

PROJECT PROPOSAL GRADING CHECKLIST

1. Question is clearly, precisely, and carefully stated.
2. Population (or populations) to be studied is (are) identified precisely.
3. Variables to be studied:
  - a. Clearly identified
  - b. Identified correctly as categorical, continuous , or ...
4. How variables will be measured.
5. a. Type of question (I - VII on the term project handout).
  - b. Explanation of why it is of that type.
6. Whether study will be sample survey, observational, or an experiment.
7. How large sample will be, and why this size is appropriate.
  - Follows guidelines on term project handout?
  - Includes an estimate of population size?
8. a. Exactly how sample(s) will be chosen.
  - b. Why sampling method is the best possible under the constraints of the question. (Random or as close as possible?)

9. Other relevant details of data collection:

a. If study involves asking questions:

Exact wording of questions?

Why this wording is best possible.

Details about how the questions will be asked (Orally? By giving a form to fill out? By telephone? By email? In person? More than one way? By whom?)

Why choice is best possible (e.g., does it make a difference who asks the questions?).

Other relevant details (e.g., measures to ensure confidentiality or anonymity if appropriate).

c. If study involves an experiment:

Precise details of the treatment(s).

How subjects will be assigned to treatment or control groups.

Other details of the design of the experiment. (e.g., where and when it will be conducted.)

d. If study involves human subjects:

Description of how ethical guidelines will be followed.

10. Discussion of possible confounding variables or other sources of possible bias.

What measures will be taken to try to minimize them.

11. Proposal clearly written and well organized?