

Proposal Author & Title:

Reader:

Part 1, Cursory checklist:

- **Draft Status:**
 - a complete draft, acceptable as a final draft
 - significant work, but not complete or deserves minor revisions
 - multiple problems obscure content and inhibit suggestions for improvement
 - **Impact:**
 - **SOLD:** the motivation, problem, context, methods, & success criteria are clear. I'm convinced of the worthiness of the venture and the author's imminent success in this endeavor.
 - **Maybe if you told me more...** : topic is identified, but other elements are vague or omitted.
 - **Not sold:** I'm convinced the project should not progress beyond the proposal stage, or the text does not provide enough information for me to comment further.
 - **Section Structure:**
 - each section well structured, with an overview &/or connection to the project as appropriate. the structure emphasizes important elements. information appears in the appropriate sections. appropriate use of tables and figures.
 - overall structure is discernable, but deserves improvement
 - unclear structure in more than one section of the report or repeated organizational problems that interfere with the proposal's coherence.
 - **Paragraph Structure:**
 - each paragraph is unified around a single topic. topic sentences are apt. information order and connectivity succeed. not too long, not too short.
 - paragraphs are understandable, but occasional problems with structure and connectivity persist
 - repeated problems at the paragraph level interfere with my understanding of this proposal.
 - **Sentence Structure & Word Choice:**
 - grammar, word choice, verb tense, pronouns all flawless
 - some re-occurring problems that do not interfere
 - sentence and word level problems interfere with my understanding of this proposal.
 - **Conflict of interest:**
 - There **IS** a financial or other conflict of interest between your work and that of the author?
 - There **IS NO** financial or other conflict of interest between your work and that of the author?
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