

## Graduate Library Research Awards Application Checklist

### Application Checklist for Group/Team Project

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 William H. Hannon Library and will not be returned.

If a group wins, the prize money is split evenly among the group members.

Component	Points	Date Submitted
<b>Reflective Essay</b> <ul style="list-style-type: none"><li>• 500 – 700 word essay about the research process.</li><li>• 1 essay per group</li><li>• See <a href="#">Guidelines for Students</a></li></ul>	20	
<b>Bibliography</b> <ul style="list-style-type: none"><li>• See <a href="#">Guidelines for Students</a></li></ul>	15	
<b>Supporting Letter</b> <ul style="list-style-type: none"><li>• Instructor must compose and send a letter of nomination for the group members and the group project to <a href="mailto:jcornelio@lmu.edu">jcornelio@lmu.edu</a>.</li><li>• The nominating faculty member must have been the instructor of record in the course for which the research project was completed.</li><li>• See <a href="#">Information for Faculty Nominators</a></li></ul>	5	
<b>Final version of Research Project</b> <ul style="list-style-type: none"><li>• Revising and improving a previously submitted and graded research project is allowed and encouraged.</li></ul>	10	
Do not forget to read the <a href="#">grading rubric</a> and proof all your documents!	Highly Recommended!	
The group must completely fill out the application form on this website: <a href="http://digitalcommons.lmu.edu/glra/">http://digitalcommons.lmu.edu/glra/</a> <ul style="list-style-type: none"><li>• 1 application per group</li></ul>	Required	