Proposal checklist

# SMART

* ☐ Specific and Reproducible
* ☐ Measurable
* ☐ Achievable
* ☐ Relevant
* ☐ Timeline

# Writing Quality

* ☐ Grammatically correct
* ☐ Sentences flow from one to the next
* ☐ Each paragraph has an appropriate topic and concluding sentence
* ☐ Sections are clearly laid out and content within sections remain relevant to that section

# Style

* ☐ Equations typeset, quantities explained
* ☐ In-text content appropriately type-set
* ☐ Figures/tables referenced in text and appropriately captioned
* ☐ Appropriate use of sections, subsections, etc., and content respects corresponding structure

# References

* ☐ Equations and in-text citations formatted and used appropriately
* ☐ bibliography formatted correctly and consistently

# Formatting

* ☐ Written in LaTeX (if appropriate).
* ☐ 5–10 pages

# Introduction

* ☐ Begins with an appropriate overview and introduces the purpose of project
* ☐ Introduces major concepts with the data
* ☐ Introduces major concepts of methodology

# Lit review

* ☐ All relevant methods explained only in this section
* ☐ Appropriate level of math explained
* ☐ Describes algorithmic details
* ☐ Avoids implementation details

# Methodology

* ☐ Clearly outlines all steps in the proposal
* ☐ Has plans for appropriate contingencies in analysis
* ☐ Likely that two other students could read the document, follow it, and come up with the same results in a month.
* ☐ Any required resources are outlined (e.g., access to certain data, computing, etc.)

# Timeline

* ☐ At least 4 appropriate checkpoints
* ☐ Timeline leaves at least 1 month per draft

# Undesirable considerations

* ☐ Statement acknowledging ending supervisory relationship for unacceptable progress
* ☐ Statement acknowledging ending supervisory relationship for suspected integrity violation such as plagiarism
* ☐ Statement acknowledging that poor quality work/writing will be returned, delaying timelines

# Anticipated outcomes and appropriate authorship

* ☐ For thesis, authorship, intended type of journal
* ☐ For software, where it’s disseminated