R&DE Stanford Dining Student Project Request Form

Thank you for your interest in partnering with R&DE Stanford Dining for your project.

Students working on Stanford University approved class assignments, research or capstone projects, or thesis work related to R&DE Stanford Dining **must first gain the express written approval by the Executive Director of R&DE Stanford Dining before proceeding**.

Please allow **at least 5 business days** for review and feedback to the initial submission. Review the conditions below before submitting your project request.

- Projects must be in support of the academic mission of the university and overseen by a faculty member. If the project involves academic research, it must be approved by Stanford's IRB.
- Projects must be in compliance with all University and R&DE policies and cannot violate the privacy or property interests of others.
- Projects cannot be disruptive to R&DE staff, customers, or business operations.
- Interview questions must be submitted in writing and approved by R&DE Strategic Communications in accordance with R&DE policy. (Please note that it may take **at least 10 business days** for R&DE to provide written responses to interview questions).
- Audio or visual recordings, photographs, film and video are not permitted in the dining halls.
- Under no circumstances can any information or content provided by R&DE staff or gained through additional access in the residential dining halls in the course of working on an approved student project, be used for commercial or other purposes beyond what is defined in the project request form.

Send completed project request form to diningprojects@stanford.edu

For any questions, please contact Ghislaine Challamel, R&DE Stanford Dining Research Program Manager at gchallam@stanford.edu.

Student Name:_____

Student Email:_____

Faculty/Class Name:_____

Project Name:_____

Project Type: ☐ Interview   ☐ Data Collection/Research Project ☐ Other (describe below):
_____

Project Deadline:_____

**For interviews please attach all questions in writing along with this project request form.

Project Description:

What is the objective of your project?

Why would you like to work with R&DE Stanford Dining?

What data or information are you looking to obtain?

Where and how will the results of this project be shared?

Don't write below this line
_____

Status: ☐ Approved   ☐ Rejected

Signature:_____ Date:_____

**For interviews please attach all questions in writing along with this project request form.