

Research and Information Literacy award checklist

This Teentech Award is judged across **all** categories and is open to **all** projects. The Information Literacy Group of CILIP have written a series of resource sheets that will help you through this process <http://www.teentech.com/teentech-awards/supporting-materials/>

Use **this checklist** to ensure that you include the evidence you need to demonstrate your research and information skills.

- Have you** written down all the ways you explored your idea, including those that did not work? (**Resource Sheet: Your Aim**)
- Have you** outlined a plan for your research and shown how it was changed as you continued your investigations? (**Resource Sheet: Research is a Messy Process**)
- Have you** included a list of the keywords that you used to search books and the Internet? (**Resource Sheet: Search Strategy**)
- Have you** listed a range of different search engines that you used and commented on which gave the best results? (**Resource Sheet: What Search Engines are Out There?**)
- Have you** shown that you used both printed resources e.g. books, newspapers and magazines as well as the internet, e.g. online encyclopedias, news websites, online journals and relevant websites?
- Have you** gathered information from an expert including how you made contact and the questions you asked? (**Resource Sheet: Evaluating the Information**)



- Have you** surveyed your potential customers and explained why your questionnaire was effective? Did you have any problems? (*Resource Sheet: How to Write an Effective Questionnaire*)
- Have you** evaluated the results and shown how they support your project? (*Resource Sheets: How to Write an Effective Questionnaire and Link Your Project to What Your Customer Actually Needs*)
- Have you** explained how your research will help you design the innovation that your customers want, e.g. how it has both functionality and market potential and can you suggest any further research that might be needed? (*Resource Sheet: Link Your Project to What Your Customer Actually Needs*)
- Have you written a bibliography to include all of the source of info you have used? (*Resource Sheet: Referencing Your Research*)
- Have you** made sure that your ideas are protected? (*Research Sheet: How to protect your ideas*)



Your research report should include:

- Title Page** with the name of the project and who was involved
- Acknowledgements** - thanking other people who helped e.g. an expert or a teacher
- Summary** - no more than 200 words explaining what the project is about and your research findings
- Contents Page** showing all the sections of the report and page numbers
- Literature Search** - the results of what you found out from looking at sources such as books and journals and the internet
- Results** from your own research e.g. a survey questionnaire, an interview with an expert or a visit to a company
- Analysis** of your results and what you think you could have done better or differently and what needs more research
- Conclusion** summarizing your results and showing how the idea you have will be of use to your potential customers
- Bibliography** listing **all** the resources you used in researching your project
- Appendices** to include **all** your results from any questionnaires or interviews that you conducted
- Remember** to include pictures and charts to support your writing. Make sure these are labelled with a title explaining what they are and any pictures that are not yours will need to be referenced in your bibliography
- Include** page numbers in your report