

# Instructions for submitting your application for the Jim and Mary Lois Hulsman Undergraduate Library Research Award

<http://library.unm.edu/awards/>

Questions? Please email [ugresearchaward@unm.edu](mailto:ugresearchaward@unm.edu)

There are three steps to the online application process.

1. Sign in to the UNM Depository and agree to the Submission terms.
2. Describe & upload your project.
3. Upload supplemental content (e.g. additional required application documents).

You may find it helpful to have this document visible while you work through the submission process. Either print this document or have it open in a separate browser window.

From the Award webpage find the link near the bottom to **Apply**. Make sure that you have all required documents (e.g. Faculty Letter of Support, Bibliography) ready before starting the submission process.

## Step One: Sign in to the UNM Depository

- a. After clicking on the link to Apply, you will be taken the UNM Digital Repository homepage. Click on the red “Login with your netID” and sign in using your UNM netID and password.



UNM Digital Repository

Home About FAQ My Account

For current University of New Mexico students and faculty, please click on the link below to log in using your UNM account.

[Login with UNM NetID](#)

For non-UNM users, please use the log-in below.

Search

Enter search terms:

in this series

Advanced Search

Notify me via email or [RSS](#)


Browse

Collections

- b. You will see the Submission Agreement screen for the Hulsman Award (below). Read the Submission Agreement terms, check the box, and click Continue.

The screenshot shows the UNM Digital Repository website. The header features the UNM logo and the text "UNM Digital Repository". Navigation links for "Home", "About", "FAQ", and "My Account" are visible. The main content area is divided into two columns. The left column contains a photograph of a library interior with blue seating and people working at computers. Below the photo is the title "JIM & MARY LOIS HULSMAN UNDERGRADUATE LIBRARY RESEARCH AWARD" and a "Submission Agreement" section with instructions and a "LINK" to the guidelines. The right column contains a "Search" section with a search box and a "Search" button, followed by "Advanced Search" and "Notify me via email or RSS" options. Below that is a "Browse" section with links for "Collections", "Disciplines", and "Authors". The "Author Corner" section includes links for "Author FAQ", "Submission Guidelines", and "Apply Here". At the bottom of the right column is the "Instructions for Applying" section, which notes that the document is a PDF and provides a "SAMPLE LINK TITLE 2".

## Step Two: Describe & Upload Your Project

- a. You will be taken to a new page. The form requires title and other identifying information about your project. You may want to have a second window open on your computer desktop to copy/paste information into the onscreen submission form from your project or application documents. **Be sure to complete the required fields below** but feel free to complete other fields that describe your project:
1. **Title:** Enter title of paper/project. Copy/paste if you like. Check formatting of characters.
  2. **Authors:** For group projects enter names of all group members as co-authors. Use the green box with the plus  to add each additional name.
  3. **Are you currently employed by UNM?:** Select yes or no from pull down menu.
  4. **Date the paper or project was completed:** Choose month, day, and year from the pull down menus.

5. **Faculty/Instructor Name:** Enter both the first and last names of the faculty advisor sponsoring your submission.
6. **Upload File:** Select whether to upload a file from your computer or input a link to a remote site. If you are uploading from a remote site make sure you have set the privacy permissions to enable the judges to view your project and test the link before submitting.
7. **Additional files:** Be sure to check the box so you will have the option to add the additional required documents, e.g. Statement of Research, Bibliography, and Faculty/Instructor Letter of Support.

**REQUIRED** Upload File

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Select an option below and attach the electronic copy of your paper or project.

Upload file from your computer  
 Import file from remote site

Please enter a link to a PDF, Word, Excel, PowerPoint or RTF document:

**REQUIRED** Additional Files

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You must check the box below, and then click the Submit button. On the next screen, you will be asked to upload your Statement of Research, Bibliography, and Faculty/Instructor Letter of Support. Without these items, your submission will not be considered.

This may take a while. Please only click once.

8. Click the **Submit** button and wait for system response.

## Step Three: Upload Supplemental Content

- a. When the Submit process has completed processing you will upload the other application documents. The screen should look like the image below:

The screenshot shows the 'UNM Digital Repository' interface. The header includes the UNM logo and navigation links for Home, About, FAQ, and My Account. The main content area is titled 'Jim & Mary Lois Hulsman Undergraduate Library Research Award' and 'Upload Supplemental Content'. It instructs users to use the form to upload their documents, listing three required items: Statement of Research, Bibliography, and Faculty/Instructor Letter of Support. A note states that without these files, the submission will not be considered. Below this is a file upload section with a 'Browse...' button and a 'No file selected.' message. A table with columns for 'Filename', 'Description', 'Upload new version', 'Sort', and 'Show' is present. At the bottom, there is a 'Continue' button and a note to click it after attaching files. The right sidebar contains a search box, 'Advanced Search' link, 'Notify me via email or RSS' link, 'Browse' section with links for Collections, Disciplines, and Authors, and an 'Author Corner' section with links for Author FAQ and Submission Guidelines.

Please note that you must upload each additional document **individually**.

- Statement of Research: A 500-750 word research statement describing your research strategies and use of library tools and resources.
  - Bibliography
  - Faculty/Instructor Letter of Support
- b. For each document uploaded, please provide a short description of each document in the box provided, e.g. Statement of Research.
  - c. Click **Save** for each document.
  - d. Click **Continue** button after all documents of your application have been added.

You will then see a green notice of successful submission. We strongly recommend that you print the summary statement which will list all the documents you submitted.

You will also receive an e-mail confirmation that you submitted your documents.

You can revisit your account to add to or revise your submission until **Monday, February 12, 2018**.

The University Libraries will notify you by e-mail when your application is complete. However, the status that will display in your online account will remain listed as “under review.”

Feel free to contact [ugresearchaward@unm.edu](mailto:ugresearchaward@unm.edu) with any questions.

### Troubleshooting:

If you accidentally navigate from the webpage after checking the “Additional Files” box on the first page, click on “My Account” on the UNM Digital Repository webpage. You may need to sign in again.



Find the box “JIM & MARY HULSMAN UNDERGRADUATE LIBRARY RESEARCH AWARD.” Click on the linked title of your project.



On the following page look for a menu at the top left corner. Click on “Revise submission” and you should be taken back to your submission page.

