Guidelines for d’Arbeloff Fund Proposals
for 2016-2017 Educational Projects

The Alex and Brit d’Arbeloff Fund for Excellence in Education is soliciting preliminary proposals from MIT faculty members for ambitious projects to enhance the educational experience of our undergraduates.

Objectives

Projects can be focused at any level of undergraduate education, but priority will be given to projects that:

- Improve the first-year academic experience
- Enhance the General Institute Requirements (GIRs)
- Enrich faculty-student interactions in the residence-based curriculum
- Transcend specific departmental curricula

Proposals that make use of innovative pedagogies or best practices to improve student learning and the student experiences are encouraged. The d’Arbeloff Fund Review Committee is also interested in proposals seeking to improve student motivation, confidence, and self-efficacy by providing opportunities to demonstrate technical accomplishments in authentic contexts. The committee will consider the sustainability and scalability of proposed initiatives in its discussions.

Preliminary Proposal

Please submit a cover sheet (available at: http://web.mit.edu/darbeloff/apply.html) along with the preliminary proposal (2-3 pages), which should include:

1. A detailed description of the project, including your planned activities and timeline
2. A description of the educational need that your project will address including 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. A description of resources and staffing required, noting interactions among faculty across departments or schools and/or among faculty and other members of the extended MIT community, such as alumni/ae, close industrial partners, research scientists, and partners at other institutions
4. An estimated total budget for the project with a list of other secured or requested funding sources
5. The estimated amount requested from the d’Arbeloff Fund with a list of the personnel or items to be funded
6. A summary of the outcomes of any previous projects that the applicant(s) had supported by the d’Arbeloff Fund, noting unspent funds from those projects

The d’Arbeloff Fund Review Committee will review the preliminary proposals; applicants who pass the initial screening process will be invited to submit final proposals.
Final Proposal

For the final proposal, applicants will be asked to address comments and questions from Committee members and provide detailed final budgets. They must submit letters of support from their department heads addressing the sustainability of the projects after the d’Arbeloff funding terminates.

Deadlines

Preliminary proposals are due by **Friday, September 30, 2016.**
Final proposals are due by **Monday, November 28, 2016.**

Send proposals to darbeloff-fund@mit.edu. For more information, please contact Assistant Dean Genevre Filiault (3-5629) or Dean Dennis Freeman (3-6056). Information on current and past projects can be found at the Fund’s website (http://web.mit.edu/darbeloff).

Requirements and Restrictions

- The d’Arbeloff Fund Selection Committee places a high value on assessment of educational innovations. Grant recipients will be required to attend a workshop on assessment.
- The Committee also encourages sharing of good practices and results. Grant recipients will be required to submit final reports on their projects.
- Participation in projects funded by these awards, whether participation is for compensation or as a volunteer, qualifies as “significant use” of MIT Administered Resources under MIT Policies and Procedures. In accordance with the treatment of “significant use,” ownership of intellectual property, including copyrights in instructional materials and curriculum, will vest with MIT.
- For multiple year projects, funding commitments will be made on a year-by-year basis.
- The d’Arbeloff resources are intended primarily for faculty-led initiatives, with the understanding that such initiatives may also involve non-faculty participants.