

How to Secure Funds  
from

**THE GLENN O. AND MARTELL B. HILBURN ENDOWED GRADUATE  
RESEARCH SCHOLARSHIP**

1. Determine the resource in question to be unavailable outside of curator.
2. Consult current Director of Graduate Studies for guidance on constructing a successful grant proposal.
3. Write a preliminary grant proposal, which is to include the following components:
  - a. Cover Letter:
    - i. To be addressed to the “Graduate Administrative Committee,”
    - ii. Introduces the student, the student’s status within the program, and his/her dissertation (if relevant),
    - iii. Directs attention to the enclosures making up the remainder of the grant proposal,
    - iv. Associates the proposal with the directives of the Hilburn Fund.
  - b. Grant Proposal:
    - i. Introduces the resource, its relevance, and limited availability,
    - ii. Lays out the student’s research agenda for this resource,
    - iii. States when this research is to be conducted, that pre-approval from curators has been secured, and the total amount of anticipated expenditures.
  - c. Proposed Budget:
    - i. Provides estimated costs of flights, hotel, food, and transit within destination where research is to be conducted,
    - ii. Relays information in a chart detailing specific price points for each line item, averaged subtotals for each line item, and a grand total.
4. Submit preliminary grant proposal (see #3 above) to Director of Graduate Studies for critique and make adjustments accordingly.
5. Determine process by which to secure permission from curators to study resource.
6. Request Director of Graduate Studies and Chair of the Religion Department to write Letters of Endorsement:
  - a. Submit requests for Letters of Endorsement with preliminary grant proposal (see #3 above).
  - b. Relay information from the curators regarding their required format for the Letters of Endorsement (see #5 above).

- c. Letters of Endorsement:
    - i. To be on official letter head and in PDF format,
    - ii. Endorses petition to study resource,
    - iii. Introduces student and his/her research,
    - iv. Vouches for the personal character of student,
    - v. Offers additional information if contacted by curator.
  - d. Note: the student may need to write a *pro forma* endorsement letter for the Chair of the Department and/or Director of Graduate students to edit and then sign.
  - e. Both Letters of Endorsement should be returned to student for submission with:
    - i. Petition to curator (unless curators stipulate otherwise).
    - ii. Finalized grant proposal.
7. Write a Letter of Petition to the curators and submit it via e-mail (or according to their guidelines):
- a. Letter of Petition:
    - i. Follows business letter format,
    - ii. Introduces the student in relation to Baylor, the student's status within the program, and whether student is dissertating,
    - iii. Relays the need to study resource in question, requests permission to do, and states the timeframe of intended research,
    - iv. Directs attention to the Letters of Endorsement,
    - v. Offers additional information if contacted by curator.
  - b. Submit Letter of Petition to Director of Graduate Studies for critique and make adjustments accordingly.
  - c. Submit revised Letter of Petition letter with Letters of Endorsement (6c) by e-mail, or by whatever means the curators stipulate.
  - d. Receive permission from curators along with additional instructions on making arrangements to view the resource.
8. Format and submit finalized grant proposal:
- a. Make minor revisions to the Grant Proposal (3b) to indicate permission has been secured from curators.
  - b. Create finalized PDF Grant Proposal, which includes the following materials:
    - i. **Cover Letter** (3a),
    - ii. **Grant Proposal** (3b),
    - iii. **Proposed Budget** (3c),
    - iv. **Letter of Endorsement 1** (Chair of Department) (6b),
    - v. **Letter of Endorsement 2** (Director of Graduate Studies) (6b),
    - vi. **Petition to Curator** (British Library) (7a),
    - vii. **Permission from Curator**.
  - c. Make final submission of PDF Grant Proposal to the Director of Graduate Studies, who will distribute it to the Graduate Administrative Committee for review and processing.