



## 2018-19 Project Grant for Researchers

Application Deadline: October 1, 2017

Grant Amount: Up to \$30,000

Louisville Institute's Project Grant for Researchers program (PGR) supports research, reflection, and writing concerning Christian faith and life, the practice of ministry, and/or adaptive challenges confronting religious institutions in North America. Grants of up to \$30,000 support a diverse range of projects that may involve independent study, consultations, or collaborative projects involving pastors and academics.

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 and systematically analyzing reliable new data rather than repackaging conventional knowledge. The proposed research should be framed with reference to relevant scholarship in the field of study.

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; and other activities involved in gathering and analyzing empirical data. These recent PGR grantees exemplify a range of research methods that may be employed in this grant program:

- ❖ [Amy Levad](#) (University of St. Thomas, MN) conducts ethnographic fieldwork to portray the moral commitments of individuals, congregations, and organizations involved in prison ministry, activism, and education.
- ❖ [Lorn Foster](#) (Pomona College, CA) examines the archives and oral histories of African-American congregations in Los Angeles to document how they facilitated civic engagement from 1900-1950.
- ❖ [Jan Pranger](#) (Concordia College) studies ELCA congregations in Western North Dakota to explore the rapid social and economic changes wrought by the hydraulic fracking industry.

- ❖ [Wendy Cadge](#) (Brandeis University) and Jason Zuidema (North American Maritime Ministry Association) explore how congregations are connected to deep-water ocean ports in the United States and Canada through the work of port chaplains.
- ❖ [Stephen Collins](#) (Yale School of Medicine) investigates how clergy guide and support congregants who are experiencing infertility.

The Project Grant for Researchers program is highly competitive. Communicate as effectively as possible what question you intend to investigate and why it matters; how you plan to conduct your study (including specific details about research protocols and procedures for data gathering and analysis); and how you, your colleagues/field, and/or 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.

## **Eligibility and Application Requirements**

### **Eligibility**

The Project Grant for Researchers program is open to both academic and pastoral leaders based in the United States or Canada. While pastoral leaders are eligible to apply to the PGR program, their proposals will likely be more competitive in the Pastoral Study Project program.

Applicants must have earned the terminal degree in their chosen vocation. For pastors, this is typically the Master of Divinity degree; for academics it is usually the Ph.D. or Th.D. Note that grant funding does not support tuition or degree program expenses. All applicants must demonstrate a capacity to complete the proposed project in a timely fashion. Current doctoral students may be eligible for a Theological Education Fellowship.

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 vitality of Christianity 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 October 1. 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. Questions about eligibility may be sent to [Keri Liechty](#).

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## 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 2018 PGR grant period may begin anytime after January 1, 2018.

## PGR Feasibility Feedback

LI is glad to provide brief initial feedback to help you determine if your PGR 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 "PGR feedback." We will respond to all feedback requests submitted prior to September 15.

## PGR Proposal 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 October 1, 2017. Letters of Recommendations must be submitted by the recommender by October 8, 2017. If you encounter problems, contact Keri Liechty.

Are you applying with a colleague to the PGR Grant? If yes, the Project Director will submit the application requirements and add additional Team Members during the application process. All other Team Members will receive an email to create a user account and join the specific PGR project proposal. Additional team members must email resume and submit recommender contact information to [Keri Liechty](#) by October 1, 2017.

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A complete proposal includes the following elements:

- **Applicant Information (online form)**
  - Application details: time frame, amount, etc.
  - 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.
  - Project Summary: Summarize your project in approximately 200 words.
  
- **Proposal Narrative:** In approximately five pages (12-point and double-spaced) describe your proposal in detail, using the following outline:
  - **Concern/Question:** What is the primary concern or question being addressed?
  - **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 schedule and timeline for the project?
  
- **Bibliography:** Compile a carefully selected bibliography (2-3 pages, double-spaced) that identifies the major relevant literature and other seminal resources in the field you plan to study.
  
- **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

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objectives. The total amount requested may not exceed \$30,000. Normally, the Louisville Institute will pay the grant directly to the institutions of those selected. The Louisville Institute allows up to 10% indirect costs based on the total direct costs of the project (\$2,727 maximum for PGR). For detailed instructions in preparing your PGR budget see pages 6-10.

- **Résumé:** The CV or résumé (no more than 4 pages) 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.

**Two Letters of Recommendation** (Colleague and Assessing Project Feasibility): When uploading your application materials, please provide the names, email addresses and phone numbers for your recommenders. LI will immediately email those recommenders with a link to submit their documents online. LI will also notify you via email as each person successfully submits a letter/support. Applicants should contact their recommenders in advance to explain procedures and guidelines. Letters of Recommendation must be submitted by October 8.

- **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 Project Grant for Researchers, indicating ways this project might 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 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.

## **Review and Selection Process**

Every year the Louisville Institute Board appoints a selection committee to review proposals and award PGR 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.

## **Winter Seminar**

An added benefit of being awarded a Project Grant for Researchers is that all grantees will be invited and encouraged -- though not required -- to attend the Institute's annual Winter Seminar. This three-day consultation, typically held during January (dates TBD) on the campus of Louisville Presbyterian

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Seminary, convenes grant recipients from four different Institute programs to share their project plans and receive constructive feedback.

## **PGR 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.

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.

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.).

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## Example of a Proposed Budget

	2018	2019	Total
<b>1. Personnel</b>			
Research Assistant (18 months @ \$500/mo.)	4500	5000	9500
Transcription Assistant (140 hrs @\$10/hr)	1400		1400
Summer stipend for Project Director (2 mos.)		4000	4000
<b>2. Equipment</b>			
Sony Digital Flash Voice Recorder	47		47
<b>3. Travel</b>			
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
<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		750

<b>Direct Cost</b>	22,222
<b>Indirect Cost (10%)</b>	2,222
<b>Total Requested</b>	24,444

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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 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.

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

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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.

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.

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## **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. PGR applicants may request indirect costs up to 10% (a maximum of \$2,727 for a \$30,000 total grant).

Please contact the Institute’s Associate Director Don Richter [drichter@louisville-institute.org](mailto:drichter@louisville-institute.org) for additional clarification about indirect costs.

## ***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](mailto: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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