

Blazer Summer Research Institute (BSRI) Application Instructions

PLEASE NOTE: Applications that do not meet the requirements outlined in the BSRI Guidelines or the Instructions outlined below, are incomplete or incorrect in any way, or part or all the application is submitted past the deadline will not be considered for funding.

1. APPLICATION COVER SHEET:

Download, complete, and sign the Application Cover Sheet. Use the checklist to ensure that you have included all required sections of the proposal and have met formatting requirements.

2. PROJECT NARRATIVE:

The Project Narrative is comprised of five (5) sections. Each section of the narrative should be separately identified. The maximum length of the Project Narrative is three (3) pages, single-spaced. A maximum length for some sections is suggested but is not mandatory. A Project Narrative that exceeds the three-page maximum for all sections combined will be ineligible for review. Please note that proposals may not be reviewed by specialists in your specific discipline. Care should be taken to write your proposal so that it can be understood by an educated general audience. Include the following sub-sections (with headers) in the Project Narrative:

- A. **Project Summary (maximum one-half page suggested):** The Project Summary should be a self-contained description of the activity that would result if the proposal were funded. It should include a statement of the need for, or importance of, the proposed research/creative activity, project objective(s), a brief description of methods to be employed, and anticipated outcomes. The summary should be written in the third person and should be understandable to an educated lay reader.
- B. **Background and Objective(s):** Provide an overview of the research project or creative activity, including a clear statement of the problem or challenge, the objective(s) of the proposed project, and a brief review of pertinent literature or state of the art.
- C. **Student Learning Outcomes:** Provide a statement regarding student outcomes and objectives of the proposed activity. Objectives and outcomes may be department driven or based on the intellectual merit of the proposed activity to
 - o advancing knowledge and understanding within the field or across different fields.
 - o the extent to which the proposed activity suggests and explores creative and original concepts.
 - o the conception and organization of the proposed activity; and/or special access to resources.
- D. **Project Plan with Timeline:** Describe the methodology to be used to conduct this research or creative activity. The description should reflect the nature of the project. Quantitative and qualitative research projects should clearly describe the research design and the methods for acquiring and analyzing data. Creative projects, such as those in the humanities and fine arts, may include a description of the works to be examined, research sources (e.g., library and manuscript collections), and an appropriate plan for carrying out the work.
- E. **Anticipated Results:** Describe the anticipated results of the project and how they fit into any larger, long-term research or creative plan by the faculty member or the undergraduate student. Identify possible avenues of dissemination (i.e., journal, conference, or venue names) that meet standards for scholarship in the discipline for the undergraduate student or identify next steps in the research/creative project or plan.

3. REFERENCES CITED (no page limit):

Use the publishing conventions of the discipline. List only references cited in the Project Narrative. If the document is available electronically, identify the website address. Do not include other bibliographic references not contained within the project narrative.

4. ITEMIZED BUDGET:

Provide a detailed budget using the downloadable “Budget Template.” Please review the BSRI Guidelines regarding allowability of costs before completing the budget. **The budget total may not exceed the maximum award:**

\$5,000 for projects engaging one undergraduate student

\$1,000 scholarship for the student

\$4,000 used as deemed appropriate by faculty for stipend/extra compensation, supplies, equipment, and/or travel

OR

\$5,500 with two or more undergraduate students

\$1,500 scholarship to be split evenly between the students participating in the program

\$4,000 used as deemed appropriate by faculty for stipend/extra compensation, supplies, equipment, and/or travel

The Undergraduate Research Council understands that the BSRI award will rarely cover all the costs of a research or creative project; there is no need to quantify other costs associated with the project in the budget form.

5. BUDGET JUSTIFICATION (maximum one page, single-spaced):

Justify the funding request in narrative form. Each individual line item request on the “Budget Template” must be fully explained and carefully justified. If software, computer equipment, or small equipment items are requested, attach additional documentation that the requested items are not available for use from IT, Media Services, and/or the department, as appropriate. For a major (>\$3,000) equipment request, attach an additional page, signed by the department head that explains why the department cannot provide the equipment and why a request for equipment pool funds is not appropriate. These documentation or justification materials do not count in page limits. *Applicants are advised that the reviewers rely heavily on the Budget Justification when making decisions about funding. Explanations that are cursory or justifications that are weak can result in proposal rejection.*

6. FACILITIES, EQUIPMENT, AND OTHER RESOURCES (maximum 1 page, single-spaced):

Describe the non-BSRI funded institutional and external resources that will be used in the conduct of this project. Resources may include office, laboratory, or studio space; use of equipment; supplies and materials; travel support; photocopying services; computer equipment and software; access to university archives or collections; etc. **Do not omit this explanation; failure to include it will render your proposal ineligible for review.** Appendices, letters of support/collaboration, and other supplementary documents are not permitted and, if attached, will not be forwarded to the reviewers for consideration. All pertinent information for review must be contained within the application sections described above.

In order to be eligible for review, a proposal must be complete and in a single package (either a single PDF file or a one-sided hardcopy). All applications must be submitted to Dereth “Jan” Drake, Co-Coordinator of Undergraduate Research and Associate Professor of Physics, djdrake@valdosta.edu, ext. 4852. Questions about the BSRI program can also be submitted to Jan Drake. Please note that all applications must be submitted by the deadline of March 15, 2019 at 5:00 PM EST.