Guidelines for d'Arbeloff Fund Proposals
for 2018-2019 Educational Projects

The Alex and Brit d'Arbeloff Fund for Excellence in Education is soliciting proposals from MIT faculty members for projects that strengthen undergraduate education and enrich the experiences of our undergraduates.

**Funding priorities**

Proposals can be focused at any level of undergraduate education; priority will be given to projects that:

- Expand inspiring opportunities to help undergraduate students explore different fields of knowledge, academic departments, and possible future careers, particularly in the first year.
- Improve the first-year academic experience, including the General Institute Requirements (GIRs).
- Develop student motivation, self-awareness, confidence, and self-efficacy by providing opportunities to demonstrate educational accomplishments in authentic contexts.
- Enhance undergraduate advising – including professional and career development discussions – between faculty and students.
- Create subjects in the humanities, arts, and social sciences that explore a set of enduring questions, concepts, ideas, or values. These subjects should engage with fundamental issues of knowledge in the discipline, historical examination of the topic, and relevance of the topic in today's world. In addition to topics taught by an individual faculty member, we are also interested in collaborations across departments. These might be through having faculty members from multiple departments collaborate on a single subject, or through having more than one department offer subjects with the same, closely-related, or overlapping topics or concepts that can be taught with the materials from the distinct disciplines yet address common problems, for example, justice, equality, personhood (to encourage students in different subjects to find opportunities for connected conversations).

Proposals that make use of innovative, active, and/or inclusive pedagogies to improve student learning and the student experience are encouraged, as are projects that transcend specific departmental curricula, and/or make use of online technology.

**Deadlines**

Proposals are due by **Friday, September 28, 2018** to darbeloff-fund@mit.edu. Awards will be announced in late December.

**Grant Information**

- The d'Arbeloff resources are intended primarily for faculty-led initiatives, with the understanding that such initiatives may also involve non-faculty participants.
- Grants are available for use from January 2019 through June 2020.
- The d'Arbeloff Fund Selection Committee places a high value on assessment of educational innovations. A select subset of proposals may be particularly well-suited for rigorous, educational research studies. In these cases, the Selection Committee may request that PI's work with Assessment and Evaluation experts in the Teaching + Learning Lab to develop and implement a robust educational research study. If you are interested in discussing how you might develop an educational research study for your innovation please contact the Teaching + Learning Lab (T+LL). For resources to help you develop your own plan – please visit T+LL’s website.
• The Committee also encourages sharing of good practices and results. Grant recipients will be required to submit final reports on their projects at the end of the funding period. Relevant report details will be made available to the MIT community.

• 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.

Funding Guidelines

Grants are typically no more than $50,000 for use between January until June of the next calendar year. Larger grants or additional/multiple years of funding will be considered for special projects; grants will be made on a year-by-year basis. You must apply for funding during the funding cycle. The selection committee looks favorably upon cost sharing with other sources, such as departments or schools, and expects to see some form of cost-sharing for the project.

Funding requests may include faculty and/or TA summer salary and EB, UROPs, materials/books, and some equipment. Funding is not typically approved for overhead, teaching release, conference expenses/travel, graduate student tuition, honoraria, guest travel/lodging, RA positions. Awards are fund fee exempt.

How to Apply

Complete grant proposals including all of the below (a cover sheet, a proposal, a budget, and letter/s of support), should be submitted to darbeloff-fund@mit.edu by the above deadline.

1. A cover sheet (available on the d’Arbeloff Fund website)
2. A proposal narrative (3-6 pages):
   a. A detailed explanation of the project, including planned activities and a timeline
   b. A statement about the educational need that your project will address including answers to the following questions:
      • How will the project enhance your teaching?
      • How will it improve the students' experiences in the classroom?
      • What is the potential impact of the project at MIT? Estimate number of students served now and in the future.
   c. A description of how you plan to reflect upon the efficacy of your educational innovation. Should you wish to learn more about developing an assessment plan, the Teaching + Learning Laboratory (T+LL) has resources available on their website to help you. Please note that a select subset of proposals may be particularly well-suited for rigorous, educational research studies. In these cases, the Selection Committee may request that PI's work with T+LL to develop and implement a robust educational research study.
   d. 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.
3. A budget sheet for the project (template available on the d’Arbeloff website) that should include:
   a. A list of other secured or requested funding sources. The review committee looks favorably upon projects that have established cost-sharing, and expects to see this in the proposal.
b. 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.

c. For projects that will take longer than the standard funding period, please contact darbeloff-fund@mit.edu for more information. Commitments are made on a year-by-year basis.

4. **Letter/s of support** from the appropriate department, program, or section head/s addressing cost-sharing and plans for sustainability post d’Arbeloff funding.

**More Information**
Information on current and past projects are available on the d’Arbeloff Fund’s website. For further assistance, please contact darbeloff-fund@mit.edu or Assistant Dean Genevra Filiault (x3-5629).