

Application Instructions

Jim and Mary Lois Hulsman Undergraduate Library Research Award

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

Questions? Please email ugresearchaward@unm.edu

There are three steps to the online application process.

1. Sign in to the UNM Digital Repository and agree to the submission terms.
2. Describe & upload your project.
3. Upload supplemental content – Statement of Research, Bibliography, and Faculty/Instructor Letter of Support.

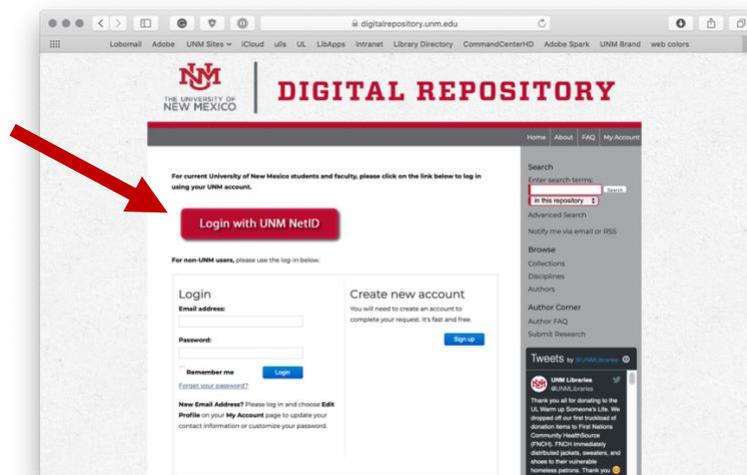
You may find it helpful to have this document on hand while you work through the submission process.

It is a good idea to have all the required documents before starting the application process, but you can also add or edit documents later on.

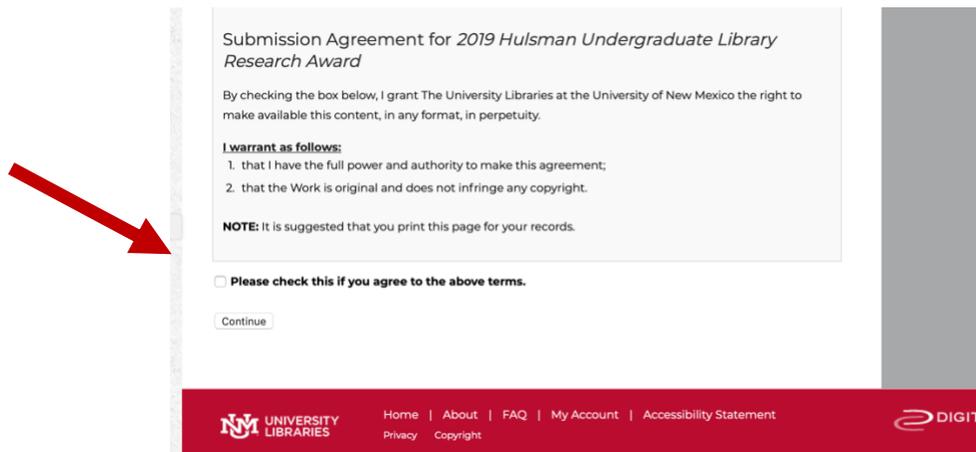
FROM THE AWARDS WEBPAGE – [HTTP://LIBRARY.UNM.EDU/AWARDS](http://library.unm.edu/awards) – FIND AND CLICK THE ONLINE APPLICATION FORM LINK AT THE BOTTOM OF THE PAGE.

Step One: Sign in to the UNM Digital Repository

- 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.



- b. At the bottom of the page is the **Submission Agreement** for the Hulsman Award. Read the Submission Agreement terms, check the box, and click **Continue**.



Submission Agreement for 2019 Hulsman Undergraduate Library Research Award

By checking the box below, I grant The University Libraries at the University of New Mexico the right to make available this content, in any format, in perpetuity.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work is original and does not infringe any copyright.

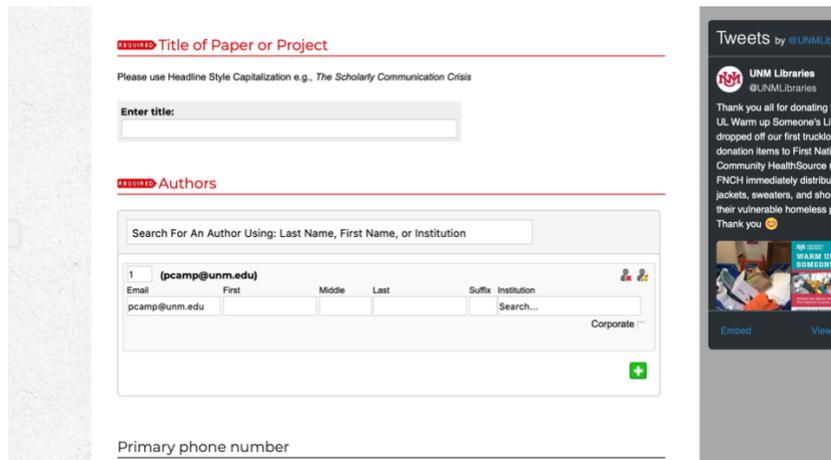
NOTE: It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

UNM UNIVERSITY LIBRARIES Home | About | FAQ | My Account | Accessibility Statement
Privacy Copyright DIGITAL

Step Two: Describe & Upload Your Project

- a. Enter the description for the project. You can copy and paste text from your project documentation.



Title of Paper or Project

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter title:

Authors

Search For An Author Using: Last Name, First Name, or Institution

1	(pcamp@unm.edu)					
Email	First	Middle	Last	Suffix	Institution	
pcamp@unm.edu					Search...	Corporate

Primary phone number

Tweets by @UNMLibraries

UNM Libraries @UNMLibraries

Thank you all for donating to the UNM Libraries. We have recently dropped off our first truckload of donation items to First Nations Community HealthSource (FNCH) immediately distributed jackets, sweaters, and shoes to their vulnerable homeless patients. Thank you!

Embed View on Twitter

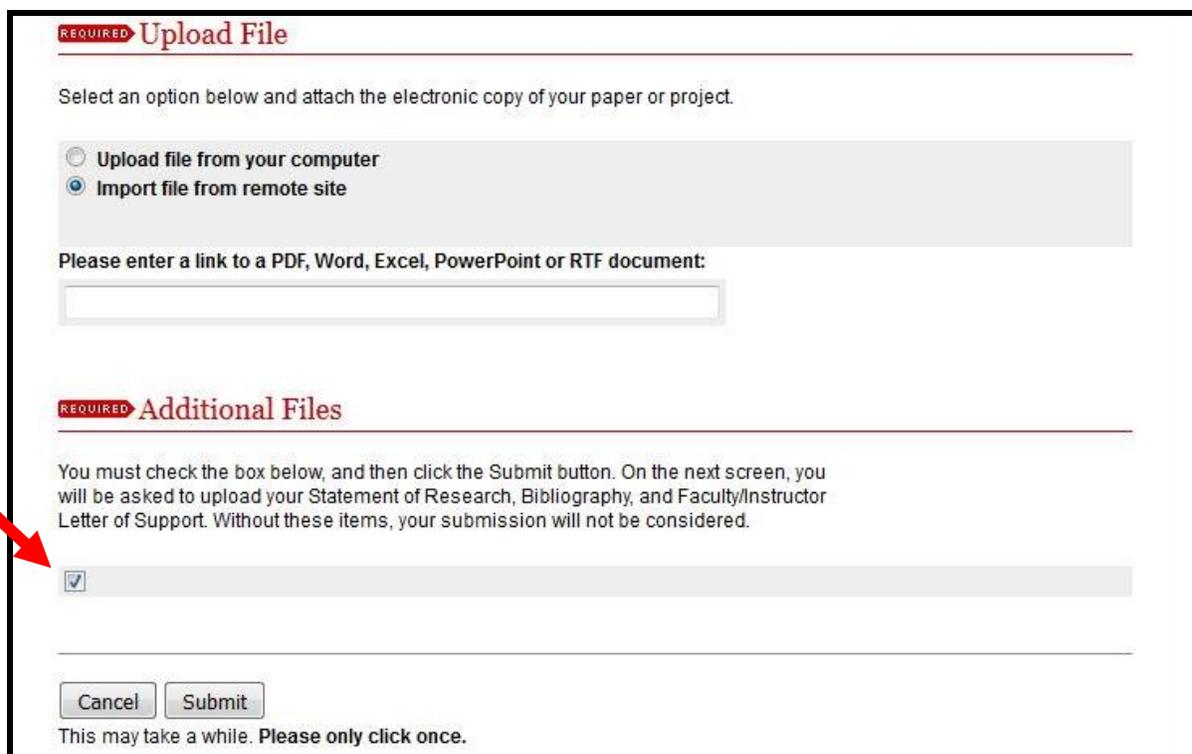
Be sure to complete the required fields below but feel free to complete other fields that describe your project:

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. **Creative Commons License:** You are asked to choose a Creative Commons license for your work. No matter what choice you make you will retain copyright for all content created by you. The University Libraries seeks the right to make this content publicly available in perpetuity. Your Creative Commons license specifies if or how your work might be used by others. If you would like to know more about the license types, the hyperlink to the CC site will explain them in greater detail.

If you are not sure what to choose, please select **Creative Commons Attribution 4.0** and continue with the application process. Library staff are happy to work with you to determine the license that meets your needs. You may also change the license at a later point.

7. **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.
8. **Additional files:** Be sure to check the box so you will have the option to add the additional required documents: Statement of Research, Bibliography, and Faculty/Instructor Letter of Support.



REQUIRED Upload File

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

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.

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

Step Three: Upload Supplemental Content

- a. Upload additional required documents from this screen.

The screenshot shows the 'Upload Supplemental Content' interface. At the top left is the UNM logo and 'THE UNIVERSITY OF NEW MEXICO'. The main header reads 'DIGITAL REPOSITORY'. A navigation bar includes 'Home', 'About', 'FAQ', and 'My Account'. The page title is '2019 Hulsman Undergraduate Library Research Award'. Below this, the section is titled 'Upload Supplemental Content'. A list of required documents is shown: 'Statement of Research', 'Bibliography', and 'Faculty/Instructor Letter of Support'. A note states: 'Without these files, your submission will not be Considered.' Below the list, instructions say: 'Click the **Browse** button to upload the file. Repeat this process for each additional file. When you are done, click **Continue**.' A file upload area shows 'Upload a new file: Choose File no file selected'. Below this is a table with columns: 'Filename', 'Description', 'Upload new version', 'Sort', and 'Show'. At the bottom, a note says: 'Please click the **Continue** button once after you've attached your supplemental files.' On the right side, there is a search bar, a 'Browse' section with links for 'Collections', 'Disciplines', 'Authors', 'Author Corner', 'Author FAQ', and 'Apply Here', and a 'Tweets by @UNMLibraries' section.

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. Provide a short description of each document you upload in the box provided. e.g. Statement of Research.
 - c. Click **Save** for each document.
 - d. After all the documents have been uploaded Click **Continue**.
 - e. A green notice of successful submission will appear. 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 THE SUBMISSION DEADLINE **MONDAY, FEBRUARY 11, 2019.**

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 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.

JIM & MARY LOIS HULSMAN UNDERGRADUATE LIBRARY RESEARCH AWARD		ARTICLES
SUBMISSIONS		
Title	Status	
testing instructions	under review	

On the following page from the menu at the top left corner click on **Revise Submission** and you should be taken back to your submission page.

