1. Summary for a General Audience (non-technical language)   ___/12

- 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   ___/18

- 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?
- Is a clear and realistic timeline included for the completion of the project?
- Does the proposed budget include a realistic appraisal of likely costs associated with necessary supplies, travel required to complete the project, and stipend?
- Is a satisfactory justification included for each proposed budget item?

5. Benefits and Outcomes of the Proposed Project   ___/12

- 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. 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?

7. Writing and Editing   ___/8

- Does the written proposal demonstrate the student's academic level, with limited contributions from a faculty mentor?
- Is the use of AI or other external references properly cited, with disclosure included when in doubt?
- 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?