

Undergraduate Library Research Award

Application Procedures

The following portions of the application must be completed in full by the due date. Late or incomplete applications or nomination letters will not be considered for the award. All applications are considered the property of the Library and will not be returned.

1. Student must completely fill out the **application form** on this website:

<http://digitalcommons.lmu.edu/ulra/>

2. Instructor* must compose and send a **letter of nomination** for the student and his/her paper or project to jcornelio@lmu.edu.

3. Student must compile and send all project files via this website:

<http://digitalcommons.lmu.edu/ulra/>. Required files are:

- A 500-750 word **essay** in MS Word describing research strategies and application of library tools, resources and services in completion of the project. (Hint: download the Tips and Tricks PDF from the application website for valuable advice on composing this portion of the award application.)
- **Final version of the completed project.** Projects in all media are encouraged.
 - Written projects should be double-spaced; there are no other formatting requirements. There is no minimum or maximum length.
 - All projects must include a **bibliography**, formatted in the citation style most appropriate for the academic discipline of the work.
 - Digital projects may be in any common digital format. If the file is too large to email (>1MB), store it on your LMU LionShare account or at any other publicly-accessible URL and state those URLs in the application form. As an alternative, you can copy the files to DVD or CD and hand-deliver them to the Library Administration Suite on Level 3 by the due date.

*The nominating faculty member must have been the instructor of record in the course for which the research project was completed.