The Dunlap Institute provides funding for participation in training, conferences, workshops or meetings related to equity, diversity and inclusion (EDI) in astronomy or STEM.

**Conditions**

- Normally we will only fund a maximum of 2 in-person attendees per event or activity, but exceptions will be made for major events of substantial interest or relevance, and for events where in-person attendance is not occurring.

- Applicants must be an employee of the Dunlap Institute, DADDAA or CITA, or must be a UofT graduate student supervised by a full member of the graduate faculty in the Graduate Department of Astronomy and Astrophysics at UofT; applications from others will be considered on a case by case basis. Student, postdoc and staff applicants should have their supervisor’s approval. An applicant should hold the relevant status both at the time of the application and during the duration of the proposed event/activity.

- Requests for funding should be made at least two weeks prior to the start date of the proposed event or activity.

- It is not required that an attendee speaks or presents at the event/activity.

**Application Process**

Funding request should be made using the Funding for EDI Activities application form, and should be emailed to chow@dunlap.utoronto.ca when plans are first being made to participate in the proposed activity, but **at least two weeks prior to the start date of the event or activity**

Student, postdoc and staff applicants should have their supervisor’s approval.

**Value**

This grant aims to provide funds to fully cover travel, accommodation, meals and registration fees for the proposed activity. Eligible expenses follow the normal [University of Toronto Guide to Financial Management](https://www.utoronto.ca/financialservices/financial_management/). 

**Approval**

If the request is approved, the applicant will be notified by email.

**Obligations**

Successful applicants are required to summarise the activity and their take-aways at an Astro Tea within 30 days after the conclusion of the event or activity.
All recipients of funding are encouraged to post to the Dunlap blog or other social media while participating in the activity.

**Reimbursement**

Successful applicants are strongly recommended to submit the reimbursement claim to collect their offers **within 30 days** after the activity has occurred. Uncollected grants will become void three months after the activity has occurred. Reimbursement form and original receipts should be submitted to Joanna Baylon, Research Grant and Financial Assistant (joanna.baylon@dunlap.utoronto.ca).

**Questions**

If you have any questions, please email Alice Chow at chow@dunlap.utoronto.ca.

Last update: August 2020