Research Proposal Checklist

Use this Research Proposal Checklist as a general guideline to ensure your application's success.

A title

- ☐ Does it summarize the main idea of my proposed research in an exciting way in no less than 10-12 words?
- ☐ Is it a concise statement of my research challenge?
- ☐ Will the general public understand it?
- ☐ Can it stand alone? Is it fully explanatory?
- ☐ Does every word serve a useful purpose?
- ☐ Do I avoid abbreviations?

Background and Significance

- ☐ Do I provide a brief description of my proposed research? Is this description based on the period during which I am to hold the funding award?
- ☐ Do I explain how the results of my research will advance the general understanding of this topic?
- ☐ Do I explain how the results of my research fill a knowledge gap?

Research challenge and question

- ☐ Do I have a formal and clear statement of my proposed study's purpose, particularly my research challenge and its associated research questions?
- ☐ Do I make a convincing case for why my research challenge and questions?
- ☐ Are my research challenge and questions developed from relevant peer-reviewed literature?
- ☐ Do I present and develop my research challenge and questions with enough breadth and clarity so reviewers who are not familiar with it can understand its significance?
- ☐ Do my research challenge and questions connect? Are they logical, researchable, achievable, and ethical?

Literature review

- ☐ Does my literature review justify my research challenge and questions?
- ☐ Does my literature review identify gaps, shortcomings, and limitations in existing research giving context to my study?
- ☐ Do I demonstrate a thorough and current understanding of the peer-reviewed literature relating to my topic?
- ☐ Does my literature review provide the most pertinent literature related to my challenge, rather than an exhaustive historical review, while still giving credit to those relevant early works?
- ☐ Do I avoid substituting one similar term for another and indicate that I intend to use a single term as a proxy?

Theoretical framework/Methodology

- ☐ Do I identify a theoretical framework and methodology to guide my research?

- ☐ Do I explain the approach I intend to use to solve the challenge in my study? Is it explicit and well thought out?
- ☐ Are both my theoretical framework and methods tied to my research challenge and questions?
- ☐ Does both my theoretical framework and methodology show an understanding of relevant peer-reviewed literature?
- ☐ Are my procedures well organized and clearly described?
- ☐ Do I discuss how confidentiality of subjects and their responses will be maintained? (if applicable)

Timeline

- ☐ Does my timeline name dates for specific achievements? And does it pertain to the goals I have set out to achieve?
- ☐ Is my timeline manageable and realistic? Do I allow adequate time for completion of each stage?
- ☐ Is the sequence for completion logical?
- ☐ Is my timeline appropriate for the funding cycle for which I am requesting funds?

Budget/resources

- ☐ Is my budget sufficiently detailed to justify funding requests?
- ☐ Is it realistic and appropriate to fund the tasks described?
- ☐ Are all anticipated expenses included? Do I provide a complete overview of proposed expenditures and funds?
- ☐ Did I explore all possible alternatives for purchase of needed equipment?
- ☐ Do I include all additional funding from other sources? (if applicable)

Conclusion/outcomes

- ☐ Do I provide a strong conclusion that demonstrates the micro and macro implications of my research and how it will help to fill a knowledge gap?

Dissemination

- ☐ Do I indicate some type of formal distribution for the findings of my proposed research?

References

- ☐ Do I provide a list of cited references that are current and relevant?
- ☐ Am I using the correct citation style?
- ☐ Do I cite my references appropriately in my literature review, theoretical review, and methodology?