

**GRANTS FOR RESEARCHERS**

**FUNDING DISCOVERY,  
INQUIRY & RESEARCH**



**LI**  
LOUISVILLE  
INSTITUTE

## 2023 PROJECT GRANT FOR RESEARCHERS APPLICATION GUIDE



THE PGR PROGRAM SUPPORTS SCHOLARLY RESEARCH ABOUT CHRISTIAN FAITH AND LIFE, RELIGIOUS TRENDS AND MOVEMENTS, CHRISTIAN AND OTHER FAITH-BASED INSTITUTIONS, AND RELIGION AND SOCIAL ISSUES.



**APPLICATION DEADLINE: SEPTEMBER 1**

**GRANT AMOUNT: UP TO \$30,000**

**TIMEFRAME:**

**JANUARY 1, 2023-DECEMBER 31, 2024**

**APPLY ONLINE:**

**[WWW.LOUISVILLE-INSTITUTE.ORG](http://WWW.LOUISVILLE-INSTITUTE.ORG)**

# THE PROJECT GRANT FOR RESEARCHERS



The Louisville Institute Project Grant for Researchers (PGR) program offers grants of up to \$30,000 to support a scholarly research project about Christian faith and life, the practice of ministry, religious trends and movements, Christian and other faith-based institutions, and religion and social issues. Projects may be independent or in collaboration with others, and may be rooted in varied fields such as history, systematic and practical theology, social sciences, ethics, biblical studies, etc., or may be interdisciplinary in nature. Of particular interest to the Louisville Institute are projects with the potential to generate new knowledge that enriches the life of the church in North America. Project grants this cycle take place between January 1, 2023, and December 31, 2024.

PGR grantees are also invited to Winter Seminar, a three-day gathering in Louisville, KY, in which award recipients from four different Louisville Institute programs gather to share their projects and engage in valuable collaboration together. Winter Seminar for this grant cycle will take place in January 2024, and all expenses for participants are paid by the Louisville Institute.

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 such as 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 data.

Applications for a 2023 Project Grant for Researchers are due September 1, 2022. [Click here](#) to begin an application.

## Recent PGR grantees:

[Pictured on page 1:](#)

**Erika Gault** (University of Arizona)

*Connected Faith: A Survey of Black Digital-Religious Beliefs and Practices*

“To aid North American pastors and lay leaders in effectively ministering in the digital era, this study uses data to capture a fascinating portrait of how the digital Black Church is transforming American religion at present.”

**Nathan R. Todd** (University of Illinois Urbana-Champaign)

*Understanding the Process of Becoming an LGBT Open and Affirming Congregation*

“We hear them knocking, but we don’t know how to let them in: How does our congregation become open and affirming to LGBT people?”

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# THE BASICS

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## Who is *eligible* to apply for a PGR?

Project Grants for Researchers are awarded to scholars in the United States and Canada who have earned a terminal research degree, typically a Ph.D. or Th.D. While most grantees teach in a university, seminary, or theological school, some work for institutes and organizations, in other academic or ecclesial settings, or are independent researchers. [Click here](#) to read about previous PGR recipients.

Students enrolled in Ph.D. or Th.D. programs are not eligible for a PGR but may be eligible for one of our [fellowships](#). Applicants with a professional doctorate such as a D.Min. should apply for a [Pastoral Study Project Grant](#) rather than a PGR.

If you have previously received another Louisville Institute grant or fellowship you are eligible and encouraged to apply for a PGR, but all program and financial reports for any earlier grants must be submitted at least one month prior to applying for another program. Additionally, applicants may only apply for one Louisville Institute program within the same grant year (June 1-May 31).

Because the Louisville Institute is based at Louisville Presbyterian Theological Seminary, members of the LPTS staff and faculty, board of trustees, or student body, or their immediate family members (parents, spouse, or children) are ineligible to apply. Additionally, Louisville Institute grantees may not simultaneously hold two grants from Lilly Endowment-funded organizations that total more than \$45,000.

If you have questions about grant eligibility, please email [grants@louisville-institute.org](mailto:grants@louisville-institute.org).

## What is the project *timeline*?

Projects this cycle should take place between January 1, 2023, and December 31, 2024, but you are free to organize your time and set your own schedule within that two-year period.

## What *kinds* of PGR projects have you funded in the past?

Previous PGR projects are listed on our website, which will give you an idea of the kinds of grants we've awarded. The Louisville Institute, funded by Lilly Endowment, Inc., supports scholarly research about Christian faith and life, the practice of ministry, religious trends and movements, Christian and other faith-based institutions, and religion and social issues. We have an eye toward projects that have the potential for new knowledge that will enrich the vitality of the North American church, and we have funded a broad range of projects across religious fields including history, systematic and practical theology, social science, ethics, biblical studies, and interdisciplinary approaches.

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# THE DETAILS

## How can I use PGR grant funds?

PSP grants can be used for:

- ◆ **Time away** from your regular job, such as through salary replacement, so you can work on your project
- ◆ **Resources** related to your research, such as books, training, or a project-related consultation
- ◆ **Tools** to facilitate your research, like a recording device, software program, or transcription services
- ◆ **Travel** for the purposes of data gathering
- ◆ **Compensation** for research participants, interviewees, focus groups, research assistants, etc.

PGR funds cannot be used for:

- ◆ Your regular salary to continue your current job
- ◆ New programs or staff positions in your department
- ◆ Expenses in pursuit of a degree
- ◆ Tools for your everyday work, such as an office chair, desktop computer, or cell phone

## Can I apply with a colleague or team?

Yes! To apply as a team, one member will begin the application as the *project director*. The project director will fill out much of the application, upload materials on behalf of the team, and invite other team members to join. You can find more details on page 9.

## Recent PGR grantees:



**Kraig Beyerlein**

**Ricardo Martinez-Schuldt**

[University of Notre Dame]

*Religion and Social Justice Mobilization: How Community-Level Factors Affect Congregation-Based Activism in Chicago*

“Community context matters for explaining why certain congregations but not others mobilize for social justice.”

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# THE DETAILS

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## Is my project a good fit for the PGR program?

We are happy to provide initial feedback on your project idea and help you determine if it fits our funding criteria. Before submitting your request to LI, fully review this Application Guide and share your plan with a few trusted colleagues to get their feedback. Also consider seeking input from persons who might be participants in your research, especially if they are members of vulnerable or underprivileged groups.

To request feedback, please respond to the following questions about your project in no more than 500 words [total]:

- ◆ What is the heart of your project – the question you want to explore – and why the project is important to you, your community, and the church in North America? [2–3 sentences]
- ◆ What is the context in which you hope to carry out your project? [2–3 sentences]
- ◆ How do you plan to conduct your study? Describe the research strategies and methods you will use and why you think they are appropriate for the project.

Email your answers to these questions to [feedback@louisville-institute.org](mailto:feedback@louisville-institute.org) with the subject line, “**PGR feedback.**” Because we receive many requests for feedback, responses can take several weeks, but we will respond to all feedback requests submitted prior to August 1.

## What else do I need to know *before* applying?

PGR grantees are invited to participate in Winter Seminar, a three-day gathering in Louisville, KY, in which award recipients from four different Louisville Institute programs gather to share about their projects and engage in valuable collaboration together. Winter Seminar for this grant cycle will take place in January 2024, and all expenses for participants will be paid by the Louisville Institute.

Lastly, we highly recommend that applicants share their proposal with trusted colleagues – ideally those who will write your recommendation letters – to receive feedback and suggestions prior to submitting your application.

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**APPLICATION DEADLINE: SEPTEMBER 1**

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# THE APPLICATION

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## What is the application *deadline*?

All application materials must be submitted through our website no later than 11:59 p.m. EDT on September 1, 2022. Your letters of recommendation must be submitted by the recommenders by September 8, 2022. If you encounter technical problems or have other questions, email [grants@louisville-institute.org](mailto:grants@louisville-institute.org). To start an application, [click here](#).

## What do I *include* in my application?

Project Grant for Researchers applications require the following 9 elements. For numbers 5–8, you will prepare and upload documents to the online application; please include your name and page numbers on each page of your documents, and upload them as PDFs. Because this is a competitive program, please do your best to provide clear, refined, edited documents. We highly recommend you have a friend or colleague read through your materials before you submit them.

1. **General applicant information.** This includes your name, contact information, project timeframe, amount being requested, etc. If you have previously applied for a Louisville Institute grant, make sure to update your contact information when you begin your new application.
2. **Project core question.** In a few sentences (maximum 500 characters/about 100 words), describe the heart of your project – in the form of a question you want to explore – and why the project is important to your community, your field, and/or North American Christianity.
3. **Project summary/abstract.** In approximately 200 words (maximum 2000 characters), give a brief overview of your project. The best summaries are focused, well-articulated glimpses into your thinking that help our selection committee envision the project and your capacity to carry it out.
4. **Project snapshot.** In one sentence, provide an intriguing, quotable “snapshot” of your project (for use on our website and in publicity materials).
5. **Project narrative.** In about 1500 words (5–7 pages, double-spaced, 12-point font), tell the story of your project. Offer a clear articulation of what you are proposing, including the primary topic/question and why you want to pursue it; a description of your research methods, approaches, and/or lines of inquiry and why you’ve chosen them; and a sense of why the project is important or compelling to you personally, to the communities in which you serve and/or teach, and to the larger church and world. Our selection committees are made up of pastors and scholars from various fields, so be precise with your language but avoid highly specialized jargon. Above all, paint a picture of why your research project matters and why you want to carry it out in the form and with the goals you propose. Make sure to discuss:

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# THE APPLICATION

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- ◆ *The core question at the heart of your project and how you came to ask that question.*
  - ◆ *Why the project matters to you, your community, and the larger North American church.* Make a case for why the Louisville Institute should fund your project at this time, and why you are the person to carry it out.
  - ◆ *A plan for conducting your research.* Describe your proposed methods, fieldwork, resources, etc. Indicate how and why you are using the approaches you have chosen. For example, if you want to conduct interviews, how many will you conduct, and with whom? What kinds of questions will you ask? If you want to travel, why have you chosen the locations you've chosen, and what do you hope to accomplish? You don't need to finalize every detail of your research plan for your application, but do convey to the selection committee that you've thought through the "how" of your project and its planning.
  - ◆ *How you intend to share what you discover.* Who is the intended audience for your project? Who do you hope will benefit from it? If this is a book project, describe the kind of book it will be and steps you've taken toward publication.
  - ◆ *The impact you hope your project will have.* What contribution will your project make to your field or the academy? How will your project be useful to theological or religious education, or to religious leaders or practitioners? How might this project affect you personally?
  - ◆ *A timeline for your project.* Provide an overview of the project schedule and its feasibility. The general timeline is January 1, 2023 through December 30, 2024, but you may structure the schedule to suit your needs within that period.
6. **Bibliography.** Compile a carefully-selected bibliography (2–3 pages, double-spaced) that identifies the major relevant literature and other seminal resources related to your project.
  7. **Proposed budget in two parts.** Provide both a line-item budget and an explanatory budget narrative for your project, a maximum of \$30,000. Normally, the Louisville Institute will pay the grant directly to the institutions of the grantees. The Louisville Institute allows up to 10 percent of the total grant amount to go to indirect costs and/or administrative or institutional overhead. More information about preparing a budget, including how to calculate indirect costs, can be found on pages 10–14.
  8. **Curriculum vitae or resume.** Provide a CV or resume of no more than 4 pages that includes you education [with dates attended and degrees earned, starting with the most recent], employment [starting with most recent], publications, professional affiliations, and other relevant information that will help the selection committee get to know you.

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# THE APPLICATION

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9. **Two letters of recommendation.** You will be asked to provide contact information [name, email address, and phone number] for your recommenders, and they will be sent a link by email through which they can upload letters.

A. **Colleague letter.** Your first recommendation letter should come from a colleague 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 grant, and indicate ways this project might strengthen the church in North America.

B. **Feasibility letter.** Your second letter should come from someone who can provide a candid assessment of the need for this project, its feasibility, and its distinctiveness in light of what others are doing or have already done. Your recommender should tell us why this proposed project matters, how you are well-suited to undertake this venture, and why this study has relevance for the church in North America.

As soon as you submit contact information, your recommender will automatically receive an email with a link to submit a letter online. Make sure to contact your recommenders in advance to explain the grant and share your project proposal. LI will notify you via email when we receive each letter. Letters of recommendation must be submitted by September 8, 2022.

## Can I edit my application?

You can edit all portions of your application until 11:59 p.m. EDT September 1, 2022. Unfortunately, changes cannot be made after the application deadline.

## How do I know my application is complete?

In the week after the application deadline, LI staff will process the applications to prepare for the selection committee. If your application is incomplete, we will follow up with you. Once your application is complete, we will email you confirmation.

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# THE APPLICATION

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## What if I'm applying with others as a *team*?

To apply for a PGR as a team, one team member will begin the application as the *project director*. The project director will fill out much of the application and upload application materials on behalf of the team. Additionally, the project director will invite other team members to join the application; to do so, click on "Manage Team" in the online application and input the email addresses of the other team members. If team members are already in our system (from a previous application or project), they'll be added to your team directly. New participants will be invited to create accounts and join the project. Each additional team member will then be prompted to complete the following required elements:

- ◆ resume
- ◆ contact information for letter of recommendation from a colleague

## Recent PGR grantees:



### Susan Bigelow Reynolds

[Candler School of Theology, Emory University]

Ways of the Cross: Passion and Protest as Public Theology

"From the Good Friday Via Crucis through the streets of the border colonia of Cameron Park in Brownsville, TX, to gay communities' uses of the ritual to mourn persecution and death during the height of the AIDS epidemic, this project explores how communities on the margins of church and society ritually reinterpret Christ's passion to claim divine solidarity."

### Sam George [Global Diaspora Institute]

*Indian American Christianity @55*

"This project hopes to assess the state of Indian American Christianity after 55 years."



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**APPLICATION DEADLINE: SEPTEMBER 1**

## THE BUDGET

### How do I prepare an application budget proposal?

An essential part of applying for a Project Grant for Researchers is creating your budget proposal. Your budget proposal includes two parts: a line item budget and a budget narrative. Your budget should help the selection committee understand some of the specifics of what you are proposing. Use your line item budget and budget narrative to further explain your project and what it entails. Most budget proposals are 2–3 pages total. Put your name on each page of your budget and upload it to your application as a PDF.

#### 1. Line Item Budget

Your line item budget should consist of a list of the categories in which you expect money will be spent (e.g., personnel, travel, books, etc.) and the anticipated costs in each. Your total amount should equal the amount you are requesting as a PGR grant.

If grant funds will be spent over two years, arrange the budget in a calendar-year format to indicate annual expenditures. Columns for each year should show the total of each line item that calendar year, and the last column should show the grant total of the budget item. See sample budget #1. If your grant request represents a portion of a larger project (and you will receive support beyond the PGR grant), include a general budget for the whole project, as well as its sources of funding, and indicate within it the expenditures the PGR grant will fund.

The sample budgets below are simple examples that do not include all possible line items. Please create a budget and categories that align with your project.

#### SAMPLE BUDGET #1 : Project Title, Proposed Budget

	2023	2024	TOTAL
<b>Personnel</b>			
Salary replacement (3 months @ \$2,000 per mo)	\$6,000	\$6,000	\$12,000
<b>Research Costs</b>			
Books & Reference Materials	\$250	\$200	\$450
Telephone, FAX, mailing, copies, supplies	\$300	\$300	\$600
Travel & Lodging	\$725	\$350	\$1,075
<b>TOTAL REQUESTED</b>	<b>\$7,275</b>	<b>\$6,850</b>	<b>\$14,126</b>

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## THE BUDGET

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### Example of Proposed Budget

	Project Title Proposed Budget		
	2023	2024	Total
<b>1. Personnel</b>			
Research Assistant [18 months @ \$500/mo.]	4500	4500	9000
Transcription Assistant [140 hrs @\$12/hr]	1680		1680
Summer stipend for Project Director [3 mos.]		8000	8000
<b>2. Equipment</b>			
Sony Digital Flash Voice Recorder	65		65
<b>3. Travel</b>			
Ground transportation, 670 miles @ \$.53/mile		355	355
Airfare to Denver, Atlanta, Dallas, New York	1300	1300	2600
Lodging [8 nights]	1000	1000	2000
Meals [12 days @ \$75 per diem]	450	450	900
<b>4. Supplies</b>			
Printing, materials, etc.	250	320	570
<b>5. Participant Compensation</b>			
22 church leaders for interview @\$50	1100		1100
<b>6. Miscellaneous</b>			
Books and Reference Materials	750	250	1000
		<b>Direct Cost</b>	27,270
		<b>Indirect Cost (10%)</b>	2,727
		<b>Total Requested</b>	27,270

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## THE BUDGET

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### 2. Budget Narrative

The budget narrative is essentially a series of sentences or paragraphs that illustrate your budget proposal. The budget narrative gives explanations for the items in your budget and enables us to understand your proposal more fully. To create a budget narrative, list all the items in your line item budget, and provide a brief description of and rationale for each. Specifically include:

- ◆ the item from the budget
- ◆ how the item helps accomplish the project
- ◆ how you calculated the amount requested

Example: **“Item 1: Research Assistant, \$1200.** In order to complete my project, I anticipate needing a research assistant for X hours, and we pay \$x/hour.”

### Examples of common budget items

#### Personnel

- ◆ Salaries/Wages  
Typically, salary or wages go to support the work of people participating in the proposed project, such as project director and research assistants. List the position and the salary or wages requested for each person’s work. In the budget narrative, state what that person’s activities are with regard to the proposed project.
- ◆ Fringe Benefits  
If needed, calculate the salary percentage 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.

<b>Sample Table:</b>	<b>Salary</b>	<b>Fringe Rate</b>	<b>\$\$</b>
<b>Project Director</b>	\$40,000	25%	\$10,000
<b>Secretary</b>	\$15,000	20%	\$3,000
<b>Research Assistant</b>	\$20,000	N/A	\$0
<b>TOTAL</b>			\$13,000

#### Administrative Costs

This category includes expenses directly related to performing the proposed grant project, such as supplies, printing, postage, and telephone. These items need not be separately identified in the line item budget, but should be explained in the budget narrative. If there is a single large expense within this category, such as significant printed materials, list that expenditure under a separate line item.

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# THE BUDGET

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### **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. List equipment requests separately from administrative support; estimate purchase price and document why you need this equipment.

### **Travel**

Indicate projected travel expenses and document your calculations. Estimate travel expenses based on your organization's standard travel policies. If your organization specifies a per diem amount for travel, indicate this amount and what the figure includes. [Note: some per diem amounts include hotel expenses while others do not.]

### **Consultants**

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

### **Conferences**

If your project includes a conference, list all costs directly related to the conference, using separate line items, e.g., travel, food, lodging, honoraria, etc.

### **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. Please explain the types of items/activities you intend the miscellaneous costs to include.

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# THE BUDGET

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### Other notes on preparing your budget:

**Indirect costs.** The grant or contract offices at your institution may require that a percentage of the grant go to indirect costs or overhead to administer the grant. If your institution requires indirect costs, include this as a line item in your budget. The Louisville Institute stipulates that no more than 10 percent of the grant may go toward these indirect costs. Indirect costs are calculated as a percentage of the grant money awarded, and the total of both the grant and the indirect costs cannot exceed \$30,000. For example, the maximum amount of indirect costs you may request for a \$30,000 grant is \$2,727 – \$27,270 for the grant, and \$2,727 for the indirect costs, for a total of \$29,997.

**Tax considerations.** Because individual recipients of Louisville 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 you to consult your own tax advisers to determine how grant funding might affect your taxes.

Questions? Email us at [grants@louisville-institute.org](mailto:grants@louisville-institute.org).

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### Recent PGR grantees:



**Robert Glenn Crosby**

**Erin I. Smith**

[California Baptist University]

*The Evaluation of a Brief Trauma-Informed Care (TIC) Training Program for Church Children's Ministry Workers: Comparing the Effectiveness of Face-to-Face and Online Delivery Modalities*

"In response to the traumatic impact of Covid-19, this research equips the North American church to reach hurting children by determining the most effective and efficient way to teach trauma-informed care principles to children's ministry staff and volunteers."

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# THE SELECTION PROCESS

### What is the *selection* process for the PGR program?

Every year the Louisville Institute appoints a selection committee made up of religion scholars from various fields who review proposals and award Project Grants for Researchers. Committee membership and deliberations are confidential.

### How *competitive* is this grant?

We are often asked how many applications we receive for our grants. For each of the last several years of the PGR program, we have averaged 80–90 eligible applications, and have awarded about 16 grants.

### When will I find out the *results* of the selection process?

All applicants will be notified as soon as possible following the selection process, which usually takes place about 7 weeks after the application due date. Awards will be announced publicly around December 1, 2022.

### Can I *reapply* another year?

Of course! It is common for individuals to apply for grants more than once, though we do ask that you apply to only one grant program each year (June 1–May 31).

Questions? Don't hesitate to contact us! [grants@louisville-institute.org](mailto:grants@louisville-institute.org)



We are excited that you are considering applying for one of our PGR grants, and we look forward to receiving your application! For some applicants, the idea of putting together a research project proposal might feel a bit daunting, but we are here to help your project flourish. If you have questions about eligibility, the application, or anything else along the way, please contact us: [grants@louisville-institute.org](mailto:grants@louisville-institute.org).

Warm wishes,



Rev. Dr. Aimee Moiso  
Associate Director

[AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org)

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# THE LOUISVILLE INSTITUTE

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## Who We Are

Funded by the Religion Division of Lilly Endowment, Louisville Institute awards grants and fellowships to those who lead and study North American religious institutions and practices, advancing scholarship to strengthen church, academy, and wider society.

- [Grants](#)
- [Fellowships](#)

The Institute's [Advisory Board](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Gerardo Marti (Interim Executive Director), Aimee Moiso (Associate Director), Jessica Bowman (Assistant Director of Programs) and Keri Liechty (Assistant Director of Marketing & Communications) guide the Institute work on a daily basis.

The mission of the [Religion Division of Lilly Endowment](#) frames its work and grantmaking in terms of the following mission statement:

*Our primary aim in religion is to deepen and enrich the religious lives of American Christians, principally by supporting efforts that enhance the vitality of congregations. We seek to ensure that congregations have a steady stream of wise, faithful and well-prepared leaders. We also support efforts that help Christians draw on the wisdom of their theological traditions as they strive to understand and respond to contemporary challenges and live their faith more fully. In addition, we work to foster public understanding about religion and help lift up in fair and accurate ways the contributions that people of diverse religious faiths make to our greater civic well-being.*

## Contact Us:

1044 Alta Vista Road  
Louisville, Kentucky 40205-1798  
[www.louisville-institute.org](http://www.louisville-institute.org)  
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