Research Proposal Preparation Checklist for CRJ 518

Adapted from Exhibit II-1: Proposal Preparation Checklist in the *NSF Proposal and Award Policies and Procedures Guide (PAPPG)*, pg. 51-54.

1. **Cover Sheet**
   - Name
   - Project Title
   - Course Number
   - Date

2. **Project Summary**
   - A brief overview of research design, goals, and merit
   - May only be uploaded as a Supplementary document if use of special characters is necessary. Such Project Summaries must be formatted with separate headings for Overview, Intellectual Merit, and Broader impacts
   - The Project Summary should be written in the third person
   - The Project Summary must not exceed one (1) page

3. **Biographical Sketch**
   - Includes the biography and relevant experience of the researcher
   - The content described is in accordance with the instructions, and does not contain additional information beyond that specified.
   - Each biographical sketch must not exceed two (2) pages

4. **Project Description**
   - Project Objectives
   - Literature Review with relevant literature and theoretical frameworks
   - Contains information about intellectual merit and broader impact of the project
   - Is self-contained

5. **Research Methods**
   - Research Timeline (including deliverables and respective dates)
   - Population and Sites (if applicable)
   - Participant Recruitment (if applicable)
   - Secondary Data Analysis (if applicable)
   - Protocol for Protecting Participants (if applicable)
   - Survey/Interview Protocol (if applicable)
   - Informed Consent Document (if applicable)

6. **Proposal Budget**
   - Project costs are broken down and documented in budget lines, with justifications for said costs
   - Each budget justification must not exceed three (3) pages
7. **Data Management Plan**

- Includes protocol covering data collection, storage, and sharing
- Must not exceed two (2) pages

8. **References Cited**

- Includes bibliographic citations only and does not provide parenthetical information outside of the Project Description
- Each reference is in the required American Sociological Association (ASA) format

9. **Formatting**

- Include your name, the course number, and the date in the header
- Generally, paragraphs should not exceed a half (1/2) page in length
- Formatted using American Sociological Association (ASA) style
- Submitted in .doc file format