

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. Signatures, including department head, faculty PIs, and all undergraduate student participants should be included on the form.

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 with a variety of academic backgrounds.

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. It should clearly demonstrate how the student learning applies to a real-world problem. The summary should be written in the third person and should be understandable to an educated lay reader. If the Faculty Mentor has received prior BSRI or other internal funding on a closely related project, the faculty should clearly state the novelty of the proposed project.

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)

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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 the student will be participating in the research, such as collecting the data, analyzing results, maintaining confidentiality when appropriate, etc. The narrative should also state how the project will develop the student's skills in preparation for a career or graduate school. 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:

- 1) \$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 including fringe benefits), supplies, and equipment
- OR 2) \$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 including fringe benefits), supplies, and equipment
- OR 3) \$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.

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The BSRI Steering Committee strongly encourages interdisciplinary proposals involving two faculty with two or more students from different disciplines and majors. The committee seeks to admit a BSRI cohort representing the diversity of academic disciplines at VSU. Among highly ranked and fundable proposals, the committee will prioritize representation of multiple colleges. Among highly ranked and fundable proposals, the committee will give priority to faculty mentors who did not participate in BSRI the previous year.

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.*** 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 should be submitted by email to Dr. Anne Price, University College, annprice@valdosta.edu, ext. 4326. Please also contact Anne Price with questions regarding the program. Please note that all applications must be submitted by the deadline of Friday March 14, 2025 at 5pm. No late applications will be accepted.

BLAZER SUMMER RESEARCH INSTITUTE (BSRI): JUNE 10– JULY 23, 2025 APPLICATION COVER SHEET

Note on Eligibility: All full-time faculty at the instructor, lecturers/senior lecturers, clinical supervisors, assistant professor, associate professor, or professor level are eligible for BSRI funding, including those with administrative assignments such as department heads and associate/assistant deans. Full-time temporary instructors, visiting faculty, part-time personnel, and Deans are not eligible for BSRI funding.

Name: _____ **Email:** _____ **Amount Requested: \$** _____
Dept: _____ **Rank:** Instructor/Lecturer **Status:** Non-tenure Track
 Assistant Professor Tenure Track
College: Associate Professor Tenured
 Professor

Note: If the project will be conducted by two faculty members, please provide the Co-PI's information on a separate sheet.

PROJECT TITLE:

List the full names, 870 numbers, and majors for all undergraduate students who will participate in the project. **Students must be enrolled in Summer II (full term).** Students who have graduated prior to the start of the program are not eligible to participate. Students who have previously participated are not eligible to participate. In addition, please indicate if the student will be living in the university residence halls during the duration of the program and if he/she has worked (been hired by HR) on campus previously.

Will the project require students to do research off-campus?

- Yes (explain in narrative)
 No

Please indicate if the proposed project involves any of the following:

- Human research participants
 Use of vertebrate animals
 Biohazards (rDNA)
 Hazardous waste
 Radiological hazards

If Human research participants are involved, will you have IRB approval or an exemption by May 1st?

- Yes
 No

Do you have other sources for funding this project? If so, please explain in an attached document.

- Yes
 No

Will the faculty mentor for this project be on the VSU campus, or remote? Will the student participant be on campus, or remote? Please specify for each.

(All Applicants): Application Checklist for Required Documents (must be complete)

- Application Cover Sheet** (two pages with all signatures and, if necessary, an additional page for other funding sources)
- Project Narrative** (maximum three pages, single-spaced with double-spacing between paragraphs; 1" margins all around; Arial or Times New Roman 11+ point font; following sections identified with section titles)
 - Project Summary (maximum one-half page suggested)
 - Background and Objective(s)
 - Student Learning Outcomes
 - Project Plan with Timeline
 - Anticipated Results
- References Cited in the Narrative** (1" margins all around; Arial or Times New Roman 11+ point font)
- Student Narrative** (maximum of 2 pages per narrative, single-spaced with double-spacing between paragraphs; 1" margins all around; Arial or Times New Roman 11+ point font)
- Itemized Budget** (required template; maximum \$5,000 when working with one student, \$5,500 for two or more students participating and/or two or more faculty mentors)
- Budget Justification** (maximum one single-spaced page; 1" margins all around; Arial or Times New Roman 11+ point font; statement[s] of unavailability of tangible items requested such as cameras, iPads/iPods, computers, software, and equipment >\$1,500 from IT, Media Center, department, or equipment pools)
- Facilities, Equipment, and Other Resources** (maximum one single-spaced page; 1" margins all around; Arial or Times New Roman 11+ point font)

We certify that, to the best of our knowledge, the information provided in this application is true, complete, and accurate. We understand that any false, fictitious, or fraudulent statements or claims may subject to administrative penalties. We agree to be responsible for the conduct of this project and to abide by the terms and conditions of the award specified in the BSRI guidelines. Failure to abide by all terms and conditions will make us ineligible for future funding through this program. **If I am the faculty mentor(s) to this undergraduate research project, then I agree:** to be physically present at the required kick-off meeting on Friday, April 25, 2025 10am-12m at the CELT House; complete two (2) asynchronous online courses in experiential learning that each only take two contact hours to complete ("CELT-QEP: Undergraduate Research" and "CELT-QEP: Mentoring Students in Experiential Learning"), by Tuesday, June 11 at 5pm, synchronously attend the follow-up "CELT-BSRI Faculty Development Retreat" via video conference on Wednesday, June 12, 10am-3pm; attend the BSRI student presentations on Wednesday July 23, 2025; and to submit my final report within 30 days of completion of the institute (final report deadline Aug. 22, 2025). **If I am a student researcher, then I agree:** to physically be present at the required kick-off meeting on Friday, April 25, 2025 10am-12pm at the CELT House, the BSRI student presentations on Wednesday July 23, 2025, to submit weekly progress reports, and participate in each of the three half-day BSRI workshops as stipulated in the BSRI Guidelines.

Department Head Signature: _____ **Date:** _____

Faculty Signature(s): _____ **Date:** _____

1st Student Signature: _____ **Date:** _____

2nd Student Signature: _____ **Date:** _____

If there are additional students, please attach a page with all other student signatures included. All applications must be submitted in one pdf document by the deadline of March 14, 2025 5pm EST to Anne Price, annprice@valdosta.edu