Name of the reviewer:
Author of the report:

A. Title and Cover Page (5)
Does the title reflect the main ideas of the proposal?
Are the author and client clearly identified? Is sufficient contact information provided?
Is the document dated (to the day, not just the month)?

B. Introduction (20)
Does the introduction give adequate background information, definition of terms, and citations to understand the objectives? Is it clear why the proposed project is necessary?
Are the objectives clearly stated?

C. Materials and Methods (15)
Does this section clearly describe who will do the work (who), the methods that will be employed (what), which facilities or location will be used (where), and a timetable of events (when)?
Is the description of methods sufficient for another investigator to repeat the study? Is unnecessary detail provided?
Do the methods correspond to the objectives? Are all major elements detailed in the methods justified in the introduction and vice versa?

D. Products (30)
Describe your results, attach your products, or provide other evidence of outcomes.

F. Project Evaluation (10)
Were the original objectives modified during the project period? If so, how and why where they?
What partners worked on project activities? How have the collaborations been organized? What lessons could be learnt?
Did you meet your goals for the project, in terms of learning outcomes?
Were the goals of the client met? Have there been other benefits of the project to other parties?
Will this work continue or develop after project completion and, if so, who will be responsible?

F. References Cited (5)
Does the proposal include appropriate and sufficient citations to prior work and related literature?
Are all references cited in the proposal listed in the references cited section and vice versa?
For full credit, you must cite at least five references, including scholarly work, not just web sites.

G. Overall Organization and Format (10)
Is the presentation of ideas logically organized, straightforward, and clear?
Is the report interesting to read?
Is it directed toward the appropriate audience, i.e the class and the client?
Does it use headings that allow information to be found easily?
Does it make appropriate use of figures, graphs, charts, and other visual materials?
Is so meticulously proofread that is has few grammatical errors, misspellings, or typos?

Sources: http://mendota.english.wisc.edu/~WAC/page.jsp?id=97&c_type=category&c_id=22
http://www.mcmaster.ca/ors/guide/successful_proposal.htm