



2024 WPI WIN Grant Application Form

Please complete all the information on the WIN Grant Application Form and submit it by the deadline of January 14, 2024 at 11:59pm ET.

The grant announcement event will take place in D Term 2023. All grant winners are expected to attend the event and if in person, to prepare a poster. If virtual, to give brief recap (5 minutes max). Please note that funds will be available by July 15, 2024.

An Impact Committee liaison may reach out to applicants if there are questions about any portion of the application. Additional information may be requested during the review period between January 15 and February 28, 2024.

For proposal assistance, contact WIN@wpi.edu

Proposal Title:
Grant Amount Requested (between \$1,000 and \$50,000):
Is this a one-time funding request? If no, how will the project be sustained after the grant period?
Do you anticipate receiving additional funding from institutional or external sources? If yes, please indicate potential partners and the amount of funding.
Have you or one of your co-applicants applied for WIN funding in prior years? If yes <ul style="list-style-type: none">• Please provide the names of all applications receiving a WIN grant and the WIN grant amounts. Also, please attach all Project Outcome Reports from you and your co-applicants to this application.• If this proposal is a renewal of a previously funded grant and the project is not completed, please attach an interim Project Outcome Report.

Application Type: Please indicate all applicable categories, ranking your selections where '1' is the most relevant category, '2', is the next most relevant category, etc.

- Conference Expenses
- Curriculum Enhancement
- Diversity & Inclusion
- Faculty Support
- Innovation & Entrepreneurship
- K-12 Pipeline Activities
- Leadership
- Research
- Student Support

Primary Applicant:

Name	Email	Phone	Address

WPI Affiliation: Department/Program: Position/Title:

- Faculty
- Staff
- Graduate Student
- Undergraduate Student

Co-Applicant(s):

Name	Email	Phone	Address

WPI Affiliation: Department/Program: Position/Title:

- Faculty
- Staff
- Graduate Student
- Undergraduate Student

Provide a summary of your proposal here that would be appropriate to publish in the grant announcement event program booklet should your application be funded (limit to one paragraph approximately seventy-five words):

Proposal Details:

PROJECT PLAN

- Provide a detailed description of your project including its objectives.

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- What is the expected completion date of your project?
- Who is the target audience?
- What is the project staffing?
- What is the project schedule?
- What would your project look like with partial funding?
 - (For grant requests \$25,000 and above, partial funding requests of at most 50% of the full funding request should be considered).
- Is this proposal a renewal of a previously funded grant?
If yes,
 - What lessons have you learned?
 - What changes will you make from your original proposal?

PURPOSE

- What significant problem or need is addressed by your project?
- Why is this important?
- Does the project address a gap in existing WPI programs?
- What makes this project innovative?
- Knowing that the committee will review a number of applications and that there is a finite amount of funds WIN can grant, what makes your project worth the investment of funds?

WIN MISSION

- Does your project provide pathways to advance women at WPI? If so, how?
- Would your project increase or retain the number of women in Science, Technology, Engineering, and Mathematics (STEM) fields? If so, how?
- Would your proposal create a positive difference for women in STEM in the WPI community? If so, how?
- Would your proposal elevate WPI's impact and distinctive reputation in the local and global WPI community? If so, how?
- How is your project uniquely important to the mission of supporting girls and/or women in STEM at WPI?
- How will WIN be recognized as having played a role in the success/completion of your project?

IMPACT

- Who do you anticipate will directly and indirectly benefit from this project?
- What direct and indirect impacts do you anticipate occurring because of this project?
- How many people do you expect will be directly and indirectly impacted by this project?
- How will you measure the direct and indirect impacts of your project?

EVALUATION

- What are the expected outcomes of your project?
- How will you measure success?
- How will you measure the direct impact of your project?
- How will you measure the indirect impacts of your project?

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BUDGET:

Provide a detailed budget, including all projected expenditures and sources of support. Please refer to Application Guidelines

Eligible expenses include:

- Materials/Supplies – Capital expenses will not be considered
- Stipends: Per the Controller's office, stipends are strictly for the reimbursement of expenses and cannot be used as compensation for employment-based services. *

- **Wage expenses:** Wage expenses are allowed for student workers and non-faculty/staff and should be budgeted separately from stipends and be aligned with current market/department rates for each job.

Wage expenses for Faculty/Staff are discouraged. However, faculty applying for justifiable E Term wages must have confirmation that associated fringe costs will be covered by their department and not the WIN funds. *

- Professional Development
- Conference Fees
- Honorariums or Transportation/Travel Costs
- Research Related Costs
- Food/Facility Costs: Food expenses up to \$15 per person is acceptable. Please provide supporting information.
- Other Expenses

Please note the following expenses will not be considered:

- WPI Faculty and University Staff Salary
- Tuition
- Personal Technology Devices
- Capital Improvements or expenses as defined by WPI.

Expenses and Amount Requested Summary:

Category	<u>Anticipated Expenses</u>	<u>Requested Amount</u>	<u>Partial Funding Amount</u>
Materials/Supplies			
Stipends*			
Wage Expenses*			
Professional Development			
Conference Costs			

Honorariums or Transportation/Travel Costs			
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Research Related Costs			
Food/Facility Costs			
Other Expenses			
Total Expenses			

Please upload detailed spreadsheets of your budget for both full and partial funding. For each category, provide a description of the expenses.

For grant requests \$25,000 and above, partial funding requests of at most 50% of the full funding request should be considered. On your partial funding spreadsheet, please indicate which expenses will be eliminated by partial funding and indicate how an expense will be reduced by partial funding.

Comments: Please use this section for anything else you would like to tell us.

Please check all boxes:

I understand that by submitting this application, I have agreed to be available for the grant awards event should my project be funded.

I understand that I may be contacted during the application review period to answer questions and/or provide additional information.

I understand that, should my project be funded, I may be asked to participate in events showcasing my project during the academic year.

I understand that, should my project be funded, I may be asked to prepare short videos during the year highlighting my progress and extending thanks to the donors who supported the Women’s Impact Network.

I understand that, should my project be funded, I will be expected to provide a Project Outcome Report at the conclusion of my project with data that will show the impact of the work.