



Application Procedures

Summer Seminars for College Teachers

Deadline:

Applications for a grant of \$56,000 to host a Summer Seminar for College Teachers are due March 15. The seminar would be held the summer of the year following the deadline. For example, if an institution applies March 15, 2013, the seminar would be held during the summer of 2014.

Application Requirements:

All applicants must consult with the Lilly Fellows Program (LFP) Program Director prior to submitting an application.

Applications must include the following:

1. **Summary of Aims and Anticipated Outcomes:** The application should offer a summary of what the seminar hopes to accomplish for participants, the host institution, the seminar leader(s), and the broader LFP or academy. In addition, the summary should offer a rationale for the topic and how the program format of an extended summer seminar fits that rationale.
2. **Description of the Topic:** Topics must be broadly interdisciplinary, encourage ecumenical conversation, and aim to impact classroom content and practice in church-related institutions. Summer Seminars should avoid narrow disciplinary topics in favor of broad interdisciplinary ones that also touch on key LFP themes: the vocation of the Christian teacher-scholar and church-related mission and identity. This part of the application must explain how the proposed topic meets these requirements and should also include potential speakers (who preferably have agreed to appear contingent upon receiving the grant) and potential reading materials.
3. **Description of the Program:** Each seminar will meet for a three or four-week period, typically on the campus of a Network school, or for two weeks with participants returning for three or four days at a designated additional time, typically the home institution of the seminar director. This part of the application should outline the dates and place for the conference as well as offer a tentative schedule. It should also offer a schedule for recruitment of applicants. The typical attendance for Summer Seminars is twelve; strong preference must be given to members of LFP networks schools. Participants must represent no fewer than six LFP network schools. Preference is given to early-career applicants. On matters of recruitment for and execution of the program, please also consult the accompanying "Guidelines for Summer Seminars for College Teachers."

4. **Description of Facilities:** Summer Seminars running three weeks or more (in the U.S., but not in another country) must provide housing for families. This part of the application must describe the seminar facilities with this requirement in mind. Where necessary, the application should include tentative agreements or permissions from campus or other facilities management for use during the suggested dates.
5. **Signature:** Where applicable, the application should include signatures indicating knowledge or approval of the seminar by both LFP campus representatives, a senior administrator from the university, and someone from conference planning, facilities management, or a comparable office.
6. **Plan for Evaluation:** The application must include a plan for evaluating the program in the short term (end-of-seminar survey, etc.) as well as the long-term impact on the participants, their schools, and the host institution (approximately one year after the conclusion of the seminar).
7. **Plan for Dissemination:** While the focus of the seminar should be on what the participants themselves learn, the best seminars will have a broader impact on the LFP, church-related higher education, or the academy in general. This section should outline what scholarly and pedagogical outcomes the seminar anticipates disseminating and how it intends to do so.
8. **CV of Seminar Director(s)**
9. **Budget:** The application must include a tentative budget. The following sample budget recommends that twelve participants receive a stipend of \$2,600 to cover the cost of lodging, food, and travel. These recommended figures may be adjusted within the overall budget. A 10% indirect overhead cost figure should be built into each budget to cover costs of the host institution (i.e. facilities, air conditioning, lighting, etc.) where required. Note this is a sample budget only.

12 participants @ \$2,600	\$31,200
Seminar Director stipend	\$10,000
Administrative Assistant	\$2,000
Budget for Additional Speakers	\$3,000
Texts and supplies	\$1,000
Publicity	\$2,000
Administrative costs	\$1,000
Miscellaneous costs	\$700
Subtotal	\$50,900
10% indirect overhead costs	\$5,090
TOTAL	\$55,990