Cover Sheet for Research Paper Scholarship candidates – 2016/17

This section to be completed by Student

Student’s Campus: _________________________________
Student’s Name: _________________________________
Student’s email: _________________________________
Student’s phone: _________________________________

Course paper was submitted for: ____________________
Quarter & Year course taken: ________________________
Title of Paper: ___________________________________
Instructor of course: _______________________________

Grant permission for name to be shared in communications if chosen as a winner:
☐ NO – please do not share my name
☐ YES – it is okay to share my name

Grant permission to post my paper as an example on the Writing Center website if chosen as a winner.
☐ NO – please do not post my paper
☐ YES – it is okay to post my paper

I grant permission to use my paper for training purposes
☐ NO – please do not use my paper
☐ YES – it is okay to use my paper

I have read the Research Paper Scholarship Criteria and am aware that my paper will not be eligible for a scholarship if it does not meet the criteria.

Student signature: _________________________________ Date: ______________
(Information provided is accurate to the best of my knowledge.)

This section to be completed Campus Personnel

Date received: _____________

Date returned to student for any suggested revisions: ___________ Date received back: ________
TurnItIn report from instructor must be retrieved and attached. If not available, Librarian must submit the paper to TurnItIn, note that fact, and attach it to the submission.

Campus Research Paper Scholarship Committee members:

- _______________________________________
- _______________________________________
- _______________________________________
- _______________________________________
- _______________________________________
- _______________________________________
- _______________________________________


Please use following checklist to ensure that the paper submitted meets the minimum qualifications:

Awarding criteria:
Student was enrolled at an NAU campus during the 2016-17 academic year (Summer 2016 - Spring 2017).

☐ Student has at least one quarter left in their program.
☐ Student must be an undergraduate student.
☐ Student cannot be enrolled as a special student.
☐ Student must be in good standing.
☐ Student must submit their research paper to the Campus Librarian (or Distance Librarian, AskALibrarian@national.edu, if their campus does not have a designated campus librarian).
☐ The paper must be the result of an assignment for an NAU class written during the 2016-17 academic year (Summer 2016 - Spring 2017).
  o The paper must be at least five pages in length, excluding title and reference page.
  o The paper must be written in APA format (or Blue Book/ALWD format for legal papers) and submitted via electronic MS Word document.
  o Papers will be evaluated using the NAU approved writing rubric and include an evaluation of content, style, and grammar.
  o “Research must be drawn from a minimum of 5 sources: this includes at least 2 Peer-Reviewed/Refereed or Scholarly sources and the rest must be from different credible sources.” (Exceptions may be considered if determined integral or appropriate to support the topic.)
☐ Student met deadline for submission of June 1, 2017.
Evaluation of Paper:

Once all the minimum qualifications are met, the qualifying papers can be evaluated by the Campus Research Paper Scholarship Committee. Papers will be evaluated using the NAU approved writing rubric and include an evaluation of content, style, and grammar.

- LINK to the Research Paper Scholarship Rubric:
  http://arc.national.edu/Library/docs/ResearchPaperScholarshipRubric.pdf

The top paper should be submitted along with the above mentioned evaluation and this cover sheet to the Provost’s Office (attn: Kristine Starmer, Project Manager for Academics) by the deadline indicated in the “Research Paper Scholarship: Criteria and Process” document. CLARIFICATION: You do NOT need to submit a paper from your campus if it is not a good representative of a research paper.

Research Paper Scholarship Submissions Data:

Each campus needs to complete this form by July 1 and submit to the University Librarian & Associate Dean of Faculty & Student Services; please be sure to acquaint yourselves with the data you need to track to complete this form:

https://docs.google.com/forms/d/1e-QbnTcvoLqsWKmHDaesi5_GGQHaNKoEdMbuh3b7l_w/