

Name of the reviewer:

Author of the proposal:

Summary of the Proposal

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 (10)

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 (10)

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?

Does the scope of the project seem reasonable? Can the work be accomplished with the time and resources available?

Is a budget included, at least for time required?

Are potential pitfalls described, along with plans to address them?

D. Products and Anticipated Benefits (10)

Are the expected outcomes clearly described?

Is it clear what would constitute success of the project?

E. References Cited (5)

Does the proposal include appropriate and sufficient citations to prior work and related literature? (about 10, more if necessary)

Are all references cited in the proposal listed in the references cited section and vice versa?

Are the references from a variety of types of sources, including scholarly works?

F. Overall Organization and Format (10)

Is the presentation of ideas logically organized, straightforward, and clear?

Is the proposal interesting to read?

Is it directed toward the appropriate audience, i.e. those who will review the proposal?

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 it has few grammatical errors, misspellings, or typos?

What additional suggestions can you give the author for improving the proposal?