Project Grant for Researchers

The Louisville Institute

The Louisville Institute's Project Grant for Researchers Program supports research, reflection, and writing by academics and pastors concerning Christian faith and life, the practice of ministry, and/or religious institutions. Grants of up to $25,000 support a diverse range of projects that may involve independent study, consultations, or collaborative projects involving pastors and academics. Particularly attractive to the Institute are projects that show potential to benefit the church in North America.

Successful proposals show how all aspects of the project are shaped in clear reference to a core, guiding question, and how the overall research design is well-suited to the time frame in view. Preference will be given to projects that show potential for empirical inquiry and discovery, for generating reliable new data rather than repacking conventional knowledge. In contrast to the Sabbatical Grant for Researchers – which typically buys release time from academic duties – PGR funds are often used 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. These recent PGR grantees exemplify a range of research methods that may be employed in this grant program:

- ❖ Nathan Todd (University of Illinois Urbana-Champaign) is conducting a social network analysis of three different congregations.

- ❖ Jill Snodgrass (Loyola University Maryland) is studying the lived experience of incarcerated women to determine how their spiritual/religious beliefs contribute to their transition from prison, including how faith communities welcome and care for these women.

- ❖ John Weaver (Abilene Christian University) is probing the impact of technology on Christian practices through historical comparison between the 16th century Gutenberg revolution and the current digital revolution.

- ❖ Tricia Bruce (Maryville College) is surveying all dioceses in the U.S. Catholic Church regarding the growing phenomenon of "personal parishes."

The Project Grant for Researchers program is highly competitive. Communicate as effectively as possible why you are applying, what you will do during your study period, and how you, your colleagues/field, and the wider church will benefit from the proposed project. Then indicate the wider significance and relevance of your project, including a clear plan for sharing project findings with people and institutions that need to learn from your discoveries.

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.

Completed proposal must be submitted online no later than October 1, 2015.

Eligibility and Application Requirements

Eligibility
The Project Grant for Researchers program is open to academic researchers and also pastoral leaders based in the United States or Canada. While pastoral leaders are *eligible* for PGR, their proposals will more likely be competitive in the [Pastoral Study Project](#) program.

Applicants must have earned the terminal degree in their chosen vocation. For academics it is usually the Ph.D. or Th.D., for pastors, this is typically the Master of Divinity degree. Note that grant funding does not support tuition or degree program expenses. Current doctoral students may be eligible for a [Theological Education Fellowship](#).

Applicants may only apply to one Louisville Institute grant program within the same grant year (June 1-May 31). 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.

Previous recipients of any Louisville Institute grants are eligible and encouraged to apply; however, all program and financial reports for any previous grants must be submitted prior to October 1st.

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

What PGR Does Not Fund
This program does not fund basic program support for organizations, regular salary support, expenses related to pursuit of a degree, or capital expenditures beyond what may be necessary to conduct research (such as recording devices). If appropriate, your budget may include a stipend for salary replacement while conducting your project.

Timeline Options
Research periods supported by this grant may vary, though are usually within a two-year timeframe. The 2015 PGR grant period may begin anytime after January 1, 2016.

PGR Feasibility Feedback
The Louisville Institute is glad to provide brief initial consultation to help you determine if your project ideas fit our funding criteria. Feasibility Feedback is optional and not required to submit an application. Because of the large number of PGR applicants, consultation does not automatically guarantee funding. However, staff feedback can help you discern whether to develop your ideas into a full grant proposal. Optional feasibility feedback is not required for application.

Before contacting us, please follow these steps:
- ❖ Review guidelines to verify your eligibility – if you have questions regarding eligibility contact Keri Liechty (502-992-5431 or kliechty@louisville-institute.org)
- ❖ In a single paragraph, state your project's core question (as an interrogative sentence) and explain why it is important to the church in North America.
- ❖ In 2-3 paragraphs identify project activities through which you plan to engage this question.
- ❖ Share your outline with several trusted colleagues and incorporate their feedback.

After completing these steps, you may email this brief project outline (500 words maximum) to Don Richter (drichter@louisville-institute.org) with the subject heading "PGR feedback." We will respond to all feedback requests submitted prior to September 15.

Proposal Elements and Instructions

A complete proposal includes the following elements. In order for an application to be considered for a grant, all of these must be submitted online to the Louisville Institute no later than October 1, 2015.

- Applicant Information, Core Question and Project Summary
- Proposal Narrative
- Bibliography
- Budget
- Curriculum Vitae or Résumé
- Two Letters of Recommendation (Colleague & Assessing Project Feasibility)

Please upload your application materials in *.pdf format (preferred). **Assemble all required documents and recommender email addresses and upload your application materials in one session.** If you encounter problems with online submission contact Keri Liechty (kliechty@louisville-institute.org).

NOTE: If you are applying with a colleague to the Project Grant for Researchers Grant, click here for additional guidelines: PGR Co-applicant Information Guide.

Applicant Information: Submit contact information, timeframe, and budget amount online. (Requires establishing a personal account at http://www.louisville-institute.org/Secure/ggrant_application1.aspx).

Core Question: In 1-3 sentences, state your project's core question and why it is important to the church in North America.

Project Summary: A description, in 200 words or less, of the theme and outline of your proposal and project plan.

Narrative Statement: In approximately 5-7 pages (12-point and double-spaced) describe your proposal in detail, using the following outline:

1. **Concern/Question**: What is the primary concern or question being addressed?
2. **Rationale**: Why is the proposed topic important to you and to the church? What are the consequences if this issue is not investigated and responded to?
3. **Plan**: How do you intend to study and investigate the concern? Include a description of the way in which you will conduct the inquiry: bibliography of the main sources to be read, field work if appropriate, travel and other resources necessary to complete the project.
4. **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)?

5. **Impact**: What personal, academic, 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?
6. **Timeline**: What is the schedule and timeline for the project?

Selective Bibliography of the main sources to be read (2-3 pages, double-spaced).

Proposal Budget: A line item budget is required, together with an explanatory budget narrative. Be clear in showing the connections between particular expenses and the project's objectives. The total amount requested may not exceed $25,000. Normally, the Louisville Institute will pay the grant directly to the institutions of those selected. The Louisville Institute allows up to 10 percent indirect costs based on the total direct costs of the project. Budget preparation guidelines are available at http://www.louisville-institute.org/Grants/budgetguide.aspx

Current Curriculum Vitae or Résumé (four page maximum): 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.

Letters of Recommendations:

When uploading your application materials, please provide email addresses for your recommenders. After submitting your application, the Louisville Institute will immediately email those two persons with instructions for submitting their documents online. You will also receive an email confirming that recommenders have been notified. We notify you via email as each person successfully submits a document. We advise applicants to contact their recommenders well in advance to explain procedures and guidelines (below) so that completed letters can be promptly uploaded when requested by the Institute. Letters of Recommendation need to be submitted by October 8.

- **Letter of Recommendation from Colleague —** The recommender will be instructed: *After reviewing the applicant's plans, craft your letter (on letterhead, if applicable) as a colleague. Provide your candid assessment of the applicant's reliability and capacity and to carry out the proposed project. Describe how the applicant's previous work demonstrates skills needed to conduct this study. In what ways might this project strengthen the church in North America?*
- **Letter Assessing Project Feasibility —** The recommender will be instructed: *After reviewing the applicant's plans, craft a letter (on letterhead, if applicable) providing your 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. Tell us how the applicant is well-suited to undertake this study and why the proposed project has relevance for the church in North America.*

Completed proposals must be submitted online or postmarked by October 1.

Awards will be announced on or before January 1, 2016.

Review and Selection Process
Every year the Louisville Institute Board appoints a selection committee to review proposals and award Project Grant for Researchers grants. Committee membership and deliberations remain confidential.

Awards will be announced on or before January 1, 2016.

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.

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.

Who We Are

The Louisville Institute seeks to enrich the religious life of North American Christians and to encourage the revitalization of their institutions, by convening those who lead religious institutions with those who study them, so that the work of each might inform and strengthen the other. Based at Louisville Presbyterian Seminary and funded by the Religion Division of Lilly Endowment Inc., the Institute supports church leaders and academics through three separate yet related programs:

- Grants
- Fellowships for Theological Educators
- 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.

The Louisville Institute

Funded program by Lilly Endowment based at Louisville Seminary.

1044 Alta Vista Road
Louisville, Kentucky 40205-1798
www.louisville-institute.org
Phone: (502) 992-5432   Fax: (502) 894-2286