

# CHECKLIST

## *FOR GENERAL PREPARATION OF A RESEARCH PROPOSAL*

### PREPARE

- Have I set a personal deadline in advance of the submission deadline?
- Have I collaborated with co-workers, mentors, finance or grant administration officers?

### STRUCTURE

- Have I structured my proposal into paragraphs (ideas) that have a logical flow?
- Do these paragraphs contain an introduction, main idea and link to the next paragraph?

### ILLUSTRATE

- Do I illustrate complex issues with images and/or graphs?
- Do I use image captions or graph legends that are easy to understand?

### WRITE

- Do I write concisely, yet sufficiently?
- Do I write in short sentences that are easy to follow?
- Do I write for the non-expert?
- Do I use and repeat chosen terminology?
- Do I keep references to a minimum?

### REWRITE

- Have I proofread my proposal, also from a reviewer's perspective?
- Have others (outside my core expertise) proofread for ease of understanding?
- Have I checked if my use of English is clear and correct?
- Have I checked that the formatting meets the funder's guidelines?

### SUBMIT

- Have I investigated the funder's submission system prior to the day of submission?
- Do I exactly know what is required for a successful submission?
- Do I use the templates that are provided by the funding body?
- Have I reserved enough time to enter and upload all my information?