

## Application Checklist

### Application Check List for Group/Team Project

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.

If a team wins, the prize money will be split evenly among the team members.

| Component   | Points              | Date submitted |
|---|---------------------|----------------|
| Reflective Essay <ul style="list-style-type: none"><li>• 500—700 Word essay about research process</li><li>• 1 essay per group</li><li>• See <a href="#">Guidelines for Students</a></li></ul>  | 20                  |                |
| Complete Bibliography <ul style="list-style-type: none"><li>• See <a href="#">Guidelines for Students</a></li></ul>   | 15                  |                |
| Supporting Letter <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                   |                |
| Final version of Research Project <ul style="list-style-type: none"><li>• Revising and improving a previously submitted and graded research project is allowed and encouraged.</li></ul>  | 10                  |                |
| Don't forget to read the <a href="#">grading rubric</a> and proof read all your documents!  | Highly Recommended! |                |
| Student must completely fill out the application form on this website:<br><a href="http://digitalcommons.lmu.edu/ulra/">http://digitalcommons.lmu.edu/ulra/</a> <ul style="list-style-type: none"><li>• 1 application per group</li></ul>   | Required            |                |