Theodore and Jane Norman Fund for Non-Union Faculty Research and Creative Projects in Arts and Sciences

1) The Theodore and Jane Norman Awards for Faculty Scholarship

Award Description: The Theodore and Jane Norman Awards for Faculty Scholarship support faculty research, creative projects or course development. Stipends of up to $3,500 per year are available for direct project-related expenses such as use of collections, acquisition of data, services, publication charges, travel, rental or purchase of equipment and preparation of manuscripts, books, journals, or computer software. Funds should be used before the end of the fiscal year. Any equipment purchased with these funds is the property of the University. In order to stretch research funds further, the Norman fund does not cover food.

Eligibility: All continuing, full-time faculty, and part-time non-union faculty with multiple year contracts of at least half-time status, in Arts and Sciences are eligible, but preference will be given to faculty in the creative arts, humanities, and social sciences who do not have access to external research support, and to those who have not recently received a Norman Award for Faculty Scholarship.

Selection Criteria and Procedure: The Office of the Dean of Arts and Sciences will review applications and determine both the number of grants and the stipend size. Applications will be judged on the following criteria:

- Importance of the project
- Contribution to the field and to the career of the applicant
- Quality of the work proposed
- Feasibility of the project
- Clarity of the conception of the project
- Clarity of the proposal

Application Procedure: Completed applications should be no longer than two pages. The application should address:

Proposed Project: Clearly describe the basic ideas and questions to be addressed by the proposed project, and its theoretical basis. In what ways will the research or creative work contribute to the field? Where will the work be done? What is the methodology? How much will be accomplished during the grant period and what are the plans and timetable for completing the project? Include special media, such as CDs or slides, if these are important to illustrate the nature of the project.

Review of the literature: Place the proposed work both within the field and within the applicant’s larger plan of work.
Budget: Provide details for each proposed expense. *Applications that are not accompanied by a budget will not be considered.*

Completed applications should be submitted as e-mail attachments, to Kathy Cook in the Dean’s Office (ucookka@brandeis.edu). Deadlines for academic year 2018-19 are October 12, 2018 and March 9, 2019, with notification of awards approximately six weeks thereafter.