Checklist for Research Proposals
(to be used in conjunction with the Proposal Guidelines outlined in the M.Ed. MRP/Thesis Handbooks)

Background and Significance of the Research
- Will the results of the research fill a gap in our knowledge?
- Will the research advance our understanding of this topic?

Literature Review
- Does the proposal demonstrate thorough and current understanding and knowledge of the peer-reviewed literature related to the topic?
- Is the literature reviewed critically?
- Does the literature review identify gaps, shortcomings, and/or limitations in existing research, therefore providing a context for the study?
- Does the literature review justify the question/problem being studied?

Theoretical Framework
- Is a theoretical framework identified and clearly described?
- Is the theoretical framework linked to the research problem/question/hypothesis?
- Does the theoretical framework demonstrate understanding of current and relevant peer-reviewed literature?

Research Problem/Question/Hypothesis
- Does the proposal clearly frame the research question/problem/hypothesis?
- Is the research problem/question/hypothesis logical and researchable?
- Is the research problem/question/hypothesis manageable and achievable?
- Is the research problem/question/hypothesis ethical?
- Is the research question/problem/hypothesis focused and grounded in relevant peer-reviewed literature?
- Where relevant, is the research grounded in the researcher's experience and context?

Methodology
Rationale for Research Method
- Is the methodology (e.g., quantitative, qualitative, mixed methods) appropriate for the research question/problem?
- Does the proposal identify and describe the specific type of methodology (e.g., qualitative (ethnography, grounded theory, case study, etc.), quantitative (descriptive, quasi-experimental, etc.), or mixed methods (from both traditions)?
- Is the methodology clearly articulated and supported by current and relevant peer-reviewed literature?

Research and Data-Gathering Procedures
- Are the procedures well organized and clearly described in a carefully focused step-by-step, straight-forward manner?
- Are the procedures consistent with the selected methodology?
- Are the methods reasonable and appropriate for the research question/problem?
- Is a timeline for the project provided? Is it manageable and achievable?
- Does the proposal demonstrate thorough and current understanding and knowledge relevant peer reviewed literature related to selected research and data-gathering procedures?

Data Description and Preparation
- Ⓘ Does the proposal identify the who, what, where, when, why, and how of data collection?
- Ⓘ Does the proposal identify possible problems with data sources, collection of data, and/or preparation of data?

Resources Required
- Ⓘ Are required resources (i.e., any special equipment or materials that will be needed during the research) described?
- Ⓘ Are required resources available to the student?

Data Analysis
- Ⓘ Does the proposal identify possible methods for data analysis?
- Ⓘ Does the proposal demonstrate thorough and current understanding and knowledge of the research/peer reviewed literature related to their data analysis?

Ethical Considerations
- Ⓘ Does the proposal anticipate and/or discuss potential difficulties and obstacles in the approach I have chosen?
- Ⓘ Have I fully considered potential benefits and risks to research participants?
- Ⓘ Does the proposal discuss how confidentiality of subjects and their responses will be maintained?
- Ⓘ Does the proposal discuss how data will be stored to ensure confidentiality of subjects?

References
- Ⓘ Does the proposal provide a list of cited references?
- Ⓘ Are the references current and relevant?
- Ⓘ Is APA used appropriately in the reference list?
- Ⓘ Are references cited appropirately in the literature review, theoretical framework, and description of methodology?

Overall
- Ⓘ Is the proposal **coherent** and easily understood by reviewers?
- Ⓘ Is peer-reviewed literature used effectively to support the proposal's theoretical underpinnings?
- Ⓘ Are headings used to organize sections and demonstrate understanding of essential components?
- Ⓘ Do the headings reflect an organizational structure for the final product?
- Ⓘ Is the research, as proposed, likely to get ethics approval?
- Ⓘ Are there any spelling, grammar, punctuation, or presentation features that interfere with coherence and clarity?
- Ⓘ Is APA formatting consistent and appropriately applied?