

Checklist for Writing a Proposal

- Narrow your interests*
- Find funding—grants/fellowships/scholarships*
- Create an outline*
- Begin writing*
- Make sure proposal:*
 - 1) Articulates the problem accurately
 - 2) Provides appropriate background information
 - 3) Is manageable within the time frame
 - 4) Is cost-effective
 - 5) Can create a defined outcome
 - 6) Has a clear methodology—clear steps of what you are going to be doing once you get there
 - 7) Consists of concise writing
 - 8) Will make a contribution to the field
- Proofread—send to multiple sources to proofread*
- Send on time—know your deadlines!*