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# Butler Summer Institute
## Important Dates

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<td><strong>Information Session</strong> for Prospective BSI Scholars</td>
<td><strong>October 5</strong> 2:00 PM</td>
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<td><strong>Statement of Intent to Apply Submission Deadline</strong></td>
<td><strong>November 15</strong> Noon</td>
<td>Complete <strong>Form</strong></td>
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<td><strong>Prospective Faculty Mentor Informational Luncheon</strong></td>
<td><strong>November 30</strong> Noon</td>
<td><strong>AU 111</strong></td>
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<td>(invitation-only event for faculty mentors whose students submitted a Statement of Intent)</td>
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<tr>
<td><strong>Project Proposal Submission Deadline</strong></td>
<td><strong>February 1</strong> Noon</td>
<td>Submit electronically to: <strong><a href="mailto:bsi@butler.edu">bsi@butler.edu</a></strong></td>
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<tr>
<td><strong>BSI Scholars Announced</strong></td>
<td><strong>March 20-28</strong></td>
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<td><strong>Mandatory BSI Orientation Meeting</strong></td>
<td><strong>March 29</strong> 3:00-4:00 PM</td>
<td><strong>AU 326</strong></td>
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<td><strong>Butler Summer Institute</strong></td>
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### BSI Overview

The Butler Summer Institute (BSI) is designed to allow a student to pursue a significant research question, contribute significantly to a scholarly conversation, or produce creative work while being mentored by a faculty member and being supported by a community of equally enthusiastic students.

Those accepted into the BSI will:
- Work closely with a faculty member to create original scholarship or creative work;
- Work and live with other Butler students who are equally engaged in scholarship or creative endeavors;
- Produce work worthy of acceptance at a professional conference or in a professional publication; and
- Experience transformational learning.

### BSI Dates

**May 13-July 13**

### BSI Application Deadline

**February 1 no later than noon**

All completed project proposals (including the faculty mentor recommendation form) must be submitted *no later than noon* to bsi@butler.edu

Students interested in applying should also submit a **Statement of Intent** form that indicates the student is going to apply for the BSI and has identified a tentative project and faculty mentor. The Statement of Intent is due **November 15 no later than noon**.

### BSI Benefits

- $2500 stipend
- Housing Allowance to live on campus during the BSI
- Free admission to cultural events scheduled during BSI

### BSI Requirements

- Attend BSI Orientation Meeting in April
- Attend weekly breakfast and lunch meetings
- Attend cultural activities
- Attend all BSI Poster and Oral Presentations
- Attend Wrap Up Lunch
- Deliver **two (2)** presentations based on your research project:*  
  - **Presentation 1:** Delivered at the conclusion of the BSI and must be targeted to a general audience  
  - **Presentation 2:** Delivered at a venue of the scholar's choosing and must be targeted to a discipline-specific audience

*The scholar, in consultation with the faculty mentor, will decide whether to deliver a poster or oral presentation.

### BSI Restrictions

Those students accepted into the BSI will **not** be able to:
- Live off campus (unless **prior** approval is granted by the BSI Director), or  
- Be employed during the BSI session.

### Application Process

- Identify a specific area of inquiry and generate a tentative plan of study  
- Identify and Secure a faculty mentor based on tentative plan of study  
- Complete and Submit the Statement of Intent (optional)  
- Complete and Submit the BSI Proposal
### Butler Summer Institute (BSI) Overview

The Butler Summer Institute (BSI) is designed to allow a student to pursue a significant research question, contribute significantly to a scholarly conversation, or produce creative work while being mentored by a faculty member and being supported by a community of equally enthusiastic students.

Those students accepted into the BSI will:
- Work closely with you to create original scholarship or creative work;
- Work and live with other Butler students who are equally engaged in scholarship or creative endeavors;
- Produce work worthy of acceptance at a professional conference or in a professional publication; and
- Experience transformational learning.

### BSI Dates

**May 13-July 13**

### BSI Faculty Mentor Recommendation Form Deadline

**February 1 no later than noon**

Each application must contain a completed recommendation form from the proposed faculty mentor. The completed recommendation form will be sent to you automatically once your student completes her/his Statement of Intent to Apply form.

Students who attend the Information Session may also submit a Statement of Intent form that indicates the student is going to apply for the BSI and has identified a tentative plan and faculty mentor.

Applicant’s Statement of Intent is due **November 10 no later than noon**

### BSI Benefits

- $1000 professional development funds
- Free admission to cultural events scheduled during the BSI

### BSI Requirements

- Work with mentee to create a feasible research project and a schedule of events, complete with specific due dates
- Supervise all student work—if you will be gone at any time during BSI, you will need to identify another faculty member to serve in your absence
- Attend scheduled weekly breakfast and lunch meetings (mentors will be asked to attend only one breakfast/lunch)
- Attend BSI Poster and Oral Presentations*
- Attend Wrap Up Lunch
- Ensure Mentees Deliver two (2) presentations based on their research project:*  
  - **Presentation 1:** Delivered at the conclusion of the BSI and must be targeted to a general audience  
  - **Presentation 2:** Delivered at a venue of the scholar’s choosing and must be targeted to a discipline-specific audience

*The scholar, in consultation with the faculty mentor, will decide whether to deliver a poster or oral presentation.

### BSI Restrictions

*Due to space limitations, each Faculty Mentor may only recommend two (2) students.*

Students accepted into the BSI will **not** be able to:
- Live off campus (unless prior approval is granted by the BSI Director), or
- Be employed during the BSI session.

### Student Application Process

- Identify a specific area of inquiry and generate a tentative plan of study
- Identify and Secure a faculty mentor based on tentative plan of study
- Complete and Submit the Statement of Intent (optional)
- Complete and Submit the BSI Proposal
BSI Proposals are due *no later* than February 1 at noon

Proposals should be submitted electronically to bsi@butler.edu

Your proposal must include each of the following components:

**Cover Page**

The first page of every BSI Proposal must be the Cover Page included at the end of this document.

**Format/Length**

Your proposal should be formatted using **12-point, Times New Roman font, 1 inch margins all around, and single or double spaced.**

*Your proposal may not exceed six (6) pages*—the six-page limit *does not* include the cover page, abstract, reference page/annotated bibliography, transcripts, or your mentor’s recommendation. Keep in mind that those reviewing your proposal may not be familiar with your discipline; therefore, be sure to write for a general, educated audience.

**Proposal**

Abstract
Provide a comprehensive but brief summary of your proposal (150 words).

Significance
This section contains two parts: (1) Explain why the work you intend to conduct is important within the context of your academic discipline and within society in a more general sense, (2) Describe how your proposal fits into the research or literature of your field. This description should address two questions: First, how did this particular research project originate? Second, how does your project either complement or contrast with previous scholarship in your discipline? To provide more context for those reviewing your proposal, you may include an annotated bibliography in addition to this explanation. At the very least, *all proposals must include a reference page featuring all literature cited.*

Central Objective
Provide a clear, concise, and unambiguous statement of the central objective of your proposed work. This statement might take the form of a thesis statement, research question(s), or hypothesis(s). If the proposed work is part of a larger project, briefly describe the larger project and then state the specific thesis, research question(s), or hypothesis(es) for the work to be completed during the BSI.
Methodology
Provide a concise description of the research methods you will use to address your thesis, research question(s), or hypothesis/ses. This might include specific theoretical perspectives, research techniques, and/or data collection methods that will guide your analysis. Be sure that you make clear how the methods you propose will address the central objective of your project as well as why these methods are well suited for your project.

Timeline
Describe the work you will undertake during the BSI. You must include a week-by-week timeline and the work you expect to complete each week. Although this timeline may change once you get underway, it is important to start with a plan. The dates for the 2019 BSI are May 13-July 13.

Feasibility
Identify any equipment, materials, contacts, or other resources which you require to complete your project. Explain how you will gain access to these resources. If these resources are not available at Butler, explain how you or your faculty mentor will secure access to them.

Personal Interest
Explain why you are interested in this research topic. Explain how your educational goals are related to this research project. Identify relevant coursework that has prepared you to undertake the project. Identify the knowledge and skills you will acquire by completing this project. If other personnel are involved in your project, and its progress is dependent upon their involvement, please list each person and describe his/her role in this project.

Future Presentations/Publication Opportunities
Identify at least one professional conference and one professional publication to which your work might be submitted.

In addition, please note that all BSI participants will deliver (1) an oral or poster presentation to the Butler community at the end of the Institute and (2) a second presentation at a conference of the Scholars’ choice (some Scholars choose to present at Butler’s Undergraduate Research Conference; however, Scholars are encouraged to competitively submit their projects for presentation at regional and national conferences).

Research Approvals
If your project requires the use of human subjects, vertebrate animals, or recombinant DNA your application must demonstrate that you have received approval, or have applied for approval from the appropriate research oversight committee (Institutional Review Board for human subjects, the Animal Care and Use Committee, or the Institutional Biosafety Committee for rDNA).

BSI Absences
If any portion of your research will require you to live away from campus, please identify the dates you expect to be away from campus, where you will be, and why being away is necessary to complete your research. If you will be away for any period of time during the BSI for reasons not associated with your project, you also need to address your absence and the reason for your absence in this section.
ADDITIONAL DOCUMENTATION

Reference Page/Annotated Bibliography
Include citations for any sources referenced in your proposal using the citation method most appropriate for your project. Reminder: Your reference page/annotated bibliography does not count as part of your six-page limit.

Transcripts
Download a copy of your unofficial transcripts and paste it to the end of your application. Not sure how to download your unofficial transcript? Click here.
Reminder: Your transcripts do not count as part of your six page limit.

Faculty Mentor Recommendation
Mentors will receive an electronic copy of the Faculty Recommendation Form; additionally, a copy of this form is available on the CHASE Web site. Reminder: Your faculty mentor’s recommendation does not count as part of your six page limit.

PROPOSAL SUBMISSION

To submit your proposal, follow these steps:
1. Complete the Butler Summer Institute Project Proposal Page
2. Paste your completed Proposal into the BSI Proposal (including your reference page/annotated bibliography)
3. Scan your transcripts and save as a Word document or Object
4. Paste or Insert your transcripts into the BSI Proposal
5. Ensure that your proposal does not exceed six (6) pages
6. Save ALL of your documents as ONE (1) pdf file using the following format: 
   LastName_BSIApplication
   If you do not submit your proposal correctly, you will be asked to resubmit it in the correct format and must do so prior to the deadline for your proposal to be reviewed.
   Unsure how to merge all your documents into one pdf? You may send a request to IT or use one of the free online programs, such as pdfonline.com.
7. Mail your BSI Proposal/Application as an attachment to bsi@butler.edu no later than noon on February 1.
   Note for those who submitted a Statement of Intent to Apply:
   When you submit your proposal, you must physically type bsi@butler.edu into the “To:” field—do not let your computer autofill the address as it will send your application to the Formstack folder and will not be reviewed.
   If you do not physically type the address is and allow your computer to autofill “bsi@butler.edu”, you will receive a message stating that the BSI account does not exist.
   If you do not follow this advice and receive a message that states the BSI account doesn’t exist—don’t panic! Simply click “New Email” and follow the directions listed above.
# BUTLER SUMMER INSTITUTE

## PROPOSAL CHECKLIST

### FORMAT/LENGTH
- ☐ 12-point, Times New Roman Font, Single or Double Spaced
- ☐ Proposal does not exceed six (6) pages in length
- ☐ All materials (except for the Faculty Recommendation Form) are saved as one (1) pdf document using the following format: LastName_BSIApplication

### PROPOSAL
- ☐ Abstract
- ☐ Rationale and Significance*
- ☐ Central Objective*
- ☐ Methodology and Design*
- ☐ Timeline*
- ☐ Feasibility*
- ☐ Personal Interest*
- ☐ Future Presentations/Publication Opportunities*
- ☐ BSI Absences, if applicable*
- ☐ Research Approvals*
- ☐ Reference Page/Annotated Bibliography

### ADDITIONAL DOCUMENTATION
- ☐ Unofficial Transcripts (pasted at end of proposal)
- ☐ Faculty Mentor Recommendation (sent separately from the Faculty Mentor)

*These sections should not exceed six (6) page

APPLICATIONS SUBMITTED AFTER THE DEADLINE—FOR WHATEVER REASON—WILL NOT BE REVIEWED
By signing below, I verify that I (a) have read, understand, and accept the responsibilities and obligations of the Butler Summer Institute as stated within the BSI Scholars’ Fact Sheet and Proposal Guidelines and (b) will adhere to those obligations and responsibilities if selected to participate in the Butler Summer Institute.

Most notably, I affirm that if I am selected to participate in the BSI that I will not be employed during the seven week session, will deliver two (2) presentations related to my research project, will live on campus (unless I receive permission from the BSI Director to live off campus prior to the BSI start date), will attend weekly breakfasts and lunches and will attend all cultural events.

My signature also indicates that I understand a representative from the CHASE office will contact the Division of Student Affairs to determine if I have, to any degree, violated the Student Conduct Code and that such a violation will result in an automatic withdrawal of my proposal.