

Proposal Evaluation Form

This proposal form can be used to evaluate a dissertation prospectus (mini-proposal) or proposal. The proposal may not be composed in the exact fashion of the form, however, functionally; the following criteria should be addressed within the proposal. These are criteria that allow a full-review of the merits of the proposal.

MECHANICS

Grammar and Spelling	95% edited (3 or less mistakes per 10 pages)	
APA	Conforms to current APA format style standards	

FRONT MATTER

SECTION	CRITERIA	COMMENTS
Title Page	Provides information in appropriate APA or university dissertation format	
Abstract	Provides information in appropriate APA form (150-250 word abstract).	

INTRODUCTION

SECTION	CRITERIA	COMMENTS
Background	Provides sufficient information about the research proposal for an informed reader who is not familiar with the specific topic.	
Need for Study	Identifies a compelling need for why the study should be conducted and why it should be conducted now.	
Purpose of the Study	Indicates clearly and simply what is being examined. Purpose aligns with need for study, research questions, theoretical framework, and methodology.	
Theoretical Framework	What is the central theory studied through your research? What theory/conceptual framework/model drive your research questions/ hypotheses.	
Research Questions/ Hypotheses	For quantitative aspects of a study, the following are derived from the research question/hypotheses: population, study variables (independent and dependent), statistical analysis, and instrument. For qualitative aspects of a study, the following are derived from the research question/hypotheses: population, the aspects of the cases data collection will focus, data collection and analysis techniques.	
Limitations	Indicates bounds of the study <i>outside the control of the researchers</i> that might influence the validity of the results.	
Delimitations	Indicates bounds of the study <i>controlled by the researcher</i> that might influence the validity of the study.	
Terms & Definitions	Pertinent terms are operationally defined, with references, for an informed reader who is not familiar with the specific topic.	

LITERATURE

SECTION	CRITERIA	COMMENTS
Introduction	<p>Describes the bounds of what will be covered in the literature review and what will not be covered in the literature review.</p> <p>Establishes organization of the literature review. It may be organized by research question, variables, or variable relationships.</p> <p>Organizational Notes:</p> <ul style="list-style-type: none"> • Subsections should focus on studies that are similar to the present study. • Studies reviewed will later be used in the discussion section of the study to show that the present study supports the literature and/or refutes the literature reviewed. • It may be necessary to include literature outside of the specific scope of the study. This may include research conducted in related fields. Every researcher will have literature related to their area of study. 	
Subsections A-Z	<p>Subsections synthesize research that has been conducted, how it was conducted, who participated, and the results. Additionally, it may report research methodologies, instrumentation, and statistical analyses used.</p> <p>Literature synthesis <i>must</i> include a critical review of the previous – not a simple summary of the related research.</p>	

METHODOLOGY

SECTION	CRITERIA	COMMENTS
Introduction	Describes the scope of what will be covered in the methodology section and lists your research questions and/or hypotheses.	
Research Design	<ol style="list-style-type: none"> 1. Describes research methodology or approach (e.g., simple ex post facto, correlational, one group pretest-posttest). 2. For quantitative aspects of study: <ol style="list-style-type: none"> a. Lists variables. For each variable, indicates whether it is an independent variable, a dependent variable, or neither. b. Identifies threats to internal validity and what will be done to minimize or avoids these threats c. Identifies threats to external validity and what will be done to maximize the generalizability of findings 3. For qualitative aspects of study: <ol style="list-style-type: none"> a. Describes aspects of the cases on which data collection and analysis will focus b. Identifies criteria to judge the credibility and trustworthiness of the results 	

METHODOLOGY

SECTION	CRITERIA	COMMENTS
Sampling	<ol style="list-style-type: none"> 1. For quantitative aspects of study, describes the characteristics of the population that will be studied 2. For qualitative aspects of study, describes the phenomenon that will be studied and the cases that comprise instances of the phenomenon 3. Identifies and justifies sampling procedures. 4. Indicates sampling unit. 5. Indicates size of sample and why sample size is sufficient. For quantitative aspects of study, reports results of power analyses. 6. Indicates whether the sample will be formed into subgroups, and if so, describes the characteristics of the subgroups. 7. Indicates whether the study involves the use of volunteers and explains whether their characteristics will affect the generalizability of research findings. 	
Instrumentation	<ol style="list-style-type: none"> 1. Indicates how each of the study's variables will be measured. 2. Indicates whether data collection instruments are available or if they need to be developed. 3. Provide copies of data collection instruments in appendix. 4. Provides evidence of validity and reliability for data collection instruments. 5. Indicates how validity and reliability will be assessed in present study. 6. For each quantitative measure, indicates its measurement level and the potential range (continuous) or values (categorical). 7. For qualitative aspects of study: <ol style="list-style-type: none"> a. Indicates whether data collection will focus on etic or emic perspective or both b. Indicates how data will be collected on each case feature c. Indicates nature of researcher's involvement in the data collection process 	
Data Collection	Describes in detail (so as someone else could replicate) how the data will be collected. A narrative "step-by-step" description.	
Data Analysis	<p>For each question, hypothesis, or objective:</p> <ol style="list-style-type: none"> 1. Identifies what descriptive and inferential statistical techniques, if any, will be used 2. For each inferential statistical technique: <ol style="list-style-type: none"> a. Identifies associated statistical assumptions b. Indicates how statistical assumption will be tested c. Indicates what will be done if data violate statistical assumptions d. Indicates how statistical significance will be assessed e. Indicates how practical significance will be assessed 3. For qualitative aspects of study, describes the method of analysis that will be used. 	

BACK MATTER

SECTION	CRITERIA	COMMENTS
References	Include a list of all reference used in the study. Do not include ALL references – only those used within the text.	
Appendices	Include all relevant support documents pertaining to the study (e.g., data collection instruments, human subjects approval, data set, reliability validity data, photographs)	

Articles that you must read:

TITLE	COMMENTS