2019 Collaborative Inquiry Team Grant

Application Deadline: April 1, 2019

Grant Amount: Up to $45,000

Louisville Institute's Collaborative Inquiry Team (CIT) program supports teams typically of four to eight pastors and professors who propose projects to strengthen the life of North American Christian congregations. Teams spend from 18 to 36 months exploring together a living question currently confronting church and society.

In offering CIT grants, Louisville Institute encourages the formation of interdisciplinary learning cohorts, teams committed to creating "a third space" that bridges church and academy. Participants in such learning cohorts sharpen one another's guiding questions, research methodologies, and bibliography. Just as pastors grow in their capacity to view their situation through disciplinary eyes, academics gain perspective by viewing questions through pastoral eyes.

Successful CITs create this "third space" by designing a research plan that invites team members to share power, responsibilities, and ownership of the process. The research plan disrupts conventional, institutional roles, building trust among team members and honoring the unique gifts each person contributes. What makes the research *collaborative* is an organic flow of activities rather than a multi-stage process, with each team member accomplishing a specific task at a sequential stage.

Teams may be either local/regional or international (US and Canada). Teams that are dispersed typically have to budget more for travel. Teams may include members who have particular expertise germane to the project, yet are not based in an academic institution. Teams may include leaders of church-based nonprofits, though typically will be stronger if they include members who exercise daily leadership within local congregations. Louisville Institute will consider proposals to support teams of more than eight members, if a compelling case can be made in consultation with the LI Director or Associate Director.

Proposed CIT projects may employ a variety of methodological perspectives, including, but not limited to, historical, systematic and practical theology, the social and natural sciences, history, ethics, or biblical studies. Preference will be given to innovative, interdisciplinary research strategies that investigate challenges faced by North American congregations and faith communities.

Eligibility

Collaborative Inquiry Teams are comprised of both academic and pastoral leaders based in the United States or Canada. Applicants must have earned the terminal degree in their chosen vocation. For academy-based professionals, this degree is usually the Ph.D., Th.D., or the pontifical S.T.D. For many pastoral leaders, it is the Master of Divinity degree, depending on the ecclesiastical tradition. **CIT grant funds cannot be used to support tuition or degree program expenses.**

The term "pastoral leaders" includes Christian clergy, church staff members, chaplains, denominational staff, nuns/sisters/brothers, members of monastic communities, and others regularly employed in recognized positions of pastoral leadership, ordained and lay. Also eligible are ordained ministers not currently employed by a religious organization.

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

Contact Pamala Collins with eligibility questions.

CIT Feasibility Feedback

Louisville Institute staff will be glad to provide brief initial feedback to help you determine if your CIT 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 vital to the church in North America (one paragraph).
- ○ *Identify* how your team plans 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 core question and project outline (500 words maximum) to Don Richter with the subject "CIT feedback." We will respond to all feedback requests submitted prior to March 15.

Completed proposals must be submitted online by midnight April 1.

Awards will be announced on or before May 31, 2019.

CIT Application Requirements

In order for an application to be considered for a grant, applicants must go to APPLY on our website and submitted all application materials no later than <u>April 1, 2019</u>. Letters of Recommendations must be submitted by the recommender by <u>April 8, 2019</u>. If you encounter problems, contact Pamala Collins.

The CIT Project Director will submit required application documents online. All other Team Members will receive an email invitation to create accounts and upload their résumés.

A complete proposal includes the following elements:

- ➢ Applicant Information
- ➢ Project Quotation
- ➢ Core Question
- ➢ Project Summary
- ➢ Narrative statement
- ➢ Bibliography
- ➢ Budget
- ➢ Team Expectations
- ➢ Executive Summary of Team Members
- ➢ Curriculum Vitae or Résumé for each team member
- ➢ Two Letters of Recommendation Assessing Project Feasibility
- ➢ Institutional Support Declaration for Project Director

- ➢ **Applicant Information:**

  - o Application details (time frame, amount, etc.)
  - o Project Quotation: If you only had one sentence to say something about your project, what would you say? Provide an intriguing, "quotable caption" to accompany your Project Summary.
  - o Core Question: In 1-3 sentences, state your project's core question – framed as a question – and say why it is important to the church in North America.
  - o Project Summary: Summarize your project in approximately 200-words.

- ➢ **Narrative statement:** In 5-7 pages (12-point and double-spaced) describe your proposal in detail using the following outline:

  - o Question: State concisely your project's core question.

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- Rationale: What makes your core question *a living question* for church and society? Why is the topic important to your team members and to a wider public? What are the consequences if not investigated and addressed?

- Plan: How do you intend to study and investigate the concern? Describe specific ways in which you will conduct the inquiry: field work (if appropriate), travel, team meetings (include potential dates and meeting places), and other resources and activities necessary to complete the project. How will you *build trust and share project ownership* among team members? Having identified a living question confronting church and society, what *change theory* undergirds your project activities? In what ways do you assume that your proposed project activities will lead to changes in the situation you describe? In what ways will members of your CIT live out the changes you hope for in the world? How will your plan foster *genuine collaboration*, not merely a multi-staged process of siloed, solo projects?

- Sharing: Who are your intended audiences for this research? Realizing that dissemination strategies may evolve during the course of your project, what *oral forms of communication* do you anticipate (e.g. sermons, education venues, speeches, conference papers, webinars, podcasts, etc.)? What *written forms of communication* do you anticipate (e.g., essay, article, book, blog, website, possible publication venues)?

- Impact: What personal, academic, and spiritual impacts do you see for the team members engaged in this project? As project director, how do you imagine this project will benefit your academic or ecclesial institution? The church in North America?

- Timeline: With a flexible time frame that can range from 18 to 36 months, what schedule and timeline do you envision for your CIT project? As project director, how will you fit the work of guiding this CIT into your other responsibilities?

➢ **Bibliography**: Compile a carefully selected bibliography (2-3 pages, double-spaced) that identifies the major relevant literature and other significant resources in the field you plan to study.

➢ **Budget:** A line-item budget is required, together with an explanatory budget narrative showing connections between particular expenses and project objectives. The total amount requested may not exceed $45,000. Grant funds support project activities during a period that may range from 18 to 36 months. Normally, the Louisville Institute will pay the grant directly to the institutions of those selected. Louisville Institute allows up to 5% indirect costs based on the total direct costs of the project ($2,143 maximum for a $45,000 grant). For detailed instructions in preparing your CIT budget, see CIT Budget Preparation Guide below.

➢ **Team Expectations**: a one-page summary of the work each team member will contribute to the project. This includes the meetings each must attend (with time and place of each), the reading and research each will do, and any other requirements related to outcomes that the team envisions (Team Expectations Template).

➢ **Executive Summary of Team Members**: Include one paragraph for each member, noting qualifications and expected contributions.

➢ **Curriculum Vitae or Résumé** for each team member (no more than 4 pages per person). The CV or résumé should include educational experience (with graduation dates), publications, current employment, and other information that will help the selection committee become better acquainted with the applicant.

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➢ **Two Letters of Recommendation Assessing Project Feasibility and Institutional Support Declaration for Project Director**: When uploading your application requirements, provide name, email addresses and phone for recommenders and for an appropriate representative verifying institutional support. 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/support. A*pplicants should contact their recommenders in advance to explain procedures and guidelines (below).* **Letters of Recommendation and Institutional Support Declaration must be submitted by April 8.**

    o **Two Letters Assessing Project Feasibility:** Feasibility letters should come from colleagues 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 recommenders will be asked to tell us how you are well-suited to undertake this collaborative venture and why the proposed project addresses a living question that is vital to the church in North America.

    o **Institutional Support Declaration for Project Director** : This online form will be completed by the appropriate representative of your church or academic institution verifying that you will be given time off to direct this project should a grant be awarded.

REVIEW AND SELECTION PROCESS

Every year the LI Board appoints a selection committee to review proposals and award Collaborative Inquiry Team 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.

TERM AND AMOUNT OF GRANT

Research periods supported by the CIT grant may range from 18 to 36 months. The total grant request may not exceed $45,000. Normally, the Louisville Institute will pay the grant directly to the project director's institution. The Louisville Institute allows up to 5 % indirect costs based on the total direct costs of the project ($2,143 maximum for a $45,000 grant).

CONDITIONS

Collaborative Inquiry Team members may apply to other Louisville Institute grant programs following the first year of the CIT grant, subject to the relevant restrictions and conditions for each of those grants.

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CIT BUDGET PREPARATION GUIDE

An essential part of applying for any Louisville Institute grant is preparing an itemized budget and a budget 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.

Your grant budget should include two parts: *a line-item budget* and *a 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.

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.

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.

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

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Example of a Proposed CIT Budget

	2019	2020	Total
1. Personnel			
Project Director (18 months @ $300/mo.)	1800	3600	5400
Team member stipends (5 @ $200/mo.)	6000	12000	18000
Transcription Assistant (140 hrs. @ $10/hr.)	0	1400	1400
2. Equipment			
Sony Digital Flash Voice Recorder	47		47
3. Travel (4 meetings)			
Ground transportation, 1000 miles @ $.53/mile	265	265	530
Airfare to Atlanta (3 x 4 trips @ $500)	3000	3000	6000
Lodging (3 x 8 nights @ $100)	1200	1200	2400
Meals (6 x 12 days @ $75 per diem)	2700	2700	5400
4. Supplies			
Printing, materials, etc.	250	320	570
5. Miscellaneous			
Books and Reference Materials	750		750
		Direct Cost	40,497
		Indirect Cost (5%)	2,025
		Total Requested	$42,522

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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 Collaborative Inquiry Team budgets (not all items will appear in all budgets).

1. **Personnel**

   List the position and the stipend or wages requested for each person's work in the proposed project. If your CIT plan requires release time, include the stipend of adjunct faculty or staff who will fill in for team members while participating in the project. Note that CIT funds cannot be used for regular salary support unrelated to project activities.

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.

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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.

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

- o Consultant's name, address, and social security number
- o Beginning and ending dates of engagement, and estimated number of consulting hours to complete the project
- o Description of work to be performed, reports written, etc.
- o Hourly rate and method of payment for work performed
- o Description of any special arrangements such as the hiring of secretarial/clerical assistance, renting of office space or equipment, overhead expense, etc.
- o 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. CIT applicants may request indirect costs up to 5% (a maximum of $2,143 for a $45,000 total grant).

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 an IRS Form 1099 if the grant is made to me personally?
No, you will not receive a Form 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 September 1st.

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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10 Commandments for LI Grant Application

1. Don't pose a loaded research question. Ask a genuine question that requires investigation, a question to which you do not already know the answer.

2. Don't request funds simply to package and share what you've already learned. Preference given to projects that show potential for new empirical inquiry and discovery, for generating and analyzing reliable new data

3. Don't request funds for basic operational costs. Grants enable something special, something over-and-above your daily work funded by existing resources.

4. Don't request funds for a one-off event (conference, workshop, etc.). Budget for project activities that strategically support your research with additional resources of time (a course buyout), tools (interview transcription and coding), and talent (research assistants).

5. Don't try to cram all your big-picture research goals into a single grant-funded project. Instead, identify a manageable, coherent subset of project activities that will contribute significantly to your larger research plans.

6. Don't describe research methods in single sentence: "I plan to conduct ethnographic research using mixed methods." Include specific details about research protocols and procedures for data gathering and analysis.

7. Don't use excessive jargon. Some technical language may be necessary, but craft proposal in clear, accessible prose that can be grasped by academic colleague from another field

8. Don't assume institutional support. If your project involves academic leave, a course buyout, or IRB approval, talk with your dean or department head straightaway to get the ball rolling.

9. Don't ask just anyone to write a letter of recommendation. Writing reference letters is an art; recruit colleagues who are especially skilled in crafting letters that make a compelling case for you and your project.

10. Don't procrastinate! As soon as you have a have a research project in mind, email a brief outline to drichter@louisville-institute.org to receive feasibility feedback. LI staff can help you discern whether to develop your ideas into a full grant proposal.

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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. Edwin David Aponte (Executive Director), Don C. Richter (Associate Director), Pamala Collins (Executive Assistant) and Keri Liechty (Communications Coordinator) guide the 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 Lilly 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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