Blazer Summer Research Institute (BSRI)
Application Instructions

PLEASE NOTE: Applications that do not meet the requirements outlined in the BSRI Guidelines and 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. If all signatures, including department head, faculty PIs, and all undergraduate student participants, are not included on the form, the application will be considered ineligible for review.

2. PROJECT NARRATIVE (to be written by faculty mentor(s)):

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 will be reviewed by persons who are not considered 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 and Objectives:** A list of program objectives can be found in the guidelines. Only choose those objectives that are relevant to the project. You may add additional student learning outcomes as appropriate for your discipline. For each objective and outcome listed, briefly address how each outcome will be achieved during the program period.

    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, 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(s) or the undergraduate student(s). 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. Note presentations at the VSU Undergraduate Research Symposium or publication in Omnino or Oradek are an acceptable venue for this type of research experience.

3. REFERENCES CITED (no page limit):

References are essential for relating how the current project fits into the broader field of study and should always be included in a project narrative. 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. STUDENT NARRATIVE (to be written by each student participant):
The student narrative will provide a brief summary of the research project to be completed by the undergraduate student and an explanation of how he/she will be participating in the research, such as collect the data, analyzing results, maintain confidentiality when appropriate, etc. The maximum length of each student narrative is 2 pages, single-spaced.

5. ITEMIZED BUDGET (to be written by faculty mentor(s)):
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 as described here:**

> $5,000 for projects engaging one undergraduate student and one faculty mentor
>> $1,000 scholarship for the student
>> $4,000 used as deemed appropriate by faculty for stipend/extra compensation (capped at $2,000 include fringe benefits), supplies, and equipment

OR

> $5,500 with two or more undergraduate students and one faculty mentor
>> $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 (capped at $2,000 and include fringe benefits), supplies, and equipment

OR

> $5,500 with two or more undergraduate students and two faculty mentors
>> $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 (capped at $3,000, split evenly between all faculty participants, and include fringe benefits), supplies, and equipment

The BSRI Steering Committee 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.

The BSRI Steering Committee strongly encourages interdisciplinary proposals involving two faculty with two or more students from different disciplines and majors.

6. 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 (>$1,500) equipment or software requests, 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. *Explanations that are cursory or justifications that are weak can result in proposal rejection.*

7. FACILITIES, EQUIPMENT, AND OTHER RESOURCES (maximum 1 page, single-spaced):
Describe the 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 (a single PDF file). All applications must be submitted by email to Dereth "Jan" Drake, Co-Coordinator of

Undergraduate Research and 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 December 15, 2021 at 5:00 PM EST. No late applications will be accepted.