuals who identify as women, people with disabilities, LGBTQIAP+ individuals, and those from disadvantaged backgrounds.

### **Funding Request Approval Process**

WPI employees may submit their request by completing an online application at [Diversity Recruitment/Retention Event Funding Request Form](#). Tony Laing, AVP of Diversity, Equity, Inclusion, and Belonging will review the request and approve based on the funding availability for each fiscal year and whether the funding request meet the requirements consistent with the goals to attract and retain underrepresented groups.

The funding amount that can be requested is up to \$1000 with documentation from the direct supervisor to ensure additional financial support will be provided to cover *all* costs. Examples of funding requests can be for registration fee/rate per person, lodging, food, and transportation.

Please allow 5-10 business days from receipt of application to receive status of requests.

### **Guidelines to Submit Request**

The conference or event must be related to the recruitment and/or retention of underrepresented groups and the online funding request should include the following information:

- Conference/event name
- Event description (include purpose, website, agenda, speakers)
- Date of event
- Location
- Funding request amount

- Total estimated cost inclusive of department/unit contribution (includes breakdown of registration fee/rate per attendee, lodging, transportation, and meals). Alcohol beverages should not be included as part of the funding request.
- A one-page statement on how the conference, workshop, or event relates to recruitment and retention efforts that fall under the funding purpose section listed above.

### **Post Conference/Event Requirements**

- Submit a minimum one-page follow-up summary to include key takeaways/learning outcomes, and how the grant award recipient will apply what is learned to current or future hiring searches and retention plans.
- The summary plan should be submitted within 30 days upon returning from the conference/event to [tlain@wpi.edu](mailto:tlain@wpi.edu) (Subject Line/Header: *Post Conference/Workshop/Event Summary Plan*), and the Hiring Manager/Dean/Chair.
- If the post conference/event summary plan is not submitted within the timeframe listed, the approved funding must be returned to Talent and Inclusion.

### **Reimbursement Payment Process**

Upon approval for funding, the requestor should submit an expense or invoice in Workday to receive the payment or reimbursement using the following details:

- **Expense Item:** Meeting and conference expense
- **Cost Center:** Your division's cost center (i.e., 1103-CC University Advancement, 1001-CC Talent & Inclusion, etc.)
- **Activity code:** 1060-AC Strategic Investment
- **Business Purpose:** Recruiting
- **Memo section:** Approved funding for DEIB recruitment/ retention conference/workshop/event
- **Attachment:** Upload or attach approved funding request form

Please contact the Division of Talent & Inclusion at [tlain@wpi.edu](mailto:tlain@wpi.edu) with questions or if there is a request for additional information.