

**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 and practices, advancing scholarship to strengthen church, academy, and wider society.*



## **2022-23 SABBATICAL GRANT FOR RESEARCHERS**

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

ARE YOU AN ACADEMICIAN OR RELIGIOUS LEADER CONDUCTING MAJOR STUDY IMPACTING NORTH AMERICAN CHRISTIANITY? THE SGR GRANT CAN SUPPORT YOUR YEAR-LONG RESEARCH SABBATICAL.

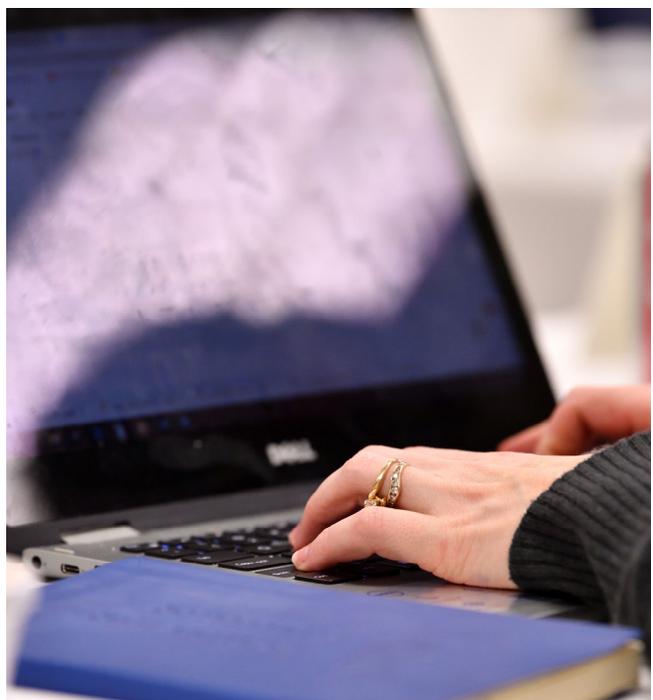
**APPLICATION DEADLINE: NOVEMBER 1**

**GRANT AMOUNT: UP TO \$40,000**

**TIMEFRAME:**

**FALL TERM 2022 - SPRING TERM 2023**

**OR CALENDAR YEAR 2023**



# WHAT IS THE SABBATICAL GRANT FOR RESEARCHERS?



Louisville Institute’s Sabbatical Grant for Researchers program (SGR) enables ecclesially-engaged academics and scholarly religious leaders to conduct/complete a major study that can contribute to the vitality of Christianity in North America. Grants of up to \$40,000 support year-long research projects that address Christian faith and/or adaptive challenges confronting religious practices and institutions.

Successful proposals show how scholars shape all aspects of their 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.

SGR budgets buy release time from academic duties, typically supporting a full year of academic leave. It’s common for the total amount of an SGR budget to be designated for salary/benefit replacement. In contrast, the Institute’s [Project Grant for Researchers](#) provides funds 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. If your SGR proposal requests funds to support such activities/resources, travel, or consultation, you will need to prepare a line-item budget with supporting narrative (see below).

The Sabbatical Grant for Researchers program is highly competitive. Communicate as effectively as possible what question you’re investigating and why it matters; what you’ve already accomplished and how you plan to conduct the next steps of your study (describe data that will inform your analysis); and how you, your colleagues/field, and the wider church will benefit from the proposed project. Then indicate the wider significance and relevance of your project, including a clear plan for sharing project findings with people and institutions that need to learn from your discoveries.

We recommend that applicants share a version of their proposal narrative with trusted colleagues– ideally those asked to write recommendation letters – to receive feedback and suggestions prior to submitting the application. Only well-written proposals are likely to be funded.

Blessings in your research,

Aimee Moiso  
Associate Director  
[AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org)

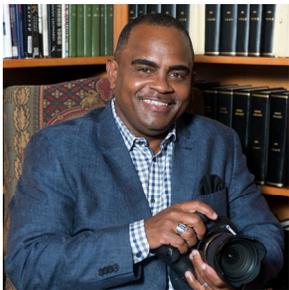


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AWARDS ANNOUNCED: FEBRUARY 1**

# WHAT IS THE SABBATICAL GRANT FOR RESEARCHERS?



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



**Ralph Basui Watkins**  
[Columbia Theological Seminary] shows how the theology of radical inclusion is the future of the African American Church.



**Jane Hong**  
[Occidental College] explores Asian Americans, Race, and Politics in the Transformation of U.S. Evangelicalism.

**Angela Tarango**  
[Trinity University] offers an intimate study of the objects, foods, and stories that bind the Tejano Methodist community together and lead to their creation of a distinct religious identity.



**Paul Kang-Kul Cho**  
[Wesley Theological Seminary] examines Tradition, Trauma, and Transformation in the Book of Job.



**Deanna Ferree Womack**  
[Candler School of Theology at Emory University] offers a new way for churches to understand and respond to the anti-Muslim sentiments and violent Islamophobic acts that have surged in the 21st-century United States.

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# AM I ELIGIBLE TO APPLY?



### Eligibility

The Sabbatical Grant for Researchers program is open to both academic and pastoral leaders who are based in the United States or Canada. While pastoral leaders are *eligible* to apply to the SGR program, their proposals are more likely to be competitive in the [Pastoral Study Project](#) program. For SGR, preference is given to applicants who are fully employed in accredited academic institutions and eligible for a full academic year leave from teaching and administrative duties.

Applicants must have earned the terminal degree in their chosen vocation. For academics this is usually the Ph.D. or Th.D. For pastors, it is typically the Master of Divinity degree. Note that grant funding does not support tuition or degree program expenses.

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 life of the church in North America and to the wider society.

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

SGR applicants should normally be released from all professional duties during the specified grant period. Academic applicants should indicate in their proposals that they are eligible for a sabbatical leave and release from all teaching and administrative responsibilities during the grant year. Pastoral leaders should be released from all employment duties during the entire grant period. A letter of release must be submitted by the applicant's dean, chairperson, or administrative supervisor to confirm release in the event a grant is awarded. Academic and pastoral applicants who *cannot* be released from all professional duties should indicate in their proposals how they plan to devote sufficient time to the proposed project.

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 specify additional conditions for their particular grant programs.

Members of the Louisville Presbyterian Seminary Board, staff, or study body—including immediate family members (parents, spouse, or children)—are not eligible to apply.

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**APPLICATION DEADLINE: NOVEMBER 1**

Questions about eligibility may be sent to [jessica Bowman](mailto:jessica.bowman@louisville-institute.org) [[grants@louisville-institute.org](mailto:grants@louisville-institute.org)].

# IS MY PROJECT FUNDABLE?



## SGR Feasibility Feedback

Louisville Institute staff can provide brief initial feedback to help you determine if your project plans fit SGR funding criteria. Because of the large number of SGR 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 the [Associate Director](mailto:AssociateDirector@louisville-institute.org) [[AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org)] with the subject "SGR feedback." We will respond to all feedback requests submitted prior to October 1.

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# WHAT ELSE DO I NEED TO KNOW?

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### What 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

Research periods supported by this grant are 9 or 12 months and may vary within a two-year timeframe. The 2022 SGR grant period supports sabbaticals for Fall Term 2022–Spring Term 2023 OR calendar year 2023.

### Winter Seminar

An added benefit of being awarded a Sabbatical 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, held in January 2023 [exact dates and location TBD], convenes grant recipients from four different Institute programs to share their project plans and receive constructive feedback.

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**APPLICATION DEADLINE: NOVEMBER 1**

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# WHAT ARE THE PROPOSAL REQUIREMENTS?

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## 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 November 1, 2021.

Letters of Recommendation and Verification of Release must be submitted by the recommender by November 8, 2021. If you encounter problems, contact [Jessica Bowman](#) [[grants@louisville-institute.org](mailto:grants@louisville-institute.org)].

## 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: Verification 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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**APPLICATION DEADLINE: NOVEMBER 1**

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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 [stated as a question]?
2. **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.
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, 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.
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, 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?
6. **Timeframe** – What is the overall schedule and timeframe for this project? Indicate clearly the sabbatical leave time frame for which you are seeking grant support.

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**APPLICATION DEADLINE: NOVEMBER 1**

# WHAT ARE THE PROPOSAL REQUIREMENTS?

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**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 SGR 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, 2023.*

If your SGR 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 11-16].

For SGR the total amount requested may not exceed \$40,000. Normally, Louisville Institute will pay the grant directly to the institutions of those selected. The Institute allows up to 10% indirect costs based on the total direct costs of the project. For a \$40,000 grant this would be \$36,364 direct costs plus \$3,636 indirect costs.

**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.

NOTE: In fairness to all candidates, please do not send more than four pages.

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**APPLICATION DEADLINE: NOVEMBER 1**

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# WHAT ARE THE PROPOSAL REQUIREMENTS?

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**Letters of Recommendation & Release:** When uploading your application materials, please provide the names, email addresses and phone numbers for your recommenders and person verifying release. LI will immediately email those persons with a link to submit their documents online. Applicants should contact their recommenders in advance to explain procedures and guidelines. Letters of Recommendation & Release must to be submitted by November 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 Sabbatical 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.
- **Verification of Release:** Your release letter should come from your academic dean or chairperson who will confirm your release from teaching and academic responsibilities in the event a grant is awarded.

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**APPLICATION DEADLINE: NOVEMBER 1**

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# **HOW DO I PREPARE A BUDGET?**



## **SGR Budget Preparation Guide**

An essential part of applying for any Louisville Institute grant is preparing a budget with explanatory 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.

If the total amount of your SGR 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, 2023.*

If your SGR 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.

*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?

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## **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 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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# HOW DO I PREPARE A BUDGET?



## Example of an SGR Line-Item Budget

	2022	2023	Total
<b>1. Personnel</b>			
Transcription Assistant (140 hrs @\$10/hr)	1400		1400
Course release (2 courses per semester @ \$4K/course)	8000	8000	16,000
<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.	1250	820	2070
<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>	26,222
		<b>Indirect Cost (10%)</b>	2,622
		<b>Total Requested</b>	28,844

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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 common line-item categories for the Sabbatical Grant for Researchers (not all items will appear in all budgets). SGR 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

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# HOW DO I PREPARE A BUDGET?

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## **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 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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**APPLICATION DEADLINE: SEPTEMBER 1**

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# 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

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. For example, a \$40,000 Sabbatical Grant for Researchers that includes 5% in indirect costs would be \$38,095 direct costs plus \$1,905 indirect costs. *SGR applicants may request indirect costs up to 10% of the grant total. For a \$40,000 grant this would be \$36,364 in direct costs plus \$3,636 in indirect costs.* For additional clarification about

indirect costs, contact the Institute's [Associate Director](#) [[AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org)].

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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 [AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org) to receive feasibility feedback. LI staff can help you

discern whether to develop your ideas into a full grant proposal.

**APPLY ONLINE:**

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**APPLICATION DEADLINE: NOVEMBER 1**

# WHAT HAPPENS AFTER I APPLY?

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## **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 NOVEMBER 1, 2021.

## **What is the review and selection process?**

Every year the Louisville Institute Board appoints a selection committee to review proposals and award Sabbatical Grant for Researchers 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 SGR Feasibility Feedback).

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**APPLICATION DEADLINE: SEPTEMBER 1**

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# WHAT HAPPENS IF I RECEIVE A GRANT?

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## Who receives the check?

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

NOTE: Depending on the institution, the grant document phase may take a while to complete.

## 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 Jessica Bowman 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 [Jessica Bowman](mailto:grants@louisville-institute.org) ([grants@louisville-institute.org](mailto:grants@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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**APPLY ONLINE:**

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

**APPLICATION DEADLINE: NOVEMBER 1**

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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](#)

The Institute's [Advisory Board](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Edwin David Aponte [Executive Director], Aimee Moiso [Associate Director], Pamala Collins [Executive Assistant], Jessica Bowman [Assistant Director] 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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