

Application Checklist

Application Check List for Individual

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.

Component	Points	Date submitted
Reflective Essay <ul style="list-style-type: none">• 500—700 Word essay about research process• See Guidelines for Students	20	
Complete Bibliography <ul style="list-style-type: none">• See Guidelines for Students	15	
Supporting Letter <ul style="list-style-type: none">• Instructor must compose and send a letter of nomination for the student and his/her paper or project to jcornelio@lmu.edu.• The nominating faculty member must have been the instructor of record in the course for which the research project was completed.• See Information for Faculty Nominators	5	
Final version of Research Project <ul style="list-style-type: none">• Revising and improving a previously submitted and graded research project is allowed and encouraged.	10	
Don't forget to read the grading rubric and proof read all your documents!	Highly Recommended!	
Student must completely fill out the application form on this website: http://digitalcommons.lmu.edu/ulra/	Required	