Proposal Checklist

Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are strongly encouraged to complete this checklist and attach it to the front of your proposal.

\_\_\_\_\_\_\_\_ We have clearly and unambiguously stated our research question

\_\_\_\_\_\_\_\_ Our research question has a clear explanatory variable and a clear response variable

\_\_\_\_\_\_\_\_ Our introduction provides a clear rationale for why our research question is relevant

\_\_\_\_\_\_\_\_ We’ve cited two or more peer-reviewed journal articles that reinforce and/or motivate our research question

\_\_\_\_\_\_\_\_\_ We’ve avoided using vague statements and generalizations in our introduction, and instead have used specific examples, citing statistics when possible.

\_\_\_\_\_\_\_\_\_ We clearly explain where we plan to obtain data and/or how it will be collected

\_\_\_\_\_\_\_\_\_ We clearly describe how the data we plan on obtaining can be used to answer our research question

\_\_\_\_\_\_\_\_\_ Instead of using lengthy quotations in our proposal we summarize and/or describe the work and ideas of others in our own words, citing appropriately.

\_\_\_\_\_\_\_\_\_ The tone of our proposal is formal

\_\_\_\_\_\_\_\_\_ We have proofread our document \_\_\_\_\_\_ times to improve its organization, tone, and accuracy

\_\_\_\_\_\_\_\_\_ We had another group review our proposal and provide us with feedback to improve the overall quality of our proposal. Names of reviewers:

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\_\_\_\_\_\_\_\_\_ We have not used anyone else’s work, ideas, or language without citing them appropriately

\_\_\_\_\_\_\_\_\_ The proposal is double-spaced and does not exceed 2 pages