

Applying for 2010–11 Research Grants

Henry Luce III Fellows in Theology
Luce Fellowships

Lilly Theological Research Grants
Faculty Fellowships
Theological Scholars Grants
Research Expense Grants
Collaborative Research Grants

*All applicants must be full-time faculty members at ATS
accredited or candidate schools.*

1. Please read the *Overview and Application Process* booklet carefully.

- A. Booklets may be found online at
Henry Luce III Fellows in Theology: www.ats.edu > Leadership Education > Grants Programs > Henry Luce III Fellows in Theology.
Lilly Theological Research Grants: www.ats.edu > Leadership Education > Grants Programs > Lilly Theological Research Grants.
- B. Hard copies of booklets may also be obtained from your academic dean or by email request to grants@ats.edu. Please include **Booklet Request** in the subject line.
- C. The booklets give an overview of the programs, selection guidelines, and eligibility and application requirements, as well as a list of previous recipients.

2. Request an application.

- A. When requesting applications, please submit **your name, ATS school name, preferred email address, and the grant name(s)**, to grants@ats.edu.
- B. You may request applications for all four grants offered by the **Lilly Theological Research Grants** program, but please **apply for only one** of the grants.
- C. You may apply to one of the four grants in the **Lilly Theological Research Grants** program **and** apply to the **Henry Luce III Fellows in Theology** grant program. They are separate grant programs with different selection committees and selection criteria.

3. You will receive the application by email.

- A. Please read the *Overview and Application Process* booklet before clicking on the application.
- B. You may submit the application in one of two ways:
 - (1) Using Adobe Reader 8.0 or newer (earlier versions of Adobe Reader are not supported) and clicking on the Submit button at the end.

- (2) Saving the PDF file to your computer, completing the fillable fields, and emailing the file as an attachment to **grants@ats.edu**.
Do NOT click the Submit button if you are using this method.
- C. All application forms must be submitted **electronically**. Please contact Fran Pacienza (pacienza@ats.edu; 412-788-6505, ext. 224) if you are having trouble submitting your application form.
- D. **Do not** submit your application by fax.
- E. Retain a copy for your files.

4. Please note the deadlines for all materials to be received at the ATS office:

Henry Luce III Fellows in Theology—December 1, 2009

Lilly Theological Research Grants—January 5, 2010

5. When writing the proposal, please make note of the following:

- A. Use your **preferred name**. The name used on the application will be the name that will appear in correspondence, grant lists, etc.
- B. **Use only the amount of space allotted**. Do not use a font size smaller than 10 point. Do not add additional pages. Please limit your abstract to approximately 200 words even though there may be space for more.
- C. The **Lilly Faculty Fellowships** are the only grants that do not require a budget.
- D. The **Research Expense Grants** are the only grants that do not require a Signature Page.

6. After writing your proposal, please consult the following checklist:

- A. Have your academic dean or chief administrative officer sign the **Signature Page** (found at www.ats.edu > Leadership Education > Grants Programs > **Henry Luce III Fellows in Theology or Lilly Theological Research Grants**). The Lilly **Research Expense Grant** is the only grant that does not require a Signature Page.
- B. Send your references the **Request for Letter of Reference** (found at www.ats.edu > Leadership Education > Grants Programs > **Henry Luce III Fellows in Theology or Lilly Theological Research Grants**).
 - (1) This form gives your references the information they need in order to submit a letter of reference.
 - (2) No more than **one letter** may come from a faculty colleague or administrator at the applicant's current institution. Applicants are encouraged not to have a colleague or administrator from their current institution write a letter of reference *unless* that person is deeply knowledgeable about the applicant's work

and is able to provide a letter that speaks directly to the applicant's expertise and fitness for the research being proposed.

- (3) **Henry Luce III Fellows in Theology** Advisory Committee members do **not** write recommendations for **Henry Luce III Fellowship** applicants.
- C. **If your project involves human subjects**, your application must be accompanied by a letter of approval from your school's human subject panel. If your school does not have a human subject panel, a suitable form should be obtained, modified, and signed by the school's chief executive officer.

7. Collaborative projects:

- A. **Collaborative Research Grants** are only for collaborative projects. **Research Expense Grants** are for individuals or collaborative projects.
- B. Collaborators should submit a collaborator application, which consists of an information page and curriculum vitae. The collaborator application can be found at www.ats.edu > Leadership Education > Grants Programs > **Lilly Theological Research Grants**. This form must be submitted electronically.
- C. If the application is successful, as many as three members of the group will be invited to the Lilly Conference to discuss the project.
- D. One member of the group must be identified as the **project leader**. Grant money will be payable to the institution of the project leader.

8. If awarded a grant or fellowship:

- A. Grant money will be made **payable to the institution**, not the individual.
- B. **Lilly Theological Research Grants** money will be paid to the institution in early July.
- C. **Henry Luce III Fellows in Theology** money will be distributed to the institution in two payments, the first in early August and the second in early January.
- D. **Grant money will be distributed according to the stated schedule regardless of when the project starts.**
- E. Attending the conference is a requirement of the **Lilly Theological Research Grants** program. **For collaborative projects**, as many as three members of the group will be invited to the Lilly Conference, but only one member is required to attend.
- F. Attending two conferences (November 2010 and fall 2011) and a meeting at the Luce Foundation in New York City (spring 2010) is a requirement of the **Henry Luce III Fellows in Theology** program.