Stanford Dining, Hospitality & Auxiliaries
Student Project Request Form

Thank you for your interest in partnering with Stanford Dining, Hospitality & Auxiliaries for your project.

Students working on Stanford University approved class assignments, research or capstone projects, or thesis work related to Stanford Dining or Stanford Hospitality & Auxiliaries **must first gain the express written approval by Eric Montell, Assistant Vice Provost, 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.
- In alignment with R&DE communication protocols **we are not able to approve requests for interviews with staff in the dining halls for student/class projects**.
- Audio or visual recordings, photographs, film and video are not permitted in the dining halls, cafes or other R&DE retail locations.
- Under no circumstances can any information or content provided by R&DE staff or gained through additional access in the residential dining halls, cafes or other R&DE retail locations; 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.

For any questions, please contact Elizabeth Hansen, Assistant Director of Hospitality Strategy & Major Events. **Send completed project request form to emhansen@stanford.edu.**

Student Name	
Student Email	
Class Name	
Faculty Name	
Project Name	

Please check the project type below:

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

What data or information are you looking to obtain?

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

Please describe any additional details relevant to your project.

Status: ☐Approved   ☐Rejected

Signature: _____   Date:_____