

1. Proposal Lay Summary ___/5
- Is the summary 300 words or less?
 - Does the summary clearly present the problem addressed in the proposed project, the question being asked, the proposed hypotheses, and an overview of the methods/protocols?
 - Is the summary written in a manner that can be easily understood by someone outside the discipline?
2. Problem statement, question(s) to be addressed, and hypotheses ___/20
- Is the problem clearly articulated, based on key literature, and a gap in knowledge clearly identified?
 - Is a question asked that addresses the knowledge gap identified in the problem statement?
 - Can the question asked be answered within the time constraints of the proposal?
 - Is the hypothesis linked to literature cited in the problem statement and is it a reasonable predicted answer to the posed question?
3. Review of background literature ___/20
- Does the reviewed literature adequately reflect the scope of the proposal?
 - Does the reviewed literature adequately reflect the current understanding of the proposed problem?
 - Is the literature reviewed presented in a clear, coherent manner?
 - For projects consisting primarily of textual research, does the literature review clearly demonstrate an informed trajectory for the reading to be accomplished during the project?
4. Methods or Procedure ___/20
- Are the included methods/Procedures sufficient to address the proposed question?
 - Are methods/procedures sufficiently described and explained to provide clarity on how the data/information required to complete the proposed project will be collected. This includes information on such items as sample size, instrumentation, consumable materials, and literature.
 - Are the methods/procedures included appropriate for the specific discipline being studied?
 - Are the methods/procedures descriptions and explanations presented in a manner that shows understanding by the proposal writer?
5. Benefits and Outcomes of the Proposed Project ___/10
- Does the proposal clearly describe the significance of the project with regard to the specific field of study?
 - Does the proposal clearly describe the academic and personal importance of the proposed work to the proposal author?
 - Are the professional outcomes and products that will result from the proposed project appropriate for the proposal author and discipline?
6. Budget ___/10
- Does the proposed budget include a stipend for summer work if requested?
 - Does the proposed budget include a realistic appraisal of likely costs associated with necessary supplies, travel required to complete the project, and other expenses?
 - Is a satisfactory justification included for each proposed budget item?

7. Faculty sponsor statement

___/10

- Did the faculty mentor provide a letter in support of the student?
- If so, does the letter clearly articulate the value of the proposed research and the strength of the proposal?
- Does the letter address the appropriateness of the proposed outcomes of the project relative to the discipline?
- Does the letter show commitment to mentor the student and lay out a clear mentorship plan?

8. Writing and Editing

___/5

- Does the proposal demonstrate a level of stylistic clarity and editing care that meets the professional expectations of the discipline in which the research is pursued?