2016-2017 Alumni Class Funds Application Guidelines

funding priorities
The selection committee is especially interested in projects that employ innovative and creative approaches, develop new pilots or prototypes, and are intended to have a significant and long-term effect on teaching and learning at MIT. Looking toward the future, the committee values projects that will make a sustained contribution to MIT’s educational excellence and will consider unusual or “high-risk” initiatives that serve the interest of experimentation and pedagogical improvements. Proposals for projects that explore ways in which online or blended learning experiments can help MIT faculty teach more effectively within the MIT residential educational system are welcomed, as are projects that strive to demonstrate the special and specific value of a residentially based education.

The Funds support undergraduate education projects from any discipline; collaboration among disciplines is encouraged. Multiple year projects will be accepted, but grants will be made on a year-by-year basis.

eligibility
MIT faculty and teaching staff may apply. Student proposals will be considered, but only with the support of a supervising faculty sponsor and the appropriate department head.

grant range
Normally, grants range from $10,000 to $50,000. Larger grants will be considered for special projects. Cost sharing is encouraged.

deadlines
The proposal deadline for projects to be undertaken during academic year 2016-2017 is Friday, January 29, 2016.

application procedures
A complete application includes:

• An Alumni Class Funds cover sheet (available at http://web.mit.edu/alumnifunds/how-to-apply.html)

• A proposal narrative that includes:
  1. A detailed description of the project that is comprehensible to people in other fields.
  2. A description of your educational objectives with answers to the following questions:
     a. How will the project enhance your teaching?
     b. How will it improve the students’ experiences in the classroom?
     c. What is the potential impact of the project at MIT? Estimate number of students served now and in the future.
  3. Description of resources and staffing needed.
  4. Assessment plan and desired outcomes. To help you develop your plan, a workshop will be offered on January 14, 2016 from 2pm to 4pm. Please contact alumnifunds@mit.edu to RSVP and for more information.
  5. Requests for project renewals must include a report on the project to date.
  6. If you have received other funds previously from the Alumni Class Funds, briefly describe the project(s) and what was accomplished.

• A project budget that includes a breakdown of costs, amount requested, and other funding sources such as support from the department or school, as well as a budget narrative explaining the costs. For multiple year projects, complete the budget summary template for the application year and include an estimated budget for the complete project in the narrative. A sample project budget summary and the budget summary template are available at http://web.mit.edu/alumnifunds/how-to-apply.html.

• A letter from your department, program, or section head indicating support and plans to sustain the project.
**proposal submission**

By email: alumnifunds@mit.edu

(Word or PDF)

For additional information or answers to questions, please contact Assistant Dean Gen Filiault at 617-253-5629 or alumnifunds@mit.edu.

**review process**

Proposals are reviewed by a selection committee consisting of members of the Classes of 1951, 1955, 1972, and 1999; the Deans from MIT’s five Schools or their designees; the Dean for Undergraduate Education; and the Dean for Curriculum and Faculty Support. Decisions regarding the 2016-2017 awards will be announced in the spring.

**final reports**

If funded, you will be required to submit a report by August 1, 2017.