**UM Diversity & Inclusivity Grants 2023/24**

**Funding Criteria and Proposal Guidelines**

**Funding criteria:**

* Funding shall be granted for innovative, bottom-up initiatives promoting diversity, inclusion and equity.
* 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 & selection committee.
* Each project must assign a member who will be mainly responsible for budget and finance issues; this person must be a UM staff member.

Main applicant and budget holder:

The main applicant can be a student or a staff member. The budget holder has to be a UM Staff member (UM contract, not InterUM) for transfer of budget.

Maximum Budget:

The maximum budget that can be requested is €15.000

Eligible costs and expenses:

Grant can be used for:

* Hours of UM staff (at salary cost without surcharges)
* Hours for a student or research assistant
* 100% of out-of-pocket costs (location costs, catering, reimbursement speakers, items, etc.)

Payment:

Awarded grants will be transferred to the budget number of the project budget holder’s department or unit at the start of the project. It is necessary that the budget holder has a UM (not InterUM) contract for this to be possible.

Budget report:

After the assigned D&I Grant period, the main applicant has to submit a full budget report in addition to a project report. Remaining budget should be credited back to the D&I Office after expiration of the project.

Team members:

The team must consistent of a mix of students and staff, preferably from different faculties/departments/units. All team members should be available for the entire duration of the funding period.

Funding period:

The funding period refers to the whole academic year 2023/24. Exceptions to this can be made when considered appropriate.

**Proposal Guidelines:**

Be as specific and elaborate as possible within the limited space per section.

Budget spreadsheet:

Estimation of costs for personnel (staff, student-, research assistant), rental costs of venue, catering, travel expanses of invited speakers, costs of items (give away, promotional materials)

Project timeline:

Concept time line including start, phases, milestones, expected end date and evaluation plan

Communications plan:

Think of a plan how to communicate about your project, how you would recruit participants, how to advertise, how to disseminate, which means of communication to use etc.