1. Title of story(ies) or series and names of people, including and identifying freelancers, who worked on this story.
	1. For a partnership or collaboration, please name each entity that took part in the investigation.
2. Date(s) published, aired, or posted.
3. Topic and synopsis of story or series, including major findings.
4. How the story got started (tip, assignment, etc.)?
5. Was your work in any way based on another news organization's previously published or aired report? If yes, please provide the name and publication or air date.
6. Results (if any).
7. The following questions deal with any documents and/or data you used; answer any that apply to your work:
	1. List any websites that were useful in obtaining documents and/or data.
	2. Did you file any state and/or federal requests for documents and/or data?
	3. Did you have any difficulties obtaining information electronically from that state or federal agency?
		1. If so, how did you resolve it?
	4. If you obtained data, did you build any databases? What data did you use and what was its source? What was the cost, if any?
	5. Did you have difficulties with the data itself? How did you overcome them?
	6. Was data analysis done by your own staff or was outside assistance used? Who?
	7. What specific software did you use?
8. Have you run a correction or clarification on the report? Has anyone come forward to challenge its accuracy? If so, please explain.
9. Difficulty, uniqueness of effort, or other special circumstances related to this subject.
10. Length of time taken to report, write and edit the story.

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**For the Gannett Award for Innovation in Watchdog Journalism award entries:**

* Please describe what is innovative about your entry. Include any tools you used to enhance or improve your ability to report and/or deliver the story.

**For Student award entries:**

* Please list the names of your academic advisor and describe the help they provided. If your work was published by a professional organization, please include the journalists you worked with, including story editing.