

PEER REVIEW WORKSHOP

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?