



Proposal Checklist

Purpose:

This checklist helps ensure that a project proposal includes all essential information in a clear and organized way, while addressing specific requirements for different disciplines.

1. General Requirements (All Disciplines)

- ☐ Title of the project
- ☐ Problem statement or research question
- ☐ Objectives and goals
- ☐ Background/literature review
- ☐ Scope and limitations
- ☐ Proposed methodology
- ☐ Timeline or work plan
- ☐ References/bibliography

2. Science/Engineering

- ☐ Hypothesis or research question
- ☐ Materials, tools, or equipment needed
- ☐ Experimental or design plan
- ☐ Safety or ethical considerations

3. Social Sciences/Humanities

- ☐ Research questions or thesis statement
- ☐ Data collection plan (surveys, interviews, archival research)
- ☐ Analytical framework or theoretical approach
- ☐ Ethical considerations for participants

4. Business/Management

- ☐ Problem/opportunity analysis
- ☐ Proposed solution or strategy
- ☐ Market research or data sources
- ☐ Expected outcomes or benefits

5. Arts/Design

- ☐ Concept or theme description
- ☐ Sketches, storyboards, or prototypes plan
- ☐ Materials, software, or media required
- ☐ Intended audience or presentation format