

# 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