2021
Information Packet
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IMPORTANT DATES

FACULTY MENTOR GUIDELINES PROJECT PROPOSAL GUIDELINES PROJECT

PROPOSAL CHECKLIST

PROPOSAL EVALUATION RUBRIC
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Session</td>
<td>February 22nd</td>
<td>Zoom</td>
</tr>
<tr>
<td>For prospective BSI Scholars and prospective Faculty Mentors</td>
<td>12:00 PM</td>
<td></td>
</tr>
<tr>
<td>Statement of Intent to Apply</td>
<td>February 26</td>
<td>Complete Form</td>
</tr>
<tr>
<td>(optional)</td>
<td>Noon</td>
<td></td>
</tr>
<tr>
<td>Project Proposal Submission</td>
<td>March 19</td>
<td><a href="mailto:bsi@butler.edu">bsi@butler.edu</a></td>
</tr>
<tr>
<td></td>
<td>Noon</td>
<td></td>
</tr>
<tr>
<td>BSI Scholars Announced</td>
<td>late March</td>
<td></td>
</tr>
<tr>
<td>BSI Begins</td>
<td>TBA (mid-May-mid-July)</td>
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</tbody>
</table>
The BSI Faculty Mentor is integral to the success of each BSI Scholar’s project. Mentors’ primary duties are to provide BSI Scholars with guidance and support, to act as a role model, and to facilitate the development of the Scholars’ skills.

Prior to the submission of applications, mentors are pivotal in helping their students be selected as BSI Scholars by meeting with potential BSI Scholars well before the application deadline to discuss the development of the BSI project and possible presentation/publication outlets as well as to offer feedback as the student completes various drafts of the application. If a mentor’s student is selected as a BSI Scholar, the mentor is instrumental in making sure the BSI experience is a rewarding one.

Faculty members may submit up to two students for consideration for BSI in any given summer so to maximize the opportunities for diversification of research and to ensure equity across faculty members.

BSI Faculty Mentor Responsibilities:

- Assist your student in developing a project that is within the student’s abilities is appropriate for the given timeframe. The Programs for Undergraduate Research (PUR) Committee gives preference to original projects that have the potential for publication or presentation at a conference.
- Ensure that your student is adequately trained in the proper methodology and techniques of the research process as well as be sure they understand the importance of ethical behavior (this also includes assisting your student with the Institutional Review Board process, if applicable).
- Supervise your student closely during their project.
- Schedule regular meetings with your student to ensure progress and communicate clear standards of progress to your student.
- Foster opportunities for your student to talk to others about their research as students typically need lots of practice talking about their research effectively.
- Encourage your student to submit research findings for presentation at a competitively-reviewed conference.

BSI Proposal Originality Expectation:
The expectations of the Butler Summer Institute are that the proposed project is the original work of the student applicant. While it is recognized that many proposed projects will take place within established labs with established programs of study, the proposal should reflect the authentic work of the student. While it may be inspired by and connected to the existing research of the mentor, the proposal and the resultant study should represent the originality of the student.

This statement of originality is inclusive, but not limited, to the following:

- the rationale and central objectives are representative of independent inquiry by the student and, while they may be connected to existing research by the mentor, should not duplicate previously proposed research or be primarily inspired by the mentor;
• the project design is the student’s authentic work, and while it may be derived from the work of an existing laboratory, it should not simply duplicate methods currently in practice or derived from existing literature; and
• the proposal presentation is the student’s authentic writing and does not in part or whole draw from existing scholarship, grant proposals, or other writing not original to the student.

**BSI Faculty Mentor Criteria:**

**BSI Faculty Mentor Rank.** BSI Faculty Mentors may be tenured faculty, tenure-track faculty, lecturers, or academic staff members with terminal degrees. If an applicant identifies an adjunct faculty member as a BSI Faculty Mentor, the applicant will also need to secure a co-mentor who is a tenure-track faculty member, a tenured faculty member, a lecturer, or an academic staff member with a terminal degree.

**BSI Faculty Co-Mentors.** The PUR Committee certainly appreciates the value of interdisciplinary work and recognizes that some applicants will want to work with two mentors. If this is the case, applicants must provide a rationale for having co-mentors (this information would be appropriate to include in the Methodology section) and must also clearly identify when they will be working with each mentor in the timeline.
Your proposal must include each of the following components:

**COVER PAGE**

The first page of every BSI Proposal must be the Cover Page found on the BSI website: https://www.butler.edu/chase/butlersummerinstitute

**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, or transcripts. (Note: Your mentor will submit their recommendation separately.)

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 research project (150 words).

**Rationale/Literature Review**

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. This section should be written for a general audience of academic non-specialists.

**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(ese). 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(ese) for the work to be completed during the BSI. Your objective should be written for a general audience of academic non-specialists.
PROPOSAL (CONTINUED)

Methodology
Provide a concise description of the research methods you will use to address your thesis, research question(s), or hypothesis/theses. 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. Your methodology should attempt to clarify core issues for non-specialists but may focus on an audience of field specialists.

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 2021 BSI are tentative and will be announced soon, but will be for 9 weeks from mid-May to mid-July.

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.

Originality
Explain how your proposal represents original inspiration and independent work. Specifically, explain how your proposal and the resultant study represent your own inquiry apart from that of your mentor’s previous work.

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
BSI Scholars are expected to be on campus during the entire Institute Monday-Friday. 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.
**PROPOSAL (CONTINUED)**

**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 from My.Butler, rotate it so that it is in landscape—not portrait, and paste it to the end of your application. Do NOT take a screenshot of your transcript, as it is too difficult for the committee to read.

Reminder: Your transcripts do not count as part of your six-page limit.

**Faculty Mentor Recommendation—Submitted Separately via Google Forms**
Mentors will receive an electronic request for the Faculty Mentor Recommendation; additionally, a copy of this form is available on the BSI Web site.

**PROPOSAL SUBMISSION**

To submit your proposal, follow these steps:

1. Complete the Butler Summer Institute Project Proposal Cover Page (on the BSI website) and save as a pdf
2. Scan your transcripts, rotate them to landscape, and save as a pdf
3. Combine your Cover Page, BSI Proposal, Transcripts, and IRB approvals/applications (if applicable) into ONE (1) pdf file and save it using the following format:
   
   **LastName_BSI Application**

4. E-mail your BSI Proposal/Application as an attachment to bsi@butler.edu no later than noon on March 19.

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.
# 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_BSI Application*

### PROPOSAL

- [ ] Cover page (download and complete from [BSI website](http://example.com))
- [ ] Abstract
- [ ] Rationale/Literature Review *
- [ ] Central Objective*
- [ ] Methodology and Design*
- [ ] Timeline*
- [ ] Feasibility*
- [ ] Personal Interest*
- [ ] Originality*
- [ ] Future Presentations/Publication Opportunities*
- [ ] BSI Absences, if applicable*
- [ ] 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

- [ ] Faculty Mentor Recommendation (sent separately from the Faculty Mentor or available on [BSI website](http://example.com))

### SUBMISSION

- [ ] E-mail completed application to [bsi@butler.edu](mailto:bsi@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)

*These sections should not exceed six (6) pages

**APPLICATIONS SUBMITTED AFTER THE DEADLINE— FOR WHATEVER REASON—WILL NOT BE REVIEWED**
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Very Good</th>
<th>Exceptional</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>No abstract is included</td>
<td>Abstract is vague OR is missing two of the following: rationale, primary objectives, key findings</td>
<td>Abstract is inconsistent in focus and clarity OR is missing one of the following: rationale, primary objectives, key findings</td>
<td>Abstract is clear and focused and includes rationale, primary objectives, and key findings written for a specialist audience</td>
<td>Abstract is clear and focused and includes rationale, primary objectives, and key findings written clearly for a general audience</td>
<td>/10</td>
</tr>
<tr>
<td>Rationale and Central Objective</td>
<td>No rationale or objective is included</td>
<td>Rationale and or objective is vague with little or no support from existing literature</td>
<td>Rationale and objective are clear with some support from existing literature</td>
<td>Rationale is clear and focused with extensive support from existing literature. Objective is specific but may lack full connection to rationale.</td>
<td>Rationale is clear, focused, and concise with significant support from existing literature. Objective relates directly to rationale.</td>
<td>/10</td>
</tr>
<tr>
<td>Literature Review</td>
<td>No literature review is included</td>
<td>Literature review does not include significant scholarly citations OR lacks relevance to rationale and objectives</td>
<td>Literature review lacks detail AND/OR has inconsistent connection to rationale and objectives</td>
<td>Literature review is generally comprehensive but does not fully connect to rationale and objectives</td>
<td>Literature review is detailed and comprehensive with clear connections to study rationale and objectives</td>
<td>/10</td>
</tr>
<tr>
<td>Methodological Process</td>
<td>Methodology is absent OR lacks explicit description</td>
<td>Methodology lacks one of the following elements: design, procedure, OR analysis plan</td>
<td>Methodology includes design, procedure, AND analysis plan BUT is frequently vague</td>
<td>Methodology is detailed BUT requires minor revision in design, sequencing, AND/OR analysis</td>
<td>Methodology is detailed and logically sequenced in its design, procedure, AND analysis plan</td>
<td>/10</td>
</tr>
<tr>
<td>Methodological Appropriateness</td>
<td>Methodology is not appropriate to the proposed rationale and objectives</td>
<td>Methodology could be appropriate BUT does not align to the proposed rationale and objectives</td>
<td>Methodology is generally appropriate BUT requires major revision to address proposed rationale and objectives</td>
<td>Methodology is mostly appropriate, BUT requires minor revisions to address proposed rationale and objectives</td>
<td>Methodology is completely appropriate to the rationale and objectives being proposed</td>
<td>/10</td>
</tr>
<tr>
<td>Personal Interest</td>
<td>Personal goals are not addressed OR no personal interest statement is included</td>
<td>Personal goals alluded to but not explicitly stated</td>
<td>Personal goals are referenced BUT do not explicitly describe how project meets goals</td>
<td>Personal goals are listed AND generally describes how project meets goals</td>
<td>Personal goals are listed AND clearly reflect how this project meets goals</td>
<td>/5</td>
</tr>
<tr>
<td>Feasibility</td>
<td>Timeline AND/OR statement of required resources/approvals are absent</td>
<td>Timeline AND/OR required resources/approvals lack realistic execution within the BSI/CHASE timeframe</td>
<td>Timeline AND statement of required resources/approvals are present BUT requires significant revision to allow realistic execution within BSI/CHASE timeframe</td>
<td>Timeline AND statement of required resources/approvals are present BUT requires slight revision to allow realistic execution within BSI/CHASE timeframe</td>
<td>Timeline AND required resources/approvals are clearly and realistically presented within BSI/CHASE timeframe</td>
<td>/5</td>
</tr>
<tr>
<td>Writing Quality</td>
<td>Proposal is so poorly written that it prevents effective communication</td>
<td>Proposal <strong>is not clear</strong> OR lacks logical connections OR includes excessive errors</td>
<td>Proposal is written clearly and logically BUT is written casually OR includes many errors</td>
<td>Proposal is written clearly, logically, and professionally BUT includes minor spelling/grammatical errors</td>
<td>Proposal is written clearly, logically, and professionally AND is free of spelling/grammatical errors</td>
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<tr>
<td>Audience</td>
<td>Writing <strong>fails to differ</strong> between specialist and general audience in indicated sections</td>
<td>Writing <strong>rarely distinguishes</strong> between needs for specialist and general audience in indicated sections</td>
<td>Writing <strong>occasionally meets</strong> expectations of specialist AND general audience</td>
<td>Writing <strong>mostly addresses</strong> expectations of specialist AND general audience</td>
<td>Writing <strong>fully addresses expectations</strong> of specialist AND general audience</td>
<td></td>
</tr>
<tr>
<td>Originality</td>
<td>Proposal <strong>lacks original contribution</strong> by student OR relies entirely on mentor’s work for design and presentation</td>
<td>Proposal <strong>shows little original contribution</strong> by the student OR relies primarily on mentor’s work for design and presentation</td>
<td>Proposal <strong>shows some originality</strong> BUT relies strongly on mentor’s work for design and presentation</td>
<td>Proposal <strong>is primarily created by the student BUT includes several elements</strong> from the mentor’s work for design and presentation</td>
<td>Proposal is <strong>unique to the student AND fully represents</strong> the originality of the student</td>
<td></td>
</tr>
<tr>
<td>Mentor Support</td>
<td>No faculty mentor support</td>
<td>Mentor has <strong>reservations</strong> for the completion of the project OR presents an inadequate plan for mentoring the student</td>
<td>Mentor <strong>tentatively supports</strong> the completion of the project OR presents a partial plan for mentoring the student</td>
<td>Mentor <strong>supports</strong> the completion of the project, with a clear plan for mentoring the student</td>
<td>Mentor <strong>strongly supports</strong> the completion of the project, with a clear plan for mentoring the student</td>
<td></td>
</tr>
<tr>
<td>Future Plans</td>
<td>Includes <strong>no plan</strong> for presentation or publication</td>
<td><strong>Lacks realistic AND specific plan</strong> for presentation/publication</td>
<td><strong>Lacks one potential presentation or publication AND plan is not appropriate</strong> to the discipline</td>
<td>Lacks one potential presentation or publication OR plan is not fully appropriate to the discipline</td>
<td><strong>Includes 2 potential presentations AND 1 potential publication venue appropriate to the discipline</strong></td>
<td></td>
</tr>
<tr>
<td>Exceptionality</td>
<td>Up to 2 points at the discretion of committee member for exceptional proposal</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total** /110

**Comments:**