

Appendix A

GUIDELINES FOR RESEARCH PROJECTS AND SUBSIDIZED PUBLICATIONS

Background

In recent years, the CTSA has sponsored research projects which have dealt with a variety of theological subjects, and occasionally it has granted modest subsidies to facilitate the publications of CTSA-members. These team-projects have made significant theological contributions, while the sponsored publications of individual researchers have presented important findings in previously neglected areas of theological inquiry. By providing modest financial assistance, the CTSA hopes to continue to encourage theological research via team- and individual projects.

I. TEAM PROJECTS

A. The initiative for a team research project may come from members of the CTSA, from its Board of Directors, or from other professional societies. In order to obtain financial assistance, an appropriate number of the project-team must be CTSA-members; nonetheless, participation of non-members is welcomed. Team-projects which stem from continuing seminars and workshops at the annual meeting and cooperative projects with other professional societies are particularly encouraged.

B. CTSA-members who wish to initiate a team research project should prepare a typewritten proposal, which briefly describes the following: the scholarship of the proposed study, its potential contribution to theological scholarship, the human and physical resources available for the project, its anticipated date of completion, and a tentative budget. This proposal should be submitted to the Chair of the CTSA Research and Publications Committee, for consideration by that committee.

C. The R&P Committee will conduct an appropriate review of each proposal submitted. If the Committee decides to recommend support of a project, it will forward a favorable recommendation to the CTSA Board of Directors, which will then determine by majority vote whether or not to sponsor the proposed project. If the R&P Committee decides not to recommend support of a project, its negative decision will be final, and the Chair of the Committee will so inform the person(s) submitting the proposal.

D. The Board of Directors may also decide to commission team-projects either on its own initiative or in collaboration with other professional societies. At its

discretion, the Board may request the R&P Committee to ascertain whether a proposed team-project is feasible and, if so, to suggest the names of people who might be selected for the research team.

E. A research team under CTSA-auspices ordinarily will be composed of five to seven members, chosen for their expertise and as representative of the broad spectrum of theological views found within the membership of the CTSA. Members of a research team usually will be chosen from the membership of the CTSA, but the Board may authorize exceptions. In the case of research teams, co-sponsored by the CTSA and other professional societies, a proportionate number of participants should be chosen from the membership of the CTSA.

F. The President of the CTSA will appoint the members of the CTSA-research teams and the CTSA-members of co-sponsored research projects. The President may request the R&P Committee to recommend appointees for these projects.

I. Reports

A. Progress on team-projects should be submitted annually to the Board of Directors, or more frequently if the Board so requests. At the request of a project-team, or at its own discretion, the Board may provide a forum at the annual meeting for the discussion of research in progress.

B. When a research project commissioned by the Board is completed, a formal report should be made to the Board of the CTSA. The Board may: (a) accept the report as fulfilling the specific mandate given to the research team; (b) reject the report as not fulfilling the specific mandate given the research team; (c) return the report to the research team with suggestions for improvement and/or further investigation. Prior to taking any of these actions, the Board may request the R&P Committee for its recommendation.

C. When a research project conducted under the auspices of the CTSA in collaboration with other sponsors is completed, a formal report should be made to the Board of the CTSA and to the other sponsors. After reviewing the report, the CTSA-Board may: (a) accept the report and authorize its publication with an appropriate indication of CTSA-sponsorship; in the event that the other sponsors do not concur in accepting a report, it still may be published with only the authorization of the CTSA; (b) reject the report and decline to authorize publication on behalf of the CTSA; in such a case, the other sponsors may authorize publication; (c) return the report to the research team with suggestions for emendation; in such a case, the other sponsors should be notified of the Board's action and its suggestions. Prior to taking any of these actions, the Board may request the R&P Committee to review the report and to make a recommendation to the Board.

D. When a research project conducted by CTSA-members under the sponsorship of the Society is completed, a formal report should be made to the CTSA-Board. After reviewing the report, the CTSA-Board may: (a) authorize publication of the report in the name of the team-members with an appropriate indication of CTSA-sponsorship; (b) return the report to the research team with suggestions that would make the report acceptable; (c) refuse to allow any indication of CTSA-sponsorship, while allowing the team-members to decide whether to proceed with publication in their own names. Prior to taking any of these actions, the Board

may request the R&P Committee to review the report and to make a recommendation to the Board.

2. Research Responsibility

A. The CTSA recognizes that a research team is entitled to and is entrusted with the academic freedom necessary for theological scholarship. The research team is responsible for determining its own procedures and methods. None of the actions taken by the CTSA, its Board or its R&P Committee should be construed as expressing agreement or disagreement with the procedures, method, content or conclusions of the report.

3. Publication

A. If the Board accepts a report, it will arrange for its publication. The copyright is to be held in the name of the CTSA, or in the case of jointly sponsored projects, in the name of the CTSA and the co-sponsor(s).

B. If for good reason, the Board decides not to sponsor publication, it will so inform the team-members. If the Board rejects a report or declines to authorize its publication in the name of the CTSA, the research team is free to publish in its own name without reference to the CTSA.

4. Funding

The initial grant for undertaking a research project ordinarily will not exceed \$1500; as need arises, further grants may be authorized by the Board. In the event that the sale of the published report generates revenue beyond what the CTSA has contributed, this income will be shared between the CTSA and the members of the research team in a proportion determined by the Board.

II. INDIVIDUAL PROJECTS

A. Any CTSA-member who wishes to obtain a subsidy in partial support of the publication of completed research should submit a six hundred word summary and two copies of the manuscript to the Chair of the CTSA Research and Publications Committee. The Chair will forward copies of the summary to the members of the committee and to the President of the CTSA. The committee will decide, on the basis of the author's summary, whether or not the publication should be reviewed for sponsorship.

B. If the committee favors sponsorship, the Chair, after consultation with the President of the CTSA, will obtain the services of two referees, one of whom will ordinarily be a member of the R&P committee. The two referees will then read the manuscript and furnish written evaluations to the Chair, who will share the substance of these evaluations with the author.

C. In the evaluations are negative, no further consideration will be given to CTSA-sponsorship. If the evaluations are mixed, the author will be given the opportunity of revising the study in the light of the evaluations or of withdrawing the study from further consideration. If the evaluations are positive (after the author's revision), the Chair will forward the evaluations to the President of the CTSA.

D. The President of the CTSA will submit these evaluations to the Board, which in turn may: (a) agree to subsidize publication of the study; (b) refuse to subsidize publication of the study; or (c) request the author to revise the study before the Board will consider any subsidy.

1. Research Responsibility

The CTSA recognizes that an author is both entitled to the academic freedom necessary for theological scholarship and responsible for the conclusions derived from that research. None of the evaluations made by the referees, the R&P committee, or the CTSA Board should be construed as expressing agreement or disagreement with the content or conclusions of an author's research. The CTSA's responsibility is solely to decide whether or not to subsidize the publication under the Society's auspices.

2. Publication

A. The Board may decide to publish an individual study either through the CTSA or to subsidize a study's publication by some other publisher. In the former case, the copyright is to be held in the name of the CTSA, which will enter into a formal contract with the author concerning royalties. Such studies will be published under the colophon of the Society.

B. In the case of subsidized publication, the CTSA will enter into a formal agreement with the author concerning copyright and the sharing of any royalties in partial or full reimbursement of the CTSA-subsidy. Such studies will be published with appropriate acknowledgment to the CTSA for its sponsorship.

3. Funding

For individual studies published directly by the CTSA, the Society will be responsible for publication-costs and royalties to the author. Grants for subsidized publications ordinarily will not exceed \$1500.