

# Proposal checklist

## SMART

- ☐ Specific
- ☐ Measurable
- ☐ Achievable
- ☐ Relevant
- ☐ Timeline

## Writing Quality

- ☐ Grammatically correct
- ☐ Sentences flow from one to the next
- ☐ Each paragraph has an appropriate topic and concluding sentence
- ☐ Sections are clearly laid out and content within sections remain relevant to that section

## Style

- ☐ Equations typeset, quantities explained
- ☐ In-text content appropriately type-set
- ☐ Figures/tables referenced in text and appropriately captioned
- ☐ Appropriate use of sections, subsections, etc., and content respects corresponding structure

## References

- ☐ Equations and in-text citations formatted and used appropriately
- ☐ bibliography formatted correctly and consistently

## **Formatting**

- ☐ Written in LaTeX (if appropriate).
- ☐ 5–10 pages

## **Introduction**

- ☐ Begins with an appropriate overview and introduces the purpose of project
- ☐ Introduces major concepts with the data
- ☐ Introduces major concepts of methodology

## **Lit review**

- ☐ All relevant methods explained only in this section
- ☐ Appropriate level of math explained
- ☐ Describes algorithmic details
- ☐ Avoids implementation details

## **Other**

- ☐ Clear use of the SMART criteria, namely specific, and measurable.