

GRANTS FOR RESEARCHERS

FUNDING RESEARCH, INQUIRY & DISCOVERY



LI
LOUISVILLE
INSTITUTE

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



2021-22 FIRST BOOK GRANT FOR SCHOLARS OF COLOR

APPLY ONLINE:

WWW.LOUISVILLE-INSTITUTE.ORG

ARE YOU AN EARLY CAREER SCHOLAR OF COLOR
WHO DESIRES TIME TO COMPLETE YOUR FIRST
RESEARCH PROJECT?

THE FIRST BOOK GRANT CAN PROVIDE THE
RESOURCES TO FUND YOUR WORK IMPACTING
NORTH AMERICAN CHRISTIANITY.

APPLICATION DEADLINE: JANUARY 15

GRANT AMOUNT: UP TO \$40,000

TIMEFRAME:

FALL TERM 2021 - SPRING TERM 2022

OR CALENDAR YEAR 2022



WHAT IS THE FIRST BOOK GRANT?



Louisville Institute's First Book Grant Program for Scholars of Color (FBG) assists early career, non-tenured religion scholars of color to complete a major research project that will benefit the church in North America. All too often, such scholars are asked to assume a heavy set of institutional responsibilities as soon as they join a faculty. These time commitments make it more challenging to complete the scholarly work necessary to secure tenure. FBG enables scholars to spend an entire academic year devoted to that research project -- while free of other professional responsibilities.

Louisville Institute seeks to identify and support scholars of color whose academic work is in conversation with church leaders and shows promise to strengthen their faith communities. Successful proposals show how scholars shape all aspects of a study in clear reference to a core, guiding question, and how their planned sabbatical leave is well-timed to engage their projects at full stretch. The selection committee gives preference to studies that show potential for inquiry and discovery, for analyzing reliable new data rather than repackaging conventional knowledge. The proposed research should be framed with reference to relevant scholarship and its significance.

First Book Grant budgets buy *release time* from academic duties and must support a full year of academic leave. It's common for the total amount of the proposed budget to be designated for salary/benefit replacement. If your grant proposal requests funds to support *specified project activities and resources* (e.g., travel, consultation, research assistants, quantitative surveys, interview transcription and coding, examination of archival records), you will need to prepare a line-item budget with supporting narrative (see **FBG Budget Preparation Guide**, pages 12-17).

The First Book Grant 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 (describing data that will inform your analysis); and how you, your colleagues/field, and North American faith communities will benefit from the proposed project. 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—

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AWARDS ANNOUNCED: MARCH 15

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.

WHAT IS THE FIRST BOOK GRANT?



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



Helen Kim
[Emory University] explores the trans-Pacific, Cold War bond forged between South Korean Protestants and North American Evangelical Christians.



Erik Estrada
[Texas Christian University] traces the impact of Pelagius' *salvation by faith alone* debates from Late Antiquity to the Reformations of the 16th century and beyond.

Melva Sampson
[Wake Forest University] describes how Black women are using online digital spaces to proclaim the gospel.



Zeyneb Sayilgan
[Virginia Theological Seminary] develops a resource to equip Christian leaders and their communities to minister to/with Muslim immigrants.



Blessings in your research,

Don C. Richter
Associate Director
[502] 894-2297

drichter@louisville-institute.org



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APPLICATION DEADLINE: JANUARY 15
AWARDS ANNOUNCED: JANUARY 1

AM I ELIGIBLE TO APPLY?



Eligibility

Applicants must be:

- members of a recognized, minoritized racial/ethnic group;
- recipients of an earned doctoral degree [normally the Ph.D., Th.D., or pontifical S.T.D.];
- a pre-tenured faculty member in a full-time, tenure-track position at an accredited institution of higher education [seminary, college, or university] in the United States or Canada;
- able to negotiate a full academic year free from teaching and committee responsibilities; and
- engaged in a scholarly research project leading to the publication of their first book—or second book, if required for tenure—focusing on some aspect of Christianity in North America.

If the institution does not award tenure, the school must provide some form of continuing, full-time employment, such as renewable term contracts. For purposes of this grant program, the term “minoritized racial/ethnic group” includes African Americans, Hispanics, Native Americans, Asian Americans, Arab Americans, and Pacific Islanders.

Grantees must be released from all teaching, administrative duties, and committee responsibilities during the award year. Applications must include a letter from the appropriate dean or chairperson confirming that a) if the First Book Grant is awarded, the applicant will be released from all academic responsibilities; and b) the applicant’s writing project is crucial to the tenure review process.

If the institution does not award tenure, this letter should also briefly describe the faculty review process that provides faculty members with continuing, full-time employment, such as renewable term contracts.

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AM I ELIGIBLE TO APPLY?



Eligibility (continued)

Grantees may not accept other awards that provide a major stipend during the tenure of this grant except insofar as necessary to bring the sabbatical year salary up to the grantee's full salary level. Although the Louisville Institute First Book Grant for Scholars of Color has no residence requirement, all FBG grantees selected in 2021 are expected to participate in the Institute's January 2022 Winter Seminar (dates TBD) held on the campus of Louisville Presbyterian Seminary. The Institute will pay travel and lodging expenses for this gathering.

Previous LI grantees are eligible and encouraged to apply; however, all program and financial reports for any previous grants must be submitted prior to November 1st. Applicants may not apply to more than 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. *Note that these organizations may have additional conditions for their particular grant programs.*

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

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IS MY PROJECT FUNDABLE?



FBG Feasibility Feedback

Louisville Institute staff can provide brief initial feedback to help you determine if your project plans fit FBG funding criteria. Because of the large number of FBG applicants, 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:

- **Describe** your professional/institutional context (2-3 sentences) and provide a website link [if applicable]
- **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 "FBG feedback." We will respond to all feedback requests submitted prior to December 1.

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WHAT ELSE DO I NEED TO KNOW?

What Does This Program Fund?

Does fund:

- Salary replacement for you to work on your project
- Stipend for a research assistant to help conduct your project
- Expenses for project-related consultation or training
- A recording device, software program, or transcription services specifically for your study project

Doesn't fund:

- Your regular salary to do what you are already doing
- Stipend to hire a new employee for your department
- Expenses in pursuit of a degree
- A new office chair, desktop computer, or cell phone

Timeframe Options

For 2021 FBG grantees, this should either be Fall Term 2021 through Spring Term 2022 or calendar year 2022.

Winter Seminar

An added benefit of being awarded a First Book Grant for Scholars of Color is that all grantees are expected to participate in the Institute's January 2022 Winter Seminar (dates TBD) held on the campus of Louisville Presbyterian Seminary. The Institute will pay travel and lodging expenses for this gathering. Winter Seminar convenes grant recipients from four different Institute programs to share their project plans and receive constructive feedback.

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WHAT ARE THE PROPOSAL REQUIREMENTS?

How to apply

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 11:59pm [January 15, 2021](#). Letters of Recommendations must be submitted by the recommender by [January 23, 2021](#). If you encounter problems, contact [Jessica Bowman](#).

A complete proposal includes:

- Applicant Information
- Project Quotation
- Core Question
- Project Summary
- Proposal Narrative
- Bibliography
- Budget
- Résumé
- Letter of Recommendation: Colleague
- Letter of Recommendation: Assessing Project Feasibility
- Letter of Release

A word to the wise:

We suggest completing the Applicant Information, Project Quotation, Core Question and Project Summary [AFTER](#) refining your Proposal Narrative and Budget. You will be much better equipped to summarize your proposal once the major components are complete.

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WHAT ARE THE PROPOSAL REQUIREMENTS?



Applicant Information: Contact information, project time frame, and budget amount. *Make sure this information corresponds to information you provide elsewhere in your application.*

Project Quotation: If you had only one sentence to say something about your project, what would you say? Provide an intriguing, “quotable caption” to accompany your Project Summary.

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 to seven [12-point and double-spaced] describe your proposal in detail, using the following outline:

1. **Core Question** – What is the primary 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: field work if appropriate, travel, and other resources and activities 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. **Timeframe** – What is the schedule and timeframe for the project? For 2021 FBG grantees, this should either be Fall Term 2021 through Spring Term 2022 or calendar year 2022.

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WHAT ARE THE PROPOSAL REQUIREMENTS?



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: If the total amount of your FBG budget is designated for salary/benefit replacement for a specified time frame, and the grant is made payable to an institution, then a simple statement to this effect will suffice as your budget. Example: *The total amount of this grant [\$40,000] is to be made payable to [Name of Institution] and used for salary/benefit replacement for Professor [Name]'s sabbatical leave from January 1 through December 31, 2022.*

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

For FBG the total amount requested may not exceed \$40,000. Since the Louisville Institute pays the grant directly to the applicant's academic institution, the budget cannot include indirect costs to institution.

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.

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WHAT ARE THE PROPOSAL REQUIREMENTS?



Letters of Recommendations & Release: 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. Applicants should contact their recommenders in advance to explain procedures and guidelines. Letters of Recommendation and Release must to be submitted by January 22.

- **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 First Book Grant, 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 be asked to 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.
- **Letter of Release:** Provide the name, email address, and phone number for your academic dean or department chair. LI will immediately email this person a link to submit the letter of release online. This letter should confirm that a) if the First Book Grant is awarded, the applicant will be released from all teaching and administrative responsibilities during the entire academic leave; and b) the applicant's writing project is crucial to the tenure review process.

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HOW DO I PREPARE A BUDGET?



FBG 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.

If the total amount of your FBG budget is designated for salary/benefit replacement, then a simple statement to this effect will suffice as your budget. Example: *The total amount of this grant [\$40,000] is to be made payable to [Name of Academic Institution] and used for salary/benefit replacement for Professor [Name]'s sabbatical leave from January 1 through December 31, 2022.*

If your First Book Grant proposal requests funds to support resources, consultation, travel, or any activities beyond or in addition to salary/benefit replacement, you are required to prepare a *line-item budget* with explanatory *budget narrative* that supports your request. Note that the full amount of the requested grant will be paid directly to your academic institution.

Louisville Institute grantees may not simultaneously hold two grants from Lilly Endowment-funded organizations that total more than \$45,000. Note that these organizations may have additional conditions for their particular grant programs.

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HOW DO I PREPARE A BUDGET?



Budget

Your 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 calendar year, arrange the budget in a calendar-year format, even though your school's fiscal year may be different. The last right-hand column should show the total of each line item for the duration of the project, including the grand total of funds requested.

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	2021	2022	Total
1. Personnel			
Salary/benefits for two semesters	14889	14889	29778
Transcription services (140 hrs @ \$10/hr)	1400		1400
2. Equipment			
Sony Digital Flash Voice Recorder	47		47
3. Travel			
Ground transportation, 670 miles @ \$.53/mile		355	355
Airfare to Denver, Atlanta, Dallas, New York	1000	1000	2000
Lodging (8 nights)	800	800	1600
Meals (12 days @ \$75 per diem)	450	450	900
4. Supplies			
Printing, materials, etc.	1250	820	2070
5. Participant Compensation			
22 church leaders for interview @\$50	1100		1100
6. Miscellaneous			
Books and Reference Materials	750		750

Total Requested 40,000

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HOW DO I PREPARE A BUDGET?

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 possible line-item categories for the First Book Grant, though not all items will appear in all budgets. FBG funds may be used to support specified project activities and resources such as: research assistants; quantitative surveys; interview transcription and coding; or expenses for 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 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

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HOW DO I PREPARE A BUDGET?



Budget Narrative (continued)

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 school's standard travel policies. If your school 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 school retain ticket stubs and itineraries to document air travel (for the grantee's files, not Institute files). We also require that the grantee's dean or department chair approve funds requested for this line item.

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APPLICATION DEADLINE: SEPTEMBER 1

HOW DO I PREPARE A BUDGET?



Budget Narrative (continued)

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.

8. Indirect Costs

Since the Louisville Institute pays the grant directly to the applicant's academic institution, the budget cannot include indirect costs to the institution.

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APPLICATION DEADLINE: SEPTEMBER 1

10 COMMANDMENTS FOR LI GRANT APPLICATIONS



1. **Don't pose a loaded research question.**
Ask a 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

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drichter@louisville-institute.org to receive feasibility feedback. LI staff can help you discern whether to develop your ideas into a full grant proposal.

WHAT HAPPENS AFTER I APPLY?



How do I know my application is complete?

Following the application deadline, LI staff will process all 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.

What if I need to make changes to my proposal?

Please make sure all your files are correct BEFORE submitting. No changes will be accepted after 11:59pm January 15, 2021.

What is the review and selection process?

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

When will I be notified of my application status?

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.

Can I reapply next year?

You are welcome to reapply. Although we cannot give feedback on an unsuccessful proposal. We are happy to provide feasibility feedback on your next application [See FBG Feasibility Feedback].

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APPLICATION DEADLINE: SEPTEMBER 1

WHAT HAPPENS IF I RECEIVE A GRANT?



Who receives the check?

Grant documents and checks will be issued to your institution, unless otherwise specified.

Will I receive a 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. 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/timeframe?

Change is inevitable...and may sometime be necessary as your project unfolds. If your timeframe changes, submit your revised timeframe 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 final program and financial reports to the Louisville Institute approximately sixty days after the conclusion of their grant period. LI will attach reporting instructions to the grant agreement documents. You will receive email instructions at the completion of your grant period for submitting your program and financial reports online. In addition, we ask grantees to send the LI one copy of any published article and/or three copies of any published book produced during or as a result of the grant period.

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TELL ME ABOUT THE LOUISVILLE INSTITUTE



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](#)
- [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], Jessica Bowman [Grants Administrator] and Keri Liechty [Communications Coordinator] guide the Institute work on a daily basis.

[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:

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