

## Proposal Checklist

A guide for self-assessment and for panel assessment  
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Proposal Title: \_\_\_\_\_

OK	needs to improve	Questions are framed in terms of self-assessment. Panelist assessment indicated as a check in one or other box.
<b>Your specific aims are the objectives of your research project, what you want to accomplish, and your project milestones. Recommended length of this section is one page</b>		
		Have I written the specific aims section in clear, non-technical terms so the review committee can assess my objectives?
		Have I begun by stating my hypothesis and the objectives of my research?
		Do my specific aims and objectives support and test my hypothesis?
		Did I present alternatives to my hypothesis and the reasons I chose the one I did?
		Have I limited myself to three or four tightly focused specific aims?
		Have I organized and defined my aims so I can relate them directly to my research methods?
		Did I list the experiments I will do to support each aim and list them in the same order as my specific aims so reviewers can see how I will achieve the aims?
		Are the experiments in a logical sequence, flowing from one to another with clear end points?
<b>Background and Significance</b>		
		Have I written this section in clear, non-technical terms that all reviewers will understand?
		Have I conveyed the significance of my research and how it will increase knowledge in the field and have broad impact?
		Have I shown the breadth of my knowledge of my field and highlighted why I am uniquely qualified to do the research?
		Did I include background information about the field?
		Does the bibliography show reviewers my understanding of the field?
<b>Preliminary Studies</b>		
		Do the preliminary data support the hypothesis to be tested?
		Do they show the feasibility of the project?
		Did I focus on my own preliminary data, or when using results from other labs, draw a clear distinction between theirs and mine?
		Did I interpret my results critically and provide alternative meanings for them?
		Have I explained how my early work prepares me for the new project?
		Have I included all experience that shows I can direct the research and achieve its aims?

<b>Research Design and Methods</b>		
		Have I included only information needed to state my case, avoiding anything I don't plan to do?
		Did I offer a timetable showing how and when I will accomplish my aims, including any overlap of experiments and alternative paths?
		Have I spelled out in detail what I am going to do, how I am going to do it, and my criteria for success?
		Have I discussed different possible outcomes and described contingency plans?
		Have I defined the criteria for evaluating the success or failure of each experiment?
		Have I cited references wherever possible?
		Have I used sufficient detail to show I understand and can handle the research?
		Are the methods I chose feasible and within my competence?
		Have I made sure my experiment can yield statistically significant results?
		Did I address difficulties I may encounter with the proposed approaches, show I can handle them, and propose solutions and alternatives?
		Did I consider how the limitations of the approaches may affect my results and data?
		Did I discuss methods for gathering and interpreting data?
		Did I estimate what I expect to accomplish each year and state foreseeable delays?
		Am I using collaborators or consultants to supplement my expertise?
<b>Expected Results</b>		
		Did I describe the kinds of results I expect and how they support continuing my project?
		Did I show I am aware of the limits to and value of the kinds of results I expect?
		Did I state the conditions under which my experimental data would support or contradict my hypothesis?

**Any additional comments on this proposal:**

(Used for a proposal writing workshop, but is a general checklist for writing any proposal)