

Research Proposal Evaluation Form

D=done adequately I=Inadequate ND=Not Done	D	I	ND
1. Expertise			
a. Does the research demonstrate an understanding of the paradigm/s and the particular methods being used			
b. Are appropriate references cited?			
2. Problem and/or Research Question/s			
a. Is the problem clearly delineated with an appropriate rationale for suing the chosen approach?			
b. Is there a single, broad research question? More?			
c. Is the scope of the question (s) manageable within the timeframe and context of the study?			
3. Purpose			
a. Is the purpose for the study one of discovery and description, conceptualisation (theory building), illustration, or sensitisation?			
b. Is it clearly stated?			
4. Literature Review			
a. Does the particular method call for a literature review and/or conceptual framework prior to initiating the fieldwork?			
b. If so, is the review sufficiently comprehensive?			
c. Are major concepts identified and defined?			
d. Is an initial framework appropriate? If so, is it presented?			
e. If the literature review is appropriate only after data collection, does the researcher outline a process for accomplishing this?			
f. If bracketing assumptions are an important component of the method selected, is the process explained? Other technical aspects of the methodology chosen are well explained?			
5. Content			
a. Is the content for the study adequately described?			
b. Is the plan for gaining access to the setting given			
c. Is the researcher-respondent relationship described and understood?			
d. Is the role of the researcher as “research tool” apparent?			
6. Sample			
a. Are the unique issues of sampling in this methodology adequately addressed?			
b. Are the potential characteristics of the sample outlined?			
c. Are possible problems with sampling recognised and some planning made to accommodate these?			

D=done adequately I=Inadequate ND=Not Done	D	I	ND
7. Data Collection			
a. Does the researcher demonstrate knowledge of general research strategies useful to collecting and storing data?			
b. Are the data collection strategies with the purpose of the study, the research question, and the type of research methodology selected?			
c. Will additional methods (other methods within the same methodology or methods from different methodologies) be used?			
d. If so, does the researcher demonstrate skills in their use and understanding of their characteristics?			
e. Are problems of validity and reliability addressed from a methodologically appropriate perspective?			
8. Data Processing, Plans for Analysis			
a. Does the researcher outline a plan for keeping data organised and retrievable?			
b. Is the plan also secure in terms of privacy, confidentiality and anonymity considerations (where appropriate)?			
c. Are tentative frameworks for analysis appropriated?			
d. Are they explored?			
e. If the framework is to be derived directly from the data, does the researcher show how this will be accomplished?			
9. Human Subjects			
a. Does the researcher demonstrate an understanding of the measures necessary for the protection of subjects in this research?			
b. Is there clear evidence of ethical guidelines being constructed and observed?			
c. If a written contract is called for, is an example included in the proposal?			
d. Importance as research			
e. Is this research worth doing in terms of the inputs (resources, time) and outputs (likely or possible)?			
f. Is this research of a theoretical importance to increase our knowledge and understanding?			
g. Is this research of practical importance to inform and improve our present practices?			
10. Reporting			
a. Is the proposal written in a style that is easy to read and follow?			
b. Is the grammar and syntax of a professional standard?			
c. Does this Report suggest that the final report will be readily accessible to its intended readership?			
d. Are Figures, Tables, Diagrams and Illustrations appropriately used?			
e. Does the Report show evidence of component and appropriate citations and referencing?			
11. Global Issues			
a. Are reliability issues presented and dealt with in a meaningful way throughout the proposal (data collection, analysis and reporting)?			

b. Are validity issues presented and dealt with in a meaningful way throughout the proposal (data collection, analysis and reporting?)			
c. Timelines of research reasonable and practical?			