**UM Diversity & Inclusivity Grants**

FUNDING CRITERIA

Funding shall not be granted for pre-planned or existing activities. Funding may only be used for expenses related to the proposal. Changes to the eligible budget during the funding period may only be made after prior approval of the D&I Office.

Each project must assign a member who will be mainly responsible for budget and finance issues; this person must be a **UM staff member**.

ELIGIBLE COSTS AND EXPENSES

Budget:

Grant can be used for:

* 100% of hours UM staff (at salary cost without surcharges)
* 100% of out-of-pocket costs (location, printing costs, catering, reimbursement speakers, hiring a research/student assistants, etc)

Payment:

Awarded grants will be transferred to the budget number of the main applicant’s department or unit at the start of the project. It is necessary that the main applicant has a UM contract.

Budget report:

After the assigned D&I Grant period, the main applicant has to submit a full budget report. Remaining budget should be credited to the D&I Office.