**Checklist for Synopsis Report Submission**

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| Before the Synopsis is submitted all the following items must be addressed.  Cross out the incorrect option. | | |
| 1 | Title of the Project and Mentor’s name | **YES / ~~NO~~** |
| 2 | Objective and Scope of the Project | **YES / ~~NO~~** |
| 3 | Have you accessed/downloaded the data? | **YES / ~~NO~~** |
| 4 | Is it a dataset whose analysis/codes are publicly available? | **~~YES~~ / NO** |
| 5 | If answer to (4) is YES, have you expanded the objective of the project **significantly** beyond what is publicly available? | **~~YES / NO~~** |
| 6 | Is a preliminary description of the data included? | **YES / ~~NO~~** |
| 7 | Have you mentioned possible recommendations that you expect out of this project? | **YES / ~~NO~~** |
| 8 | Have you sent the Synopsis to your Mentor for review at least 3 days before the due date? | **~~YES~~ / NO** |
| 9 | Have you incorporated the feedback from your Mentor in the Synopsis? | **YES / ~~NO~~** |
| 10 | Have you followed **ALL** the guidelines provided in Guidelines on Synopsis document? | **YES / ~~NO~~** |