

HBI Research Award Proposal Guidelines 2008

The Hadassah-Brandeis Institute awards annual research grants to support interdisciplinary research on gender and Jewish women. Scholars, activists, filmmakers, writers, and artists who are pursuing projects on broad questions of significance to the study of Jewish women and gender may apply.

I RESEARCH GRANTS ARE AWARDED IN THE FOLLOWING CATEGORIES

1. **Biography:** Biographical research on the lives and experiences of individual Jewish women (not limited to studies of an entire life-course).
2. **History:** Historical research on Jewish women and gender issues in Jewish communities in any time period or geographical location.
3. **Social Science:** Anthropological, sociological and psychological research on Jewish women or gender issues today.
4. **Judaism:** Research on gender issues in Jewish law, ritual and observance.
5. **The Yishuv and Israel:** Interdisciplinary research on Jewish women and gender issues in pre-state Palestine and the State of Israel.
6. **Film and Video:** Original documentary and narrative film projects about Jewish women or Jewish gender issues.
7. **The Arts:** Research about Jewish women artists and Jewish women's contribution to the arts. Applicants engaged in artistic projects thematically focused on Jewish women are also encouraged to apply. Subject areas include: a) Performance Arts b) Visual Arts c) Creative Writing

II SIZE OF AWARD

Junior grants up to \$2000 awarded to graduate students and new scholars – generally within 3 years of receiving a Ph.D.

Senior grants up to \$5000 awarded to established scholars and professionals.

III RESTRICTIONS

There is no residency requirement. Applications (in English) from outside the United States are welcome.

Open to applicants regardless of gender or religion.

IV GUIDELINES FOR SUBMITTING PROPOSALS ARE ATTACHED.

V DEADLINE & SUBMITTING PROPOSALS: **Arrival at HBI Offices by Monday, September 15, 2008**

A. MAIL TWO HARD COPY PROPOSALS TO: Debby Olins
Program Manager
The Hadassah-Brandeis Institute
MS 079
AND
Brandeis University
Waltham, MA 02454-9110

B. Proposal must ALSO be sent AS AN E-MAIL ATTACHMENT IN MICROSOFT WORD to: dolins@brandeis.edu
and an acknowledgement of the proposal's receipt must be obtained from the HBI.

**EACH PROPOSAL MUST BE COMPLETE AND FOLLOW THE PROPOSAL GUIDELINES.
INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED.**

VI REVIEW PROCESS

Grants are awarded on the basis of excellence. All proposals are confidential and carefully reviewed by at least two scholars from the HBI Academic Advisory Committee. Proposals receiving positive ratings in the first stage are further reviewed by Committee members at the annual AAC meeting in the fall. Applicants will be notified by email in December 2008 as to whether their proposal will receive funding. Funds will be distributed in January 2008.

The Hadassah-Brandeis Institute (HBI) develops fresh ways of thinking about Jews and gender worldwide by producing and promoting scholarly research and artistic projects.

REQUIREMENTS FOR HBI RESEARCH AWARD PROPOSALS

Each proposal must include the following items; we will not consider incomplete proposals.

1. **ABSTRACT** – Statement of the research question succinctly describing your specific aims, contribution to the field and (if appropriate) initial findings. (1 page)
2. **PROJECT DESCRIPTION** – A research proposal detailing the nature and purpose of the project and the scope of the work. Proposal description should include information on the project's background, research paradigm, specific objectives, working hypothesis, and methodology. Include a statement detailing the specific component of the project to be funded by the Research Award. (4 – 5 pages maximum)
3. **LITERATURE REVIEW** – Discussion of the relevant literature and explanation of how your project will build on what has already been written. (2 – 3 pages)
4. **BIBLIOGRAPHY** – (1 page)
5. **TIMELINE** – Include a start date, benchmarks for progress, and estimated completion date for the project. (Separate page)
6. **BUDGET** – (See page 6)
7. **WRITING SAMPLE** – A writing sample in English of between 5 - 10 pages. Samples can be either published or unpublished.
8. **CURRICULUM VITAE or RESUME** – (4 pages maximum – Work or publications of particular relevance to the research proposal can be starred **.)
9. **PERSONAL INFORMATION SHEET** – (See page 7)
10. **PROPOSAL SUMMARY** (See page 8)
11. **LETTER OF RECOMMENDATION & PROJECT EVALUATION** – (Junior grant applications only) Reference from an academic / scholar in the field of research. (See last page)
12. **ADDITIONAL INFORMATION:** Proposals in **SOCIAL SCIENCE, FILM AND VIDEO, PERFORMANCE ARTS, VISUAL ARTS** and **CREATIVE WRITING** see **page 3** for additional requirements.

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Proposal **MUST** also be sent **AS AN E-MAIL ATTACHMENT IN MICROSOFT WORD** to:
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Application Deadline: September 15, 2008

ADDITIONAL REQUIREMENTS

In addition to the information specified on page 2, proposals in the categories of **Social Science**, **Film and Video**, **Performance Art**, **Visual Art** and **Creative Writing** require the following materials.

Applications will NOT be considered without these materials.

Proposals in **Social Science** must also include:

METHODS – A separate (one - two pages) methods section including:

- Research design: research questions and hypotheses;
- Study population and sample: description of study areas, populations, sample size and sample selection process. If data are to be collected from human subjects, please address issues of ethical research guidelines and approval from your institution.
- Rationale: explanation for the sample size and for the procedures for sample selection;
- Data collection: description of the approaches and methods used to collect information;
- Data analysis: description of data processing procedures for data analysis.
- Challenges: statement of any inherent difficulties in the proposed method.
- Statement of experience in carrying out proposed research plan.
- Description of resources needed and available to carry out the project.

QUESTIONNAIRE – Include a sample questionnaire if applicable.

Note: Social Science applications will be evaluated heavily on the methods description. Refer to the HBI website (http://www.brandeis.edu/hbi/grants/res_awardsfaq.html) for samples of complete and well reviewed method statements.

Proposals for **Artistically Creative** projects may omit the Literature Review, the Bibliography and the Writing Sample specified on page 2, but must include:

Film and Video:

- Complete film/video treatment
- Copy of total film budget
- Video/DVD excerpt of current project or sample of previous work

Performance Arts:

- Video/DVD/CD excerpt of a past performance
- List of potential performance venues
- Reviews of previous performances (if available)

Visual Arts:

- Images of current or past work (Electronic versions preferred)
- List of potential exhibit sites
- Reviews of previous artistic projects (if available)

Creative writing:

- 10-20 page writing sample

FREQUENTLY ASKED QUESTIONS

- 1. I have received a Research Award in the past, can I apply again?** Yes, you may apply for a second award to carry out a new project, or to finish a partially funded project.
- 2. My proposal is interdisciplinary and qualifies in two categories. Which one should I select?** The HBI does not advise applicants on this question. Keep in mind that the HBI does not have a specified number of awards in any one discipline, and that proposals are judged for excellence. You must apply in only one category, however. Proposals selecting two categories will be returned.
- 3. Should I apply as a Junior or a Senior?** Junior applicants are enrolled Ph.D. students or are scholars who are within three years of finishing their doctorate. Senior scholars have generally attained the level of Associate Professor, or the equivalent. Those people who fall between categories may apply in either category, with the understanding that Senior proposals are judged more rigorously. Artists applying in the senior category will need to provide evidence of a reviewed body of work.
- 4. Should the documents be single spaced or double spaced?** You may use either, but please abide by the specifications for the maximum number of pages.
- 5. May I apply for funding to covering my time?** Yes, you should include this cost in the time category of the budget.
- 6. Should the email attachment arrive in one file?** One Microsoft Word file is the preferred way to receive the documents. Not all email programs are able to send large files; if needed, you may send the documents in separate files and/or in separate emails. Please specify the number of attached files in your email.
- 7. I am applying as a Senior applicant, do I need a recommendation?** Only Junior applicants need to include an academic reference.
- 8. Can my reference send you the recommendation directly, or should I include it with my materials?** Your reference may email their reference from a university email address to dolins@brandeis.edu. If she/he is sending a hard copy, please ask that university stationery be used.
- 9. I am not sure how long my application will take in the mail. If I email the full application by the deadline of September 15, 2008 at 5pm, will you accept the hard copies if they arrive after that date?** The HBI expects applicants to adhere to the required deadlines. However, we understand that overseas mail can be unpredictable. If you are based outside of the US or Canada, the HBI will accept your proposal when it arrives if it is sent via Express Mail and post-marked by Sunday, September 14, 2008.
- 10. I am applying to do a qualitative project in the Social Science category, but the Methods you describe are appropriate for quantitative projects. What should I include in my description of methods?** Qualitative studies should answer the following questions: How will the study be carried out? (One-on-one discussions, focus groups, observation, etc.?) How large will the study be? How will the participants be found? Will study sample be given an incentive to participate? What types of questions will be used? What is the research paradigm of qualitative research (ethnographic, grounded theory, etc.?) What collection and analysis methods will be used? *Samples of well reviewed Methods sections can be found on the HBI web site at: http://www.brandeis.edu/hbi/grants/res_awardsfaq.html by scrolling down to question 10.*

11. **For proposals in the Visual Arts, are the TWO mailed hardcopy proposals meant to include two sets of slides, duplicate lists of potential exhibit sites and duplicate reviews of previous artistic projects?** Yes, please send duplicates of all materials. Please provide a self addressed envelope if you would like the materials returned at the end of the proposal review period. If you are emailing images, you do not need to include slides.
12. **For proposals in the Visual Arts, how many images should I submit?** You should submit as many images as needed to give the reviewer a full understanding of your capability to carry out your proposal.

THE HADASSAH-BRANDEIS INSTITUTE RESEARCH AWARD APPLICATION

Budget

Applicant's Name:

Project Title:

Provide below a detailed explanation of how the funds will be used. You may include a separate page of narrative providing a rationale for the budget, but this is not required.

Item	Cost
Time (Salary) Applicant 1 Applicant 2 (if applicable)	
Travel expenses (include number of days of travel)	
Supplies (Description – costs must be itemized)	
Outside services (Please specify)	
Other costs (Please Specify)	
Total Estimated Costs	\$

List any other funding sources that have been contacted or are involved with this project:

1. _____
2. _____
3. _____

THE HADASSAH-BRANDEIS INSTITUTE RESEARCH AWARD APPLICATION

Personal Information

Applications must include the following information

Name:

Address:

Telephone:

Email:

Indicate the level and category of your grant application (see Guidelines for a description of each level):

Junior _____

Senior _____

Project title: _____

A PROPOSAL TO THE HADASSAH-BRANDEIS INSTITUTE FOR A RESEARCH AWARD

Proposal Summary

Applications must include the following information:

Name:

Degrees earned:

Institutional affiliation:

Year Ph.D. to be awarded:

or

Current professional position:

Category (**Choose ONE only**):

Film & Video _____ Judaism _____ Israel & The Yishuv _____

Biography _____ Social Science _____ History _____

The Arts (research) _____

The Arts (creative):

Performance _____ Visual _____ Writing _____

Application level: Junior _____ Senior _____

Project Title: _____

Duration of Project: _____ 20__ to _____ 20__

Brief explanation of how funds will be used:

Name and title of referee (Junior grants only):

Applicant's Name: _____

Referee's Name: _____

HADASSAH-BRANDEIS INSTITUTE RESEARCH AWARDS
Reference and Project Evaluation Instructions
(Junior Applicants Only)

The scholar asking you to provide a reference is applying for a Hadassah-Brandeis Institute Research Award. This is a \$2,000 grant to support research or creative art that provides fresh ideas about Jews and gender. The HBI evaluates the proposals for excellence of both the applicant's ability and the project itself.

The HBI assumes that if you are supplying a reference for the applicant, you are familiar with the project associated with the proposal. In addition to supplying your personal reference, we ask that you complete the project evaluation form below.

Project Title:			
Rate the proposal for the criteria below using the following scale: 1 = Excellent 2 = Good 3 = Poor			
Originality	Quality of Research Design	Contribution to the field	Applicant's ability to carry out and complete project
You are asked to Include your qualitative comments about the merits of the proposal.			