**Application Checklist**

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.

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| --- | --- | --- |
| **Component** | **Points** | **Date**  **submitted** |
| Description and Explanation of the Research Process  800—1000 word paper on the research process  See [Guidelines for Students](http://encompass.eku.edu/ugra/UGRAGuidelinesForStudents.pdf) at the Library Research Award for Undergraduates website | 20 |  |
| Complete Bibliography  See [Guidelines for Students](http://encompass.eku.edu/ugra/UGRAGuidelinesForStudents.pdf) at the Library Research Award for Undergraduates website | 15 |  |
| Final version of Research Project  Revising and improving a previously submitted and graded  research project is allowed and, in fact, encouraged. | 10 |  |
| Supporting Letter  Instructor must compose and send a letter of nomination for  the student and his/her paper or project to [kevin.jones@eku.edu](mailto:kevin.jones@eku.edu)  The nominating faculty member must have been the instructor  of record in the course for which the research project was  completed. (Exception: HON 420 where the mentor is the instructor of record).  See Information for Faculty Nominators at the Library Research Award for Undergraduates website | 5 |  |
| Don't forget to read the scoring rubric at the Library Research Award for Undergraduates website and to proofread all your  documents! | Highly Recommended |  |
| Student must completely fill out the application form on this website: <http://encompass.eku.edu/ugra/> | Required |  |

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