**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HC 390 THESIS PROPOSAL CHECKLIST**

|  |
| --- |
| [ ] Yes [ ]  No Cover page follows HC format ? |

**COVER PAGE:**

**SUMMARY**:

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Suitable for a “general” audience? |
| [ ] Yes [ ]  No | On a separate page? |
| [ ] Yes [ ]  No | Approximately 100-150 words?  |
| [ ] Yes [ ]  No | As clear and concise as it can be at this point in your thinking? |

**CURRENT RESEARCH/KNOWLEDGE**

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Describes current research or knowledge in your research area? |
| [ ] Yes [ ]  No | Includes short rationale for undertaking this project? Including: |
| [ ] Yes [ ]  No |  1. What are you attempting to do? |
| [ ] Yes [ ]  No |  2. Where are the gaps in current knowledge about this topic are you attempting to fill? |
| [ ] Yes [ ]  No | Approximately 1 page long? |

**AIMS , OBJECTIVES & OUTCOMES**

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Includes a short introduction? |
| [ ] Yes [ ]  No | Lists number of aims?Nu |
| [ ] Yes [ ]  No | Lists number of “linked” objectives? |
| [ ] Yes [ ]  No | Approximately 1 page? |
| [ ] Yes [ ]  No[ ] Yes [ ]  No | Explains expected results of research? |
| [ ] Yes [ ]  No | Explains importance of research for you and your research/disciplinary area? |
| [ ] Yes [ ]  No | Includes specific, speculative and possibly personal outcomes?  |
| [ ] Yes [ ]  No | Are approximately 1 ½ pages long? |

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | If working with human subjects, have indicated in proposal that you are seeking IRB approval? |

**IRB**

**METHODOLOGY**

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Explained how I will do my project (methods or approach)? |
| [ ] Yes [ ]  No | Explained in steps such as first, next and so on? |
| [ ] Yes [ ]  No | Approximately ½ page? |

**BIOGRAPHICAL NOTE:**

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Makes reference to educational, personal and/or professional background as it relates to your research? |
| [ ] Yes [ ]  No | Approximately 200 words? |

**SELECTED BIBLIOGRAPHY**:

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Lists primary sources? |
| [ ] Yes [ ]  No | Lists secondary sources? |
| [ ] Yes [ ]  No | Listed a minimum of 7 sources? |
| [ ] Yes [ ]  No | Sources are incorporated in proposal as necessary? |
| [ ] Yes [ ]  No | Consistent references, most likely in the style appropriate for your field? |

**GRANT APPLICATION**

|  |  |
| --- | --- |
| [ ] Yes [ ]  No | Included grant application? |
| [ ] Yes [ ]  No | Included “details”, amount requested from HC and full cost for **EACH** item requested? |
| [ ] Yes [ ]  No | Attached CV (curriculum Vitae) and Funding Rationale? |
| [ ] Yes [ ]  No | Approved and signed by mentor? |

Last updated 12/15