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### IMPORTANT DATES

<table>
<thead>
<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 4 2:00 pm</td>
<td>GH 108</td>
</tr>
<tr>
<td><strong>Statement of Intent to Apply Submission Deadline</strong> (this is optional)</td>
<td>November 1 Noon</td>
<td>Complete Form</td>
</tr>
<tr>
<td>Prospective Faculty Mentor Informational Luncheon</td>
<td>November 29 Noon – 1:00 pm</td>
<td>AU 111</td>
</tr>
<tr>
<td><strong>Project Proposal Submission Deadline</strong></td>
<td>March 20 Noon</td>
<td>Submit electronically to: <a href="mailto:chase@butler.edu">chase@butler.edu</a></td>
</tr>
<tr>
<td>CHASE Scholars Announced</td>
<td>Mid-late April</td>
<td></td>
</tr>
<tr>
<td>Mandatory CHASE Scholars Orientation Meeting</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>
## CHASE Scholars

### Student Scholars’ Fact Sheet

| 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 during the academic year. Those selected as CHASE Scholars will:  
1. Receive a $4500 stipend,  
2. Work closely with a faculty member to create original scholarship or creative work,  
3. Produce work worthy of acceptance at a professional conference or in a professional publication, and  
4. Experience transformational learning. |
| CHASE Scholars Dates | **September 1 – April 30** |
| CHASE Scholars Application Deadline | **March 20 no later than noon**  
All completed project proposals (including the faculty mentor recommendation form) must be submitted **no later than noon** to chase@butler.edu. 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 1 no later than noon**. |
| CHASE Scholars Requirements | • Attend CHASE Scholar Orientation Meeting in April  
• Attend monthly lunch meetings  
• Deliver **two** (2) presentations based on your research project:  
  1. Presentation 1: Delivered at Butler University’s Undergraduate Research Conference and must be targeted to a general audience*  
  2. 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. |
| 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

**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 20 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 an optional 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 1 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

Due to space limitations, each Faculty Mentor is limited to recommending only two (2) students for the BSI or CHASE Scholars Program (i.e., faculty may recommend 2 students for BSI OR 1 student for BSI and 1 student for CHASE Scholars).
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(es). 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 academic year.
PROPOSAL (CONTINUED)

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—including 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 20.

If you do not submit your proposal correctly, your proposal will not be reviewed.

Unsure how to merge all your documents into one pdf? You may send a request to IT or use a free online program, such as pdfonline.com.

NOTE FOR THOSE WHO SUBMITTED A STATEMENT OF INTENT TO APPLY:
When you submit your proposal, you must physically type chase@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 received, and thus will not be reviewed.

If you do not physically type the address in and allow your computer to autofill “chase@butler.edu”, you will receive a message stating that the CHASE account does not exist.

If you do not follow this advice and receive a message that states the CHASE account doesn’t exist—don’t panic! Simply click “New Email” and follow the directions listed above. If you do not follow this advice, and we do not receive your application by the due date, your proposal will not be reviewed.
## 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
- ☐ **All materials** (except for the Faculty Recommendation Form) are saved as one (1) pdf document using the following format:

  ```
  LastName_CHASE Scholars Application
  ```

### Proposal

- ☐ Abstract
- ☐ Significance*
- ☐ Central Objective*
- ☐ Methodology*
- ☐ Timeline*
- ☐ Feasibility*
- ☐ Personal Interest*
- ☐ Future Presentations/Publication Opportunities*
- ☐ Absences During the Academic Year*
- ☐ Research Approvals*
- ☐ Reference Page/Annotated Bibliography
- ☐ Unofficial Transcripts (pasted at end of proposal and formatted as landscape)
- ☐ IRB Approvals or Proposals (if applicable)

### Additional Documentation

- ☐ Transcripts (copied/pasted at end of proposal and rotated)
- ☐ **Faculty Mentor Recommendation** (sent separately from the Faculty Mentor)

### Submission

- ☐ E-mail completed application to chase@butler.edu (If you submitted a Statement of Intent to Apply, be sure to physically type in the address—**do not** let your computer autofill the address)

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**APPLICATIONS SUBMITTED AFTER THE DEADLINE—FOR WHATEVER REASON—WILL NOT BE REVIEWED**

*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)
**PROPOSAL EVALUATION RUBRIC**

The following rubric is used by the Programs for Undergraduate Research Committee to evaluate CHASE Scholars proposals. Committee members are faculty from all six colleges, so be sure to tailor your proposal to an **educated general audience** (i.e., be sure to define all disciplinary jargon).

Please note: Rationale, Central Objective, and Methodology and Design are weighted more heavily than other criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>EXCEPTIONAL</th>
<th>VERY GOOD</th>
<th>AVERAGE</th>
<th>FAIR</th>
<th>POOR</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale</td>
<td><strong>8-7</strong></td>
<td><strong>6-5</strong></td>
<td><strong>4-3</strong></td>
<td><strong>2-1</strong></td>
<td>0</td>
<td>Description is clear, concise, and easy to understand. Even a non-specialist can understand the purpose and/or topic that will be studied.</td>
</tr>
<tr>
<td>Central Objective – Research Question or Creative Goal</td>
<td><strong>8-7</strong></td>
<td><strong>6-5</strong></td>
<td><strong>4-3</strong></td>
<td><strong>2-1</strong></td>
<td>0</td>
<td>The goals or objectives of the project are clearly stated and described and presented in easy-to-understand language.</td>
</tr>
<tr>
<td>Methodology and Design</td>
<td><strong>8-7</strong></td>
<td><strong>6-5</strong></td>
<td><strong>4-3</strong></td>
<td><strong>2-1</strong></td>
<td>0</td>
<td>The proposal clearly describes the methodology, design, research plan, processes, procedures, or analyses that will be used to complete the project. Based on these descriptions, the approach is appropriate for the project and manageable.</td>
</tr>
<tr>
<td>Timeline</td>
<td><strong>4</strong></td>
<td><strong>3</strong></td>
<td><strong>2</strong></td>
<td><strong>1</strong></td>
<td>0</td>
<td>Timeline and/or activities are not presented clearly, or do not illustrate what will be completed within the BSI timeframe.</td>
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<tr>
<td>Personal Interest</td>
<td>4</td>
<td>Professional goals are listed and the statement clearly reflects how this research project will help the applicant meet those goals.</td>
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<td></td>
<td>3</td>
<td>Professional goals are listed and the statement generally describes how this project can help the applicant meet those goals.</td>
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<td></td>
<td>2</td>
<td>Statement outlines applicant’s professional goals but does not explicitly describe how they will be attained through this research project.</td>
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<td></td>
<td>1</td>
<td>Professional goals are hinted at, but not expressly stated.</td>
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<td></td>
<td>0</td>
<td>Statement does not reflect the applicant’s professional goals; or no statement included in the proposal.</td>
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<tr>
<td>Quality of Writing</td>
<td>4</td>
<td>Proposal is written clearly, logically, and intelligibly and was free of distracting spelling and/or grammatical errors.</td>
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<tr>
<td></td>
<td>3</td>
<td>Proposal is written clearly, logically, and intelligibly but contains minor spelling and/or grammatical errors.</td>
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<td></td>
<td>2</td>
<td>Proposal is written logically and intelligibly and has numerous spelling and/or grammatical errors or has few spelling and grammatical errors but lacks a high quality of writing.</td>
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<td></td>
<td>1</td>
<td>Proposal is not very clear, there are no logical connections and there are many spelling and/or grammatical errors.</td>
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<tr>
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<td>Proposal is poorly written and contains frequent spelling and/or grammatical errors that distracted the reader and prevented effective communication.</td>
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<tr>
<td>Faculty Mentor Support</td>
<td>4</td>
<td>Faculty mentor support, includes a clear plan for mentoring student through the entire timeframe of BSI. Mentor strongly supports the completion of the project within the timeframe of BSI and the proposed objectives.</td>
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<td></td>
<td>3</td>
<td>Faculty mentor support, includes a plan for mentoring student through the entire timeframe of BSI. Mentor supports the completion of the project within the timeframe of BSI and the proposed objectives.</td>
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<td></td>
<td>2</td>
<td>Faculty mentor support, includes a plan for mentoring student through the majority of BSI. Mentor tentatively supports the completion of the project within the timeframe of BSI and the proposed objectives.</td>
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<tr>
<td></td>
<td>1</td>
<td>Inadequate faculty mentor support, including an incomplete plan for mentoring student through the majority of the timeframe of BSI and lack of support for the completion of the project or objectives.</td>
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<td>No faculty mentor support.</td>
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<tr>
<td>Future Plans</td>
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<tr>
<td></td>
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<td>No</td>
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</tr>
</tbody>
</table>

**TOTAL SCORE:**

**OVERALL RECOMMENDATION**

- **Highly Recommend □**
- **Recommend □**
- **Recommend with Reservations □**
- **Do Not Recommend □**

**Reviewer Comments:**