INFORMATION PACKET

2019
INFORMATION PACKET

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<tr>
<th>EVENT</th>
<th>DATE/TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Session for Prospective CHASE Scholars</td>
<td>October 5, 2:00 pm</td>
<td>JH 236</td>
</tr>
<tr>
<td><strong>Statement of Intent to Apply Submission Deadline</strong></td>
<td>November 15, Noon</td>
<td>Complete Form</td>
</tr>
<tr>
<td><strong>Prospective Faculty Mentor Informational Luncheon</strong> (invitation-only event for faculty mentors whose students submitted a Statement of Intent)</td>
<td>November 30, Noon – 1:00 pm</td>
<td>AU 111</td>
</tr>
<tr>
<td><strong>Project Proposal Submission Deadline</strong></td>
<td>March 22, Noon</td>
<td>Submit electronically to: <a href="mailto:chase@butler.edu">chase@butler.edu</a></td>
</tr>
<tr>
<td><strong>CHASE Scholars Announced</strong></td>
<td>Mid-April</td>
<td></td>
</tr>
<tr>
<td><strong>Mandatory CHASE Scholars Orientation Meeting</strong></td>
<td>April 26, 2:00 – 3:00 pm</td>
<td>JH 031</td>
</tr>
</tbody>
</table>
**CHASE Scholars**

### Student Scholars’ Fact Sheet

**Overview**
The CHASE Scholars program 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.

The student’s research project should entail approximately 10–12 hours of research per week. Work accomplished through this program may be used as part of an honors thesis for students working on an honors thesis for credit or no credit. Research is expected to take place from September 1 through March 31.

Those selected as CHASE Scholars will:
- Receive a $4500 stipend,
- Work closely with a faculty member to create original scholarship or creative work,
- Produce work worthy of acceptance at a professional conference or in a professional publication, and
- Experience transformational learning.

<table>
<thead>
<tr>
<th><strong>CHASE Scholars Dates</strong></th>
<th><strong>September 1 – April 30</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>CHASE Scholars Application Deadline</strong></th>
<th><strong>March 22 no later than noon</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All completed project proposals (including the faculty mentor recommendation form) must be submitted no later than noon to <a href="mailto:chase@butler.edu">chase@butler.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Students interested in applying should also submit a Statement of Intent form that indicates the student is going to apply to be a CHASE Scholar and has identified a tentative project and faculty mentor. The Statement of Intent is due November 11 no later than noon.

<table>
<thead>
<tr>
<th><strong>CHASE Scholars Requirements</strong></th>
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<tbody>
<tr>
<td>Attend CHASE Scholar Orientation Meeting in April</td>
<td></td>
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<tr>
<td>Attend monthly lunch meetings</td>
<td></td>
</tr>
<tr>
<td>Deliver two (2) presentations based on your research project:</td>
<td></td>
</tr>
<tr>
<td>o Presentation 1: Delivered at Butler University’s Undergraduate Research Conference and must be targeted to a general audience*</td>
<td></td>
</tr>
<tr>
<td>o Presentation 2: Delivered at a venue of the scholar’s choosing and must be targeted to a discipline-specific audience</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Application Process</strong></th>
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<tbody>
<tr>
<td>Identify a specific area of inquiry and generate a tentative plan of study</td>
<td></td>
</tr>
<tr>
<td>Identify and Secure a faculty mentor based on tentative plan of study</td>
<td></td>
</tr>
<tr>
<td>Complete and Submit the Statement of Intent (optional)</td>
<td></td>
</tr>
<tr>
<td>Complete and Submit the CHASE Scholars Proposal</td>
<td></td>
</tr>
</tbody>
</table>
# CHASE Scholars

## FACULTY MENTORS’ FACT SHEET

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| **CHASE Scholars Overview** | The CHASE Scholars program 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. The student’s research project should entail approximately 10–12 hours of research per week. Work accomplished through this program may be used as part of an honors thesis for students working on an honors thesis for credit or no credit. Research is expected to take place from September 1 through March 31. Those selected as CHASE Scholars will:  
- Receive a $4500 stipend,  
- Work closely with a faculty member to create original scholarship or creative work,  
- Produce work worthy of acceptance at a professional conference or in a professional publication, and  
- Experience transformational learning. |
| **CHASE Scholars Dates** | **September 1 – April 30** |
| **CHASE Scholars Faculty Mentor Recommendation Form Deadline** | Due: March 22 *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. If your student does not submit a Statement of Intent to Apply form, then you may access the recommendation form [here](#). Students who attend the Information Session may opt to submit a Statement of Intent form that indicates the student is going to apply to be a CHASE Scholar and has identified a tentative plan and faculty mentor. The Statement of Intent is due November 11 *no later than noon* |
| **CHASE Scholars Benefits** | $1000 professional development funds |
| **CHASE Scholars 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 the academic year, you will need to identify another faculty member to serve in your absence  
- Attend scheduled monthly lunch meetings  
- Attend CHASE Scholars URC Presentations*  
  - Ensure Mentees Deliver two (2) presentations based on their research project:  
    - [Presentation 1](#): Delivered at Butler University’s Undergraduate Research Conference 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. |
| **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 CHASE Scholars Proposal |
CHASE Scholars Proposals are due no later than
MARCH 22 at NOON
Proposals should be submitted electronically to chase@butler.edu

Your proposal must include each of the following components:

**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(ies). 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(ies) for the work to be completed during the academic year.
Methodology
Provide a concise description of the research methods you will use to address your thesis, research question(s), or hypothesis/ies. 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 academic year. You must include a month-by-month timeline and the work you expect to complete each month. Although this timeline may change once you get underway, it is important to start with a plan.

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 Presentation/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 CHASE Scholars will deliver a presentation at Butler’s Undergraduate Research Conference and all CHASE Scholars will be required to deliver a presentation at a conference of their choice in their discipline.

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).

Absences
If any portion of your research will require you to be 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 academic year 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
Scan a copy of your transcripts and paste it to the end of your application (unofficial transcripts are acceptable). 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 here. 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 CHASE Scholars Project Proposal Page
2. Paste your completed Proposal into your CHASE Scholars 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 CHASE Scholars Proposal
5. Ensure that your proposal does not exceed six (6) pages—excluding Refs/Annotated Bib
6. Save the document as a pdf file using the following format:
   LastName_CHASE_Scholars_Application_2018
7. Mail your CHASE Scholars Proposal/Application as an attachment to chase@butler.edu no later than noon on March 22.

Late Applications Will Not Be Considered
## CHASE Scholars Proposal Checklist

### Format/Length

- ☐ 12-point, Times New Roman Font, Single or Double Spaced
- ☐ Proposal does not exceed six (6) pages in length

### Proposal

<table>
<thead>
<tr>
<th>Section</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>☐</td>
</tr>
<tr>
<td>Significance*</td>
<td>☐</td>
</tr>
<tr>
<td>Central Objective*</td>
<td>☐</td>
</tr>
<tr>
<td>Methodology*</td>
<td>☐</td>
</tr>
<tr>
<td>Timeline*</td>
<td>☐</td>
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<tr>
<td>Feasibility*</td>
<td>☐</td>
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<tr>
<td>Personal Interest*</td>
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<tr>
<td>Future Presentations/Publication Opportunities*</td>
<td>☐</td>
</tr>
<tr>
<td>Absences During the Academic Year*</td>
<td>☐</td>
</tr>
<tr>
<td>Research Approvals*</td>
<td>☐</td>
</tr>
<tr>
<td>Reference Page/Annotated Bibliography</td>
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</tbody>
</table>

### Additional Documentation

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcripts (copied/pasted at end of proposal)</td>
<td>☐</td>
</tr>
<tr>
<td>Faculty Mentor Recommendation (sent separately from the Faculty Mentor)</td>
<td>☐</td>
</tr>
</tbody>
</table>

*These sections should not exceed six (6) pages*
Note: This is a sample project proposal cover page. To access the actual cover page you will need to download and fill out, visit the CHASE Scholars website.

PROJECT PROPOSAL

Name: ___________________________ BU ID #: ___________________________
E-mail Address: ___________________________ Phone: ___________________________
Major: ___________________________ Secondary Major: ___________________________
Classification for Upcoming Academic Year: ________
Local Address: ___________________________
City: ___________________________ State: ___________________________ Zip Code: ___________________________
Faculty Mentor: ___________________________ Mentor’s Email Address: ___________________________
Mentor’s Rank: ___________________________ Mentor’s Department: ___________________________
Co-Mentor: ___________________________ Co-Mentor’s Email Address: ___________________________
Co-Mentor’s Rank: ___________________________ Co-Mentor’s Department: ___________________________

Project Title:

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 CHASE Scholars’ Fact Sheet and Proposal Guidelines and (b) will adhere to those obligations and responsibilities if selected as a CHASE Scholar.

Most notably, I affirm that if I am selected as a CHASE Scholar that I will deliver two (2) presentations related to my research project and will attend monthly 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.

______________________________   _____________
Student Signature                Date
(typed signatures are acceptable)

Submit Completed Proposals no later than noon on March 22 via e-mail.