



## Research Project Checklist

### 1. Proposal Preparation

- ☐ Research Title clearly defined
- ☐ Background and Rationale provided
- ☐ Objectives stated (General & Specific)
- ☐ Methodology detailed (design, sampling, tools, analysis)
- ☐ Ethical considerations included
- ☐ Budget and justification prepared

### 2. Ethical & Legal Requirements

- ☐ Completed Ethical Approval Form
- ☐ Institutional clearance obtained
- ☐ Informed Consent/Assent forms attached
- ☐ Data protection plan included

### 3. Data Collection Tools

- ☐ Questionnaires / Interview guides prepared
- ☐ Pilot testing done
- ☐ Translation (if applicable)

### 4. Implementation Phase

- ☐ Recruitment strategy defined
- ☐ Training of research assistants conducted

☐ Fieldwork schedule prepared

## **5. Monitoring & Reporting**

☐ Progress report template prepared

☐ Risk management plan in place

☐ Reporting timelines established

## **6. Finalization**

☐ Draft report completed

☐ Data archived properly

☐ Dissemination plan prepared (publication, presentation, etc.)