DIVERSITY AND INCLUSION INNOVATION FUNDS (DIF)

Overview and Proposal Guidelines

Diversity and Inclusion Innovation Funds (DIF) is a program to support Stanford graduate students and postdoctoral scholars in the development of a project that will advance graduate student diversity. The project must serve the academic interests of current Stanford students and/or postdoctoral scholars, and enhance the quality of their educational experiences. We invite students and postdoctoral scholars to develop proposals for up to a year’s worth of activities, with budgets up to $5,000 per year. The Office of the Vice Provost for Graduate Education (VPGE) is overseeing the funding.

Stanford’s commitment to diversity is broadly conceived to include, but is not limited to, culture, socioeconomic background, race, ethnicity, gender, gender identity, sexual orientation, disabilities, religion, and life experience. A diverse community of scholars asks unexpected questions and contributes divergent insights, pushing the forefront of knowledge further and faster. As a result, the Stanford community reaps the educational benefits of diversity, while preparing future generations of leaders for a global society.

DIF PROPOSAL SUBMISSION

Proposals will be accepted from graduate students, postdoctoral scholars, and graduate student organizations in all programs and departments in any of the seven schools. Awards will be made on a competitive basis by the Vice Provost for Graduate Education, advised by a DIF review committee.

Total requests may not exceed $5,000 per year. Projects may be funded at a lower level than requested. Requests for equipment and student travel will not be approved. Supplemental funds from other sources are not required, but should be indicated.

Proposals must meet three criteria:

1. Advance the diversity mission of Stanford University. This could include:
   - Support the academic success and interests of a diverse graduate student or postdoctoral scholar population
   - Enhance the quality of the educational experiences of a diverse graduate student or postdoctoral scholar population
   - Cultivate interest in academic careers and aim to diversify the professoriate
Encourage undergraduate students from underserved backgrounds to consider PhD programs and a research career.

(2) Have academic or educational objectives

(3) Be directed by and largely involve currently enrolled Stanford graduate students or postdoctoral scholars

These additional project features will be considered, but not required:

- University-wide impact
- A small-scale project that, if successful, could be scaled up to have University-wide impact
- Collaboration among several units (voluntary student or postdoctoral scholar organizations, community centers, departments)
- Contributing funds from other sources
- Advancing other priorities of VPGE, such as:
  - Enhance the educational experiences of students or postdoctoral scholars
  - Promote interdisciplinary collaboration among students or postdoctoral scholars
  - Foster student or postdoctoral scholar leadership and professional development
  - Further diversify the graduate student or postdoctoral scholar population
  - Academic outreach programs coordinated by Stanford graduate students or postdoctoral scholars to local communities underrepresented in the academy

DIF FUNDING GUIDELINES

VPGE has developed the following guidelines for assessing and revising budget requests for DIF funds. Our goal is to maximize the impact of DIF funds on the Stanford landscape. We would like to fund as many impactful projects as possible.

<table>
<thead>
<tr>
<th></th>
<th>Allowable</th>
<th>Not Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals/Food</td>
<td>• Expenses within a modest range (see GSC Funding Guidelines for food expenses and other items) Ex.: Hosting an out-of-town guest over a meal with students.</td>
<td>• Expenses outside of a modest range • Requests for social events • Requests for alcohol Ex.: Happy hours Ex.: Off-campus meals</td>
</tr>
<tr>
<td>Student Compensation (Stanford &amp; non-Stanford)</td>
<td>—</td>
<td>• Honoraria • Stipends • Hourly pay</td>
</tr>
<tr>
<td>Honoraria for Stanford Faculty or Staff</td>
<td>• Encouraged: A handwritten thank you note</td>
<td>• Honoraria • Thank you gifts</td>
</tr>
</tbody>
</table>
### Honoraria for Non-Stanford Individuals
- A gift of up to a $50 value
- A gift exceeding $50

### Guest Speaker Travel and Accommodations
- Encouraged: Use of Stanford Guest House or less expensive lodging
- Encouraged: Shuttling guests to airport (a chance for networking)
- Funds for student travel

### Books
- When used as a primary tool for ongoing academic discussions
  - Ex.: Facilitating an ongoing academic discussion
- Gifts
  - Ex: Given to event attendees

### Other
- AV support
- Room charges
- Janitorial services
- Poster boards and printing
- Encouraged: Using 8.5x11” computer paper for promotional posters
- Equipment
- Software
- Web hosting/domain names
- Prizes, gift cards, t-shirts
- Student conference fees
- Student travel (including gas reimbursements)
- Tickets to shows and museums
- T-shirts
- Swag
- Large promotional posters

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**SAMPLE PROJECT BUDGET**
(Please follow the format below when inputting your project budget.)

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Detailed Itemized Description</th>
<th>Cost</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>4 days in Hartley Conf. Room</td>
<td>250</td>
<td>4</td>
<td>$1000</td>
</tr>
<tr>
<td>Janitorial</td>
<td>4 days in Hartley Conf. Room</td>
<td>150</td>
<td>4</td>
<td>$600</td>
</tr>
<tr>
<td>Food (not alcohol)</td>
<td>4 lunches for 20 people</td>
<td>10</td>
<td>80</td>
<td>$800</td>
</tr>
<tr>
<td>Guest Accommodation</td>
<td>2 nights at Stanford Guest House</td>
<td>155</td>
<td>2</td>
<td>$310</td>
</tr>
<tr>
<td>Other (please explain thoroughly)</td>
<td>Poster printing for 8 projects</td>
<td>50</td>
<td>8</td>
<td>$400</td>
</tr>
</tbody>
</table>

Total 3110
If awarded funding, please note:

- You must identify an administrative unit to assist with receiving and expending the awarded funds. This may include a Voluntary Student Organization, academic department, or administrative unit.
- Student leaders will be expected to participate in occasional meetings convened by VPGE with student DIF leaders from other departments to share activities, ideas, successes, and challenges. This is a forum for leadership development.
- The student leadership team will be expected to provide narrative reports and a financial summary upon request to ensure uninterrupted access to funds.
- Please invite VPGE to attend any events and please promote them via social media (if appropriate).
- VPGE requests copies of advertising and other materials produced for any events, along with a few pictures taken at events.
- 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 an electronic version of our logo.

If you have any questions, contact Blanca Virrey at vpgeapplications@stanford.edu