



2024-2025 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 our residential educational system. The selection committee is especially interested in proposals that explore ways in which innovative and creative pedagogies can help MIT faculty teach more effectively, develop new pilots or prototypes, demonstrate the special and specific value of a residentially based education, or improve student-faculty engagement and/or student self-efficacy.

The Funds support undergraduate education projects from any discipline as well as collaborations among disciplines. Proposals for multi-year projects will be accepted, but grants are made on a year-by-year basis.

Deadlines

Proposals are due by **Friday, February 2, 2024** to alumnifunds@mit.edu. Awards will be announced in the spring.

Grant Information

- 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.
- Funds are available for use from July 2024 through June 2025.
- The Alumni Funds Selection Committee encourages sharing of results and good practices. Grant recipients are required to submit a final report on their project at the end of their funding period: August 1, 2025. Relevant details will be made available to the MIT community.
- The selection committee also values assessment of educational innovations. The MIT Teaching + Learning Laboratory (T+LL) offers resources to help you develop a plan on the [T+LL website](#). If you are interested in discussing how you might develop an educational research study for your innovation, please contact the [Teaching + Learning Lab \(T+LL\)](#).
- 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 and the Schwarzman College of Computing, or their designees; the Vice Chancellor; and representatives from the Teaching + Learning Lab and the Registrar's Office.

Funding Guidelines

Normally, grants range from \$10,000 to \$50,000. Larger grants will be considered for special projects as will additional years of funding, but grants are made on a year-by-year basis. Cost sharing is encouraged and is looked favorably upon by the selection committee.

Funding requests may include faculty 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.

How to Apply

Grant proposals including all of the below (a cover sheet, a proposal narrative, a project budget, and letter(s) of support) should be emailed to alumnifunds@mit.edu by the deadline.

A complete application includes:

1. A cover sheet (available on the Alumni Class Funds website)
2. A proposal narrative (3-6 pages) that includes:
 - a. A detailed description of the project that is comprehensible to people in other fields.
 - b. A description of your educational objectives with 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. Description of resources and staffing needed.
 - d. 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. If you are planning to enlist the services of T+LL in project assessment, please include this cost in your budget.
 - e. Requests for additional/renewed funding must include a report on the project to date and should explicitly state the new innovation within the project for which you are requesting funding. Please contact alumnifunds@mit.edu for more information.
 - f. If you have received other funds previously from the Alumni Class Funds, briefly describe the project(s) and how the funds helped you in your work and what was accomplished.
3. A project budget (template available on the [Alumni Class Funds website](#)), including:
 - a. a breakdown of costs for resources and staffing needed,
 - b. other funding sources such as support from the department or school (the selection committee looks favorably upon projects that have established cost-sharing), and
 - c. a budget narrative explaining the costs.
4. Letter(s) of support from the relevant department, program, or section head which addresses departmental cost-sharing and plans to sustain the project after support from the Alumni Class Funds ends.

More Information

Information on current and past projects are available at <https://registrar.mit.edu/alumnifunds>. For further assistance please contact alumnifunds@mit.edu or Assistant Dean Genevieve Filiault (filiault@mit.edu).