2018-2019 Alumni Class Funds Application Guidelines

funding priorities
The Alumni Class Funds support projects that contribute to MIT’s educational excellence and improve teaching and learning within the MIT residential educational system. The selection committee is especially interested in proposals for projects that explore ways in which innovative and creative pedagogies can help MIT faculty teach more effectively, develop new pilots or prototypes, strive to demonstrate the special and specific value of a residentially based education, or endeavor to improve student-faculty engagement and/or student self-efficacy.

The Funds support undergraduate education projects from any discipline as well as collaborations among disciplines. 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 and funding guidelines
Normally, grants range from $10,000 to $50,000. Larger grants will be considered for special projects. Cost sharing is encouraged. Funding requests may include faculty and/or TA summer salary, UROPs, materials/books, and some equipment. Funding is not typically approved for teaching release, conference expenses/travel, graduate student tuition, honoraria, guest travel/lodging, RA positions.

deadlines
The proposal deadline for projects to be undertaken during academic year 2018-2019 is Friday, February 2, 2018.

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. A description of how you plan to assess your project. The Teaching and Learning Laboratory (TLL) has resources available to help with developing and assessment plan. They will offer an assessment workshop (please refer to the call for the date and times) and have information available on their website.
  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](http://web.mit.edu/alumnifunds/how-to-apply.html).

- A **letter** from the appropriate department, program, or section head indicating support and plans to sustain the project at the end of the funding period.

**proposal submission**

By email: alumnifunds@mit.edu  
(Word or PDF)

For additional information or answers to questions, please contact Assistant Dean Genevre 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 Vice Chancellor; and the Dean for Curriculum and Faculty Support. Decisions regarding the 2018-2019 awards will be announced in the spring.

**final reports**

If funded, you will be required to submit a report on your accomplishments and learnings by August, 2019.