**Name of Reviewer:**

**Title of Proposal:**

**Proposal Format**

* Are all the required parts included? Please check if present in document.
  + **Letter of Transmittal**
  + **Title Page**
  + **Executive Summary**
  + **Table of Contents/List of Figures**
  + **Problem Statement**
  + **Background Research** 
    - Introduction
    - Methods
    - Results
    - Discussion
  + **Technical Plan**
  + **Budget and Schedule**
  + **Evaluation Plan**
  + **References**
  + **Appendix**
* Is there a short title + page number in header? Yes No
* Is document single spaced w/12 pt. serif font? Yes No

* Are there in-text citations and references? Yes No

**Proposal Content**

**Great! Very Good! Adequate Needs Work Not Applicable**

1 2 3 4 N/A

**Executive Summary**

* Does the executive summary provide an overview of entire project in order that it appears in the proposal? 1 2 3 4

**Background Report** – how well do each of the sections fulfill their purpose?

* Introduction – problem/motivation 1 2 3 4
* Methods – brief statement of how project was conducted 1 2 3 4
* Results – Outcomes of each step 1 2 3 4
* Discussion 1 2 3 4
* Are vague or impressionistic praise words used? (“exciting” “infinite” etc.)? Yes / No
* Is the second person, “you”, used anywhere in the paper? Yes / No

**Revisions needed?**Click or tap here to enter text.

**Technical Plan**

* Materials/Equipment sufficient? 1 2 3 4
* Personnel sufficient? 1 2 3 4
* Details of process clear? 1 2 3 4
* Is there a statement presenting logic of proposed steps? 1 2 3 4
* Is chronology of plan clear? 1 2 3 4
* Are steps in parallel format? 1 2 3 4

**Revisions needed?**Click or tap here to enter text.

**Budget and Schedule**

* Materials/Equipment accounted for? 1 2 3 4
* Personnel reasonable? 1 2 3 4
* Start Up and Maintenance? 1 2 3 4

**Revisions needed?**Click or tap here to enter text.

**Evaluation Plan**

* Plan feasible given project? 1 2 3 4
* Details for change based on feedback provided? 1 2 3 4
* Details of process clear? 1 2 3 4

Recognition – use this space to acknowledge the strengths of this proposal.

Recommendations – use this space to point out challenges in this proposal and possible solutions