MIT freshmen, sophomores, and juniors:
Secure $2,375 - $3,500 for D-Lab-related fieldwork from the Underclassmen Giving Campaign
Fall 2015 UGC D-Lab Application

Please email your application and all supporting materials to slhsu@mit.edu by October 19, 2015.

1. Eligibility

You are eligible to apply for the Fall 2015 UGC if you belong to one or more of the following categories.

- You have taken a D-Lab class or independent study
- You have performed a UROP or IDIN fellowship with a D-Lab researcher or staff member
- You have worked on a D-Lab-based project in any other capacity (e.g., as a member of Engineers Without Borders)

You may *not* apply for the Fall 2015 UGC if the following applies to you.

- You are currently planning to travel with a D-Lab class over IAP 2016 and have guaranteed funding through that class (e.g., D-Lab Development)
- You are a senior or graduate student

If selected for the campaign, you must commit to participating in approximately 4 hours of activities throughout the duration of the campaign from November 16-20, 2015.

2. Process

All application materials must be sent to coordinator Libby Hsu at slhsu@mit.edu by 5:00 pm on October 19, 2015. Applications will be reviewed over the following week, and the three finalists will be notified of their selection on October 26, 2015.

Following their acceptance, the Annual Fund staff members will meet with the finalists to provide further instruction during the week of November 2, 2015. Advertising during the November 16-20 campaign week will make direct use of the application materials provided below.

All UGC finalists are guaranteed a minimum of $2,375 and up to $3,500 based on the results of the voting campaign. The finalists will be expected to provide a report to D-Lab documenting their IAP trip so it can be shared with the matching donor and used for project continuity.

3. Application

Applicant Information:

- Name:
- Course:
- Class year:
- Phone number:
- Email address:
- Local mailing address:

Eligibility: Describe how you fulfill the eligibility requirements outlined in part 1. If referencing a D-Lab class, independent study, UROP, or fellowship, please include the year and semester. Confirm that you are available to commit to 4 hours of participation during the campaign from November 16-20, 2015.

Project Title (**6-8 words**)*:* Choose something concise yet descriptive! If selected, this title will be used on all advertising materials for the campaign.

Project Location: Include city or region and country.

Project Goal (**2-3 sentences**): Summarize your project in a clear, easy-to-read way. If your project is chosen, this summary will be included on the flyers and other promotional materials for the UGC. Think about how you would describe your project to friends and classmates in a snappy way.

How a UGC Award will help this project (**3-4 sentences**): See above. This summary will also be included on flyers and promotional materials for the UGC.

Detailed Description (**1-2 pages**): Expand on your project goal by describing the project's history and your reasons for wanting to carry it forward. Be sure to include the following considerations in your essay:

- Your personal motivation, including the assets and skills you bring to the project, including but not limited to:
    - past experience and travel related to this project OR a similar, relevant project
    - technical knowledge
    - language and cultural understanding
    - awareness of D-Lab's values and methodology (creative capacity building, participatory development, cross-cultural communication, etc.)
- Evidence of community needs and interest in the project, and a strong connection to a community partner with whom you will be working
- The impact you believe this stage of the project will have on the community
- Description of other team members/stakeholders and their roles, if applicable

Practical Considerations: Describe where you will be staying and how you will get around. List the main safety concerns in the location where you will be going and describe the steps you will take to

prioritize your safety. Identify people on whom you would rely for help in an emergency. Discuss whether your project will have any safety implications for the community and how you will prepare for these.

Budget: Briefly describe your project's budgetary needs. It's fine if you don't have exact numbers yet, but try to provide an estimate. State whether you are seeking additional funding from other sources.

Resume: Include a copy of your resume with your application.

Recommendation Letter: Request a letter of recommendation from a faculty member or instructor who knows you well and can comment on your qualifications and preparedness to work on a project overseas.

Photos: Please include **3-5 photos** (high-resolution JPEG or PNG) that help describe your project. If you have traveled to the field previously to work on this project, you could include photos from your trip. If not, you may provide photos showing relevant work you have done at MIT, photos of the location where you are going, and/or photos of other students who have gone to that location with D-Lab or a related organization in the past.

Submit an informal headshot of yourself that you would like used on publicity materials.