

## 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.

Component	Points	Date submitted
Description and Explanation of the Research Process <ul style="list-style-type: none"> <li>• 800—1000 word paper on the research process</li> <li>• See Guidelines for Students at the Library Research Award for Undergraduates website</li> </ul>	20	
Complete Bibliography <ul style="list-style-type: none"> <li>• See Guidelines for Students at the Library Research Award for Undergraduates website</li> </ul>	15	
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, in fact, encouraged.</li> </ul>	10	
Supporting Letter <ul style="list-style-type: none"> <li>• Instructor must compose and send a letter of nomination for the student and his/her paper or project to <a href="mailto:kevin.jones@eku.edu">kevin.jones@eku.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. (Exception: HON 420 where the mentor is the instructor of record).</li> <li>• See Information for Faculty Nominators at the Library Research Award for Undergraduates website</li> </ul>	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: <a href="http://encompass.eku.edu/ugra/">http://encompass.eku.edu/ugra/</a>	Required	