Formal Paper 4: Proposal

Abstract
Does the abstract contain the problem, basic proposal, and the general approach?
Does the abstract contain between 100-200 words?
Does the abstract read like an abstract (and not general background info)?

Background
Is there sufficient background to understand the issue?
Are there any terms or concepts that need to be explained?
Are there areas of the background that need to be expanded?
*Is the point/focus of each paragraph clear (based on the topic sentences)?

Problem Statement
Is there a clear and specific statement of a problem?
Does the proposal clearly address this problem?

Literature Review
Does the literature review help to focus the problem?
Are the sources cited appropriately?
Is the literature review organized in a logical way?
Does proposal address the issue(s) raised in the lit. review?
*Is the point/focus of each paragraph clear (based on the topic sentences)?

Objectives
Are the objectives of the proposal clear?
Are the objectives of the proposal appropriate given the definition of the problem?
*Is the point/focus of each paragraph clear (based on the topic sentences)?

Methods/Approach
Is this section organized with section headings to show the structure?
Is there an appropriate level of detail? (enough to decide judge the merit of the proposal but not so much that the reader gets bogged down)
*Is the point/focus of each paragraph clear (based on the topic sentences)?

Time Schedule

Budget
Are these sections clear and consistent with the rest of the proposal?

Personnel

References
Are the in-text citations used where appropriate?
Is there a references page at the end of the document?
Does it appear to be in the appropriate format?

General
Are there areas of the proposal that seem unclear or out of context?
If you were in a position to approve this proposal, would you? Why?