**MAKE** fund

EPFL, Vice-presidency for Education.

**Call for proposal:**

The challenges that students will be confronted with once they graduate are becoming increasingly complex. Besides requiring solid background in a core discipline, they demand an ability to work at the intersection between a range of fields.

The MAKE fund supports EPFL projects giving students an opportunity to confront themselves with the challenges posed by interdisciplinarity during their training, giving them a head start in developing the skills they will need in their professional future. It aims at facilitating group projects involving students across sections and implying prototyping.

Submitted projects shall (please read as well the “evaluation criteria” document for more information):

- give students freedom to develop their own ideas and solutions

- participate in the reinforcement of students’ skills and knowledge in their discipline thanks to practical implementation

- expose students to interdisciplinarity thanks to the diversity of the project tasks involving a number of students coming from various sections of the school

- give students the opportunity to acquire transversal skills such as team-working and project management among others

Projects can be initiated by students (bottom-up) or Professors (top-down). Two main categories of projects are identified:

**Project type A** - Interdisciplinary project part of a course

Included in one specific course, these projects presents open ended approach giving room for students to develop their own ideas and solutions and are open to students across sections.

Ex: Student robot contest.

**Projects type B** - Highly interdisciplinary projects

Projects involving numerous different subprojects carried by students in different formats (bachelor projects, master projects, non-credited projects) and coordinated toward a same goal.

Ex: Swiss Solar Boat, EPFL Rocket Team projects.

Due to the complexity involved with the setting of interdisciplinary projects, it is strongly recommended to design projects aiming at lasting several years (yearly project format repeated several time or one project running over several years). Even though projects are designed for a multi-year period, a yearly presentation and validation of the support will be needed.

We also recommend that you **contact the interdisciplinary project coordinator** Julien Delisle to assist you in preparing your project application.

**Submission process**

Two call for projects are open. Deadline for submission are:

June 7th 2021 for semester and yearly projects starting in September 2021

November 16th 2021 for semester and yearly projects starting in February 2022

Evaluation of the projects will be made by a committee representing EPFL (the MAKE committee) composed of:

- The Vice-President for Education

- 1 representative of each Faculty

- 1 student representative

- The operational director of the Learn Center

**The selection will be made on the basis of the information compiled in the formula below and, if requested by the MAKE committee, a short presentation to the committee.**

**The committee is also asking for a short video (3min maximum) summarizing the main information of this submission:**

1. **General information and description of the project (main objective, timeline, what will the students design and prototype and which are the EPFL laboratories involved in project supervision and student’s crediting )**
2. **How will the student have access to the appropriate resources to realize their project? Including access to infrastructures (at EPFL or outside). Level of support from section or faculties. Budget for the project and identified sources of financial support)**
3. **Expected pedagogical impact for the students and the way it will be supported.**
4. **How sustainability questions (reduction of negative impact) will be integrated in the project realization.**

For submission, send your application for evaluation by the MAKE committee (contact: [*julien.delisle@epfl.ch*](mailto:julien.delisle@epfl.ch)*)*

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| General information | |
| Project title |  |
| Project nature  What type of project are you willing to develop?  Describe the type of project in a few sentences. What is the format of your project? How will it be handled within EPFL?  Project main schedule (starting date, event date if any, ending date)  ***Please include the short video of 3min summarizing key parts of this document, as described above*** | ☐ Project type A – Interdisciplinary projects part of a course (support order of magnitude 5’000 CHF)  ☐ Project type B – Highly interdisciplinary project (support order of magnitude 20’000 CHF per semester)  ☐ Other |
| Main Applicant(s)  Professor in charge of the project. In case of project initiated by students, responsibility of the project has to be taken by one EPFL Professor, please mention his details (EPFL responsible and academic supervisor) |  |
| EPFL operational responsible  **For project type A - Name of the operational EPFL contact person in charge of the daily project coordination (EPFL employee).**  **For project type B – Please indicate here the name of the academic coordinator and fill up the table at the end of this document for more detailed information related to the project coordination (annex - coordination for highly interdisciplinary projects).** |  |
| Students  *List of students already involved in the project definition.*  *Please provide this list using a separate excel file document if the students are numerous.*  *This document must contain the following information:*  *- Name*  *- Surname*  *- Sciper*  *- Section or specific track (example master in robotics)* |  |
| Project Summary and integration into curricula | |
| Project description  Define your project aim, the objectives and the context in which it will take place (internal competition at EPFL, part of an international competition, other), etc.  . |  |
| Project history  Has the project already been run at EPFL, if yes, when (please give some indication relative to synergies between past event and current proposition – transfer, use of built expertise, etc) |  |
| Project perceived evolution  Shall the project be supported, how do you see its evolution over the years (repetition of same format for different editions, evolution of the format, other?) |  |
| Project organization  Describe the project organization  In case of interdisciplinary project indicate how the coordination will be handled and who will be the person in charge  Mention the level of recognition needed within EPFL (creation of student association, recognition as course, other) |  |
| Project planning and milestones  Define project planning and main milestones.  Supported projects are asked to have regular follow-up milestones with the interdisciplinary project coordinator to document project progress and identify best practices. Please mention how you plan to integrate them in your project |  |
| EPFL supporting laboratories  In case of interdisciplinary project list the different topics and Professors who will be involved in supervising them (please differentiate the Professors who have accepted from the ones who might be interested in the future)  Please mention who will be involved, what will be the contribution of each participant, and what will be his benefit to participate |  |
| EPFL supporting faculties  What is the level of support from the different faculties and what is the level of commitment (please provide support letter if relevant) |  |
| Integration to EPFL curricula  How will your project be linked to the EPFL curricula (part credited and how) |  |

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| Financial information  A separate file describing this section on financial information is possible | |
| Costs  Describe here the budget required for your project |  |
| Required support  Describe wished financial support and the way it will be used:   * **How much will be used for project supervision (salary, travel expenses for supervisors, other)?** * **How much will be used for prototype development (consumables, materials, other resources)?** |  |
| Funding  *List here any financial support you have already identified (please mention the status – guaranteed, under discussion, potential)* |  |

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| Feasibility | |
| Available Resources  *List the available resources (internal and external) to support your project* |  |
| Identified challenges  *List the identified challenges and the potential measures to solve them* |  |
| Needed support from existing EPFL’s infrastructures  *List the identified support needed at EPFL (DLL, SKIL, laboratories, space, specific equipment, other) and if you have any prior notice from the person in charge (please mention your contact)* |  |

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| Impact | |
| Pedagogical expected impact  List the expected pedagogical impact of the project (what are the challenges and expected learnings)  What is the expected benefit for students?  For each, mention the way you are planning to evaluate the learnings |  |
| Interdisciplinarity level  List of sections who can be involved in the project (please differentiate the sections having one identified project from the one presenting potential) |  |
| |  |  | | --- | --- | | Sustainability | | | Development  *Is there any expected core developments that are targeting a specific sustainability issue? If yes, please refer to one of the 17 sustainable development goals defined by the U.N.*  [*https://sustainabledevelopment.un.org/sdgs*](https://sustainabledevelopment.un.org/sdgs) |  | | Environmental footprint in running the project  *How are you planning to reduce the environmental footprint of your project?*  *Example: materials used, life cycles, organizational arrangements.* |  | | | |

Final information

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| Comments  *Please add any comment for the MAKE committee.* |  |
| Annexe(s)  List of annexes if any |  |
| Signature(s)  By the professor main applicant and (only for project type BEPFL operational responsible |  |

Annex – coordination for projects type B – Highly interdisciplinary

**This section describes key roles identified in previous interdisciplinary projects. These different responsibilities can be handled by one single person or can be shared between several people.**

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| Academic coordinator  Name and signature  *Ensuring good coordination with the EPFL laboratories collaborating with the project.*  *Ensuring ECTS credits for the students working on critical developments.*  *Having an overview of the credited projects and ensuring their quality when proposed to an EPFL laboratory*  *Ensuring good transversal skills development for the students (skills not covered by the laboratories coaching the project) - for example working in teams, project management skills, planning and risk assessment, communication etc..)*  ***This coordinator will be the main contact point for the different EPFL laboratories coaching the project and it must be an EPFL employee with complex project management experience*** |  |
| Finance and administrative coordinator  Name and signature  Ensuring good administrative and financial supervision of the project  Being the contact point for the use of the MAKE financial support and the management of the dedicated fund for the project  Helping the students respecting the legal guidelines of EPFL including intellectual property questions, sponsoring contract when looking out for external third parties financial and in-kind support (sponsors and donors)  Helping the students with weekly administrative tasks, such as ordering consumables and materials on SESAME if necessary  Being the contact person to receive invoicing from EPFL services such as the professional workshops for example  **This coordinator must be an EPFL employee working for the professor supervising the project. He/she must have experience in using the EPFL administrative tools and will be the main contact point for the financial services and the legal services of EPFL**. |  |
| Prototyping coordinator  Name and signature  Having the overview of the technical development of the prototype. What will be the main development steps? What infrastructures, equipment, coach and other resources will be needed ?  **This coordinator can be an EPFL employee or an experienced student (under the supervision of the academic coordinator) and will be the main contact point for the prototyping coaches and for the professional workshops to ensure coordinated use of the prototyping network**. |  |
| Sponsoring and communication coordinator  Name and signature  Having the overview of the sponsoring and communication for the project.  **This coordinator can be an EPFL employee or an experienced students (under the supervision of the academic coordinator) and will be the main contact point for Mediacom and other parties involved in EPFL official communication. It will also be the contact point for sponsoring questions**. |  |