**Your Name: Report Title/Reference:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basics** | Needs Improvement | Meets Expectations | Exceeds Expectations | Comments/Notes |
| Who (is implementing  the study? is the audience?) |  |  |  |  |
| What (is the objective?) |  |  |  |  |
| Where/How (was the study carried out?) |  |  |  |  |
| Why (motivation) |  |  |  |  |
| **Background/Context** |  |  |  |  |
| What is currently known? |  |  |  |  |
| How will this study help meet the research objective? |  |  |  |  |
| Who will benefit from this study? |  |  |  |  |
| **Research Questions** |  |  |  |  |
| Accurate, clearly stated, and easily referenced |  |  |  |  |
| **Variables** |  |  |  |  |
| Completeness |  |  |  |  |
| Purpose & unit of measure |  |  |  |  |
| Presentation: easily referenced |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statistical methods** | Needs Improvement | Meets Expectations | Exceeds Expectations | Comments/Notes |
| Does **EDA** provide insight? Are summaries relevant? |  |  |  |  |
| Do the analysis **methods** provide insight to research questions? |  |  |  |  |
| Is enough **detail** provided that the analysis could be reproduced? (given original data) |  |  |  |  |
| Are **interpretations** easy to follow and in context? |  |  |  |  |
| **Conclusions** |  |  |  |  |
| Are all research questions fully addressed? |  |  |  |  |
| Are recommendations provided in terms the audience will understand? |  |  |  |  |
| Scope of inference and study limitations clearly stated. |  |  |  |  |
| **Figures & Tables** |  |  |  |  |
| Clearly labeled (axes, title, caption, and reference number) |  |  |  |  |
| Purpose of figure clear |  |  |  |
| Promotes understanding of data and analysis results |  |  |  |