Louisville Institute

2017-18 Sabbatical Grant for Researchers

Application Deadline: November 1, 2016

Grant Amount: Up to $40,000

Louisville Institute's Sabbatical Grant for Researchers program (SGR) enables ecclesially-engaged academics and scholarly religious leaders to conduct a major study that can contribute to the vitality of Christianity in North America. Grants of up to $40,000 support year-long research projects that address Christian faith and life, the practice of ministry, and/or religious institutions.

The Sabbatical Grant for Researchers supports research, reflection, and writing concerning Christian faith and life, the practice of ministry, and/or adaptive challenges confronting religious institutions. Grants of up to $40,000 support a diverse range of projects that show potential to benefit faith communities throughout North America.

Successful proposals show how scholars shape all aspects of a study in clear reference to a core, guiding question, and how their planned sabbatical leave is well-timed to engage their projects at full stretch. The selection committee gives preference to studies that show potential for inquiry and discovery, for analyzing reliable new data rather than repacking conventional knowledge. The proposed research should be framed with reference to relevant scholarship and its significance.

SGR budgets buy *release time* from academic duties, typically supporting a full year of academic leave. It's common for the total amount of an SGR budget to be designated for salary/benefit replacement. In contrast, the Institute's [Project Grant for Researchers](#) provides funds to support *specified project activities and resources*: e.g., research assistants; personal or group interviews; quantitative surveys; interview transcription and coding; hands-on examination of archival records; and other activities involved in gathering and analyzing empirical data. If your SGR proposal requests funds to support such activities/resources, travel, or consultation, you will need to prepare a line-item budget with supporting narrative (see below).

SGR grantees exemplify a range of academic fields and research trajectories, as evident in the summary descriptions of these recently funded sabbatical projects:

❖ [Norman Wirzba](#) (Duke Divinity School) is constructing a Christian theological response to the current ecological crisis by reclaiming what it means to construe humans as *creatures* in a world understood as *God's creation*.

- ❖ [Daniela Augustine](#) (Lee University) is investigating the potential insights offered by Eucharist-centered Orthodox ecclesiology to a Word-centered Pentecostal liturgy.

- ❖ [Richard Pitt](#) (Vanderbilt University) is drawing on interviews with more than 150 church planters to show how religion entrepreneurs differ from both for-profit and other not-for-profit entrepreneurs in fundamental ways.

- ❖ [Deanna Thompson](#) (Hamline University) is exploring how trauma's relationship to serious illnesses -- such as cancer -- can also disrupt tidy cross-to-resurrection frameworks as well as the now-and-the-not-yet articulation of Christian hope.

The Sabbatical Grant for Researchers program is highly competitive. Communicate as effectively as possible <u>what question you intend to investigate and why it matters</u>; <u>how you plan to conduct your study</u> (describing data that will inform your analysis); and <u>how you, your colleagues/field, and the wider church will benefit from the proposed project</u>. Then indicate the wider significance and relevance of your project, including <u>a clear plan for sharing project findings with people and institutions that need to learn from your discoveries</u>.

We recommend that applicants share a version of their proposal narrative with trusted colleagues—ideally those asked to write recommendation letters — to receive feedback and suggestions prior to submitting the application. Only well-written proposals are likely to be funded.

Eligibility and Application Requirements

Eligibility
The Sabbatical Grant for Researchers program is open to both academic and pastoral leaders who are based in the United States or Canada. While pastoral leaders are *eligible* to apply to the SGR program, their proposals will +likely be more competitive in the [Pastoral Study Project](#) program. For SGR, preference is given to applicants who are fully employed in accredited academic institutions and eligible for a full academic year leave from teaching and administrative duties.

Applicants must have earned the terminal degree in their chosen vocation. For academics this is usually the Ph.D. or Th.D. For pastors, it is typically the Master of Divinity degree. Note that grant funding does not support tuition or degree program expenses.

Proposed projects may employ a variety of methodological perspectives, including, but not limited to, historical, systematic and practical theology, the social sciences, history, ethics, or biblical studies. They may also be interdisciplinary in nature. All applicants should make clear how their project will contribute to the life of the church in North America.

Previous LI grantees are eligible and encouraged to apply; however, all program and financial reports for any previous grants must be submitted prior to November 1st. Applicants may only apply to one Louisville Institute grant program within the same grant year (June 1-May 31).

Completed proposals must be submitted online by November 1.

Awards will be announced on or before February 1, 2017.

SGR applicants should normally be released from all professional duties during the specified grant period. Academic applicants should indicate in their proposals that they are eligible for a sabbatical leave and a release from all teaching and administrative responsibilities during the grant year. Pastoral leaders should be released from all employment duties during the entire grant period. A letter of release must be submitted by the applicant's dean, chairperson, or administrative supervisor to confirm release in the event a grant is awarded. Academic and pastoral applicants who *cannot* be released from all professional duties should indicate in their proposals how they plan to devote sufficient time to the proposed project.

Louisville Institute grantees may not simultaneously hold two grants from Lilly Endowment-funded organizations that total more than $45,000.

No recipient of a Louisville Institute grant or fellowship may also be awarded a Henry Luce III Fellowship during the same selection year. Applicants to both programs may only accept one award.

Questions about eligibility may be sent to kliechty@louisville-institute.org

Timeline Options

Research periods supported by this grant may vary, though are usually within a two-year timeframe. The 2017 SGR grant period may begin anytime after May 1, 2017.

SGR Feasibility Feedback

LI is glad to provide brief initial feedback to help you determine if your SGR project idea fits our funding criteria. Consultation does not guarantee funding. However, staff feedback can help you discern whether to develop your ideas into a full grant proposal.

Before contacting us, please do the following:

- *State* your project's core question -- framed as a question -- and say why it is important to the church in North America (one paragraph).

- *Identify* how you plan to investigate this question, indicating potential research strategies (2-3 paragraphs).

- *Share* your outline with several trusted colleagues and incorporate their feedback.

After completing these steps, email your brief project outline (500 words maximum) to Don Richter with the subject "SGR feedback." We will respond to all feedback requests submitted prior to October 15.

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SGR Proposal Requirements

All documents must be submitted by the November 1 deadline. Upload each application requirement in *.pdf format (preferred). Recommenders must submit their letters by November 8th. If you encounter problems, contact <u>Keri Liechty</u>.

Applications must include:

- **Applicant Information**:
    - Application details (time frame, amount, etc.)
    - Core Question: State your project's core question in 1-3 sentences and say why it is important to the church in North America.
    - Project Summary: Summarize your project in approximately 200-words.

- **Narrative statement** of approximately 5-7 pages (12-point and double-spaced). Describe your proposal in detail using the following outline:
    - Core Question: What is the primary question being addressed (stated as a question)?
    - Rationale: Why is the proposed topic important to you and to the Christian church? What are the consequences if this issue is not investigated and responded to? The proposed research should be framed with reference to relevant scholarship and its significance.
    - Plan: How do you intend to study and investigate the concern? Include a description of the way in which you will conduct the inquiry, including the gathering and analyzing of empirical data: field work if appropriate, travel, and other resources and activities necessary to complete the project. Provide specific details about research protocol and procedures. Indicate how you intend to secure IRB approval if needed for your project.
    - Dissemination: Who is your audience for this research? How do you plan to share your research with them? What oral forms of dissemination fit the project (e.g. sermons, education venues, speeches, conference papers)? What written forms of dissemination fit the project (e.g., essay, article, book, other possible publication venues)?
    - Impact: What personal, intellectual, and spiritual impacts do you see for yourself in engaging in this project? What benefits will come to your institution and to the larger church?
    - Timeline: What is the overall schedule and timeline for this project? Indicate clearly the sabbatical leave time frame for which you are seeking grant support.

- **Selective bibliography** of the main sources to be read (2-3 pages double-spaced)

*** Completed proposals must be submitted online by November 1.***

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- **Proposal Budget:** If the total amount of your SGR budget is designated for salary/benefit replacement for a specified time frame, and the grant is made payable to an institution, then a simple statement to this effect will suffice as your budget. <u>Example</u>: *The total amount of this grant ($40,000) is to be made payable to (Name of Institution) and used for salary/benefit replacement for Professor (Name)'s sabbatical leave from January 1 through December 31, 2018.*

  If your SGR proposal requests funds to support resources, consultation, travel, or any activities beyond salary/benefit replacement, you are required to prepare a line-item budget with explanatory narrative (see pages 6-10).

  For SGR the total amount requested may not exceed $40,000. Normally, Louisville Institute will pay the grant directly to the institutions of those selected. The Institute allows up to 10% indirect costs based on the total direct costs of the project. For a $40,000 grant this would be $36,364 direct costs plus $3,636 indirect costs.

- Your current **Curriculum Vitae or résumé** (no more than 4 pages): The CV or résumé should include educational experience (including dates of graduation), publications, current employment, and other information that will help the selection committee become better acquainted with the applicant.

- **Two Letters of Recommendation** (Colleague and Assessing Project Feasibility) and **Letter of Release**: When uploading your application requirements, provide name, email addresses and phone for recommenders. After submitting your application, LI will immediately email recommenders with a link to submit letters online. LI will notify you via email as each person successfully submits a letter. Applicants should contact their recommenders in advance to explain procedures and guidelines (below). Letters of Recommendation must be submitted by November 8th.

  - **Letter of Recommendation from Colleague**: Your Colleague letter should come from someone – either within or outside your institution – who can provide a candid assessment of your reliability and capacity to carry out the proposed project. Your recommender should describe how your previous work demonstrates skills needed to conduct this study and coordinate this Sabbatical Grant for Researchers. In what ways might this project strengthen the church in North America?
  - **Letter Assessing Project Feasibility**: Your Feasibility letter should come from someone who can provide a candid assessment of the need for this project, the feasibility of this project, and the distinctiveness of this project in light of what others are doing or have already done. Your recommender will tell us how you are well-suited to undertake this collaborative venture and why the proposed project has relevance for the church in North America — Why is this a living question that we must address to insure the vitality of North American Christian congregations?
- **Letter of Release:** The applicant's academic dean or chairperson confirms release from teaching and academic responsibilities in the event a grant is awarded.

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Review and Selection Process

Every year the Louisville Institute Board appoints a selection committee to review proposals and award SGR grants. Committee membership and deliberations remain confidential.

Applicants whose projects are not funded will be notified by mail as soon as possible following the adjudication process. Due to the large number of applications the Institute receives, LI Board and staff members do not provide additional feedback on declined proposals.

SGR Budget Preparation Guide

An essential part of applying for any Louisville Institute grant is preparing a budget with explanatory narrative. The Institute closely reviews the information you provide and analyzes what you anticipate the proposed activities will cost.

Because individual recipients of Institute grants may be liable for income taxes on funds awarded, grantees typically have grants made payable to a tax-exempt nonprofit organization with 501(c)(3) status. The Institute does not provide advice on tax matters; we advise grantees to consult their own tax advisers to determine the tax consequences of receiving grant funds.

If the total amount of your SGR budget is designated for salary/benefit replacement for a specified time frame, and the grant is made payable to an institution, then a simple statement to this effect will suffice as your budget. Example: *The total amount of this grant ($40,000) is to be made payable to (Name of Institution) and used for salary/benefit replacement for Professor (Name)'s sabbatical leave from January 1 through December 31, 2018.*

If your SGR proposal requests funds to support resources, consultation, travel, or any activities beyond or in addition to salary/benefit replacement, you are required to prepare a *line-item budget* with explanatory *budget narrative* that supports your request.

Line Item Budget

List all the appropriate accounts where grant funds will be spent (e.g., Personnel, Travel, etc.) and indicate the anticipated costs of project activities in each of these line items. When appropriate, work with those responsible for accounting in your organization to develop the budget based on your organizational chart of accounts; this will enable both Institute staff and your organization's staff to monitor the budget more easily.

If requesting funds for more than one year, arrange the budget in a calendar-year format, even though your own fiscal year may be different. The last right-hand column should show the total of each line item for the duration of the project, including the grand total of funds requested.

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The Institute receives two types of requests for funding: one seeking entire support for a project and another seeking support for a portion of a project.

- If requesting Institute support to fund 100% of your project costs, your budget should reflect all anticipated expenditures.

- If seeking Institute support to fund a portion of a project, your budget should include anticipated sources of income as well as expenditures for these other funding sources (e.g., your organization's in-kind support, other grant support, income from registration fees, etc.).

Example of an SGR Line-Item Budget

	2017	2018	Total
1. Personnel			
Transcription Assistant (140 hrs @$10/hr)	1400		1400
Course release (2 courses per semester @ $4K/course)	8000	8000	16,000
2. Equipment			
Sony Digital Flash Voice Recorder	47		47
3. Travel			
Ground transportation, 670 miles @ $.53/mile		355	355
Airfare to Denver, Atlanta, Dallas, New York	1000	1000	2000
Lodging (8 nights)	800	800	1600
Meals (12 days @ $75 per diem)	450	450	900
4. Supplies			
Printing, materials, etc.	1250	820	2070
5. Participant Compensation			
22 church leaders for interview @$50	1100		1100

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6. Miscellaneous

Books and Reference Materials	750	750

Direct Cost	26,222	
Indirect Cost (10%)	2,622	
Total Requested	28,844	

Budget Narrative

Include a written justification for each line item in your budget, succinctly describing:

- the specific item
- how the specific item relates to the project
- how you calculated the amount requested

Below are common line-item categories for the Project Grant for Researchers (not all items will appear in all budgets). PGR funds are often used to support specified project activities and resources: research assistants; personal or group interviews; quantitative surveys; interview transcription and coding; hands-on examination of archival records.

1. Personnel

A. Salaries/Wages

List the position and the salary or wages requested for each person's work in the proposed project. If appropriate, include the salary of adjunct faculty or staff who will fill in for you while you are conducting your project. If you would like the Institute to fund a percentage of someone's salary, note that percentage. Indicate each person's activities with regard to the proposed project.

B. Fringe Benefits

Indicate the percentages of salaries your organization charges to fringe benefits. If you use different rates for different individuals, your narrative should contain a table summarizing calculations for each person.

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SAMPLE TABLE:

	Salary	Fringe Rate	$$
Project Director	$40,000	25%	$10,000
Secretary	$15,000	20%	$3,000
Research Assistant	$20,000	N/A	$0
	$13,000		

2. Administrative Support

This category includes general expenses directly related to performing the proposed grant project. Typical entries include supplies, printing, postage, telecommunications and information technology. Explain the need for these items in the budget narrative. List any large expenditures as separate line items rather than under the general administrative support category.

3. Equipment

Although the Institute does not ordinarily award grants for capital expenditures, some projects may require the purchase of equipment for the achievement of project goals. Please list equipment requests separately from administrative support; estimate purchase price and document why you need this equipment.

4. Travel

Indicate projected travel expenses and document your calculations. Estimate travel expenses based on your organization's standard travel policies. The project director must authorize all travel expenses charged to Institute grant funds; the project director's supervisor or board member must approve the project director's travel.

If your organization specifies a per diem for travel, indicate this amount and note what the figure includes. For instance, some per diem amounts include hotel expenses and others do not.

If the Institute funds your request, we require that your organization retain ticket stubs and itineraries to document air travel (for the grantee's files, not Institute files). We also require that someone other than the grantee authorize corporate credit card expenses.

5. Consultants

If you plan to hire project consultants, describe the purpose, expected duration of the consultant's work, and the daily/hourly rate you expect to pay. Consultant fees and travel should be on separate lines unless fees include travel costs.

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When you hire consultants, initiate and retain in your files a contract that includes the following:

- ❖ Consultant's name, address, and social security number

- ❖ Beginning and ending dates of engagement, and estimated number of consulting hours to complete the project

- ❖ Description of work to be performed, reports written, etc.

- ❖ Hourly rate and method of payment for work performed

- ❖ Description of any special arrangements such as the hiring of secretarial/clerical assistance, renting of office space or equipment, overhead expense, etc.

- ❖ A termination statement noting time requirement and obligations for payment

6. **Consultation or Conference**

If your project includes a consultation or conference, list all costs using separate line items for travel, food, lodging, honoraria, etc.

7. **Miscellaneous Costs**

A separate line item may include miscellaneous costs that are not itemized above and not easily identified, but may be necessary to conduct the project. Explain the types of items/activities you intend the miscellaneous costs to include.

8. **Indirect Costs**

If required by an office of grants and contracts, applicants may include a line item for "indirect costs" to cover institutional charges for grant administration. Indirect costs are not supplemental but must be factored into the maximum allowable amount for each specific grant program. For example, a $40,000 Sabbatical Grant for Researchers that includes 5% in indirect costs would be $38,095 direct costs plus $1,905 indirect costs.

SGR applicants may request indirect costs up to 10% of the grant total. For a $40,000 grant this would be $36,364 in direct costs plus $3,636 in indirect costs.

Please contact the Institute's Associate Director Don Richter drichter@louisville-institute.org for additional clarification about indirect costs.

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Once you receive a grant...

Who receives the check?
Grant documents and checks will be issued to your institution, unless otherwise specified.

Will I receive a 1099 if the grant is made to me personally?
No, you will not receive a 1099. Individual recipients of Institute grants may be liable for income taxes on funds awarded, depending on whether the funds are used to pay tuition and certain other related expenses, the amount of the recipient's other income, the law of the recipient's domicile, and other factors. The Louisville Institute does not provide advice on tax matters. Applicants should consult their own tax advisors to determine the tax consequences of grant monies.

When will grant money be made available?
Once we have received your signed grant documents, grant checks will be issued in a single check approximately 60 days before the scheduled start of your grant.

How do I request changes to my budget/timeline?
If your timeline changes as your project unfolds, submit your revised timeline and explanation to Don Richter for approval.

Grantees may reallocate budgeted items up to $500 or 10% of individual line item amounts by giving written notice to the Institute. Budget changes in excess of these limits must receive written approval of the Institute. For budget changes, submit a revised budget alongside the original budget via email to Don Richter (drichter@louisville-institute.org).

What are the Post-Grant Reporting requirements?
Grantees shall submit program and financial reports to the Louisville Institute approximately 60 days after the conclusion of their grant period. Reporting document will be emailed to those who receive awards. In addition, one copy of any published article and three copies of any published book produced during or as a result of the grant period should be sent to the Louisville Institute.

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Who We Are

The Louisville Institute is a Lilly Endowment-funded program based at Louisville Seminary supporting those who lead and study North American religious institutions. The fundamental mission of the Louisville Institute is to enrich the religious life of North American Christians.

- Grants

- Fellowships

- Collaborative Inquiry

The Institute's Board of Directors shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Aided by two administrative assistants, the Executive Director and Associate Director guide Institute work on a daily basis.

The Religion Division of Lilly Endowment supports programs and projects that address three broad questions:

- *How do we identify, recruit and call forth a new generation of talented Christian pastors?*

- *How do we best prepare and train new ministers for effective and faithful pastoral leadership?*

- *How do we improve the skills and sustain the excellence of pastors currently serving congregations?*

The Endowment also funds efforts that enhance the vitality of local congregations and that enable ordinary church members to mine the deep wisdom of the Christian faith and to take up their vocations in the life of the world as people of faith.

Funded program by Lilly Endowment based at Louisville Seminary.

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