

Proposal checklist and evaluation rubric

Required Materials			
1. Application includes the following:	Yes	No	N/A
• Cover page	<input type="radio"/>	<input type="radio"/>	
• Copy of proposal	<input type="radio"/>	<input type="radio"/>	
Copy of all surveys, instruments, interview protocols, tests, etc.	<input type="radio"/>	<input type="radio"/>	
• Parent permission form (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Informed consent signature form (if app.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Criminal background check (if app.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Child abuse history clearances (if app.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Letter of support from College or University (if app.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Detailed listing of schools, divisions, and offices which will participate in the study (if app.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Self-addressed, stamped envelope	<input type="radio"/>	<input type="radio"/>	

Quality of proposal:	Yes	No
2. It is clear how confidentiality of participants will be ensured (NOTE: Data with identifying characteristics will not be provided).	<input type="radio"/>	<input type="radio"/>
3. Liability concerns/methodology puts students at risk/ is too intrusive	<input type="radio"/>	<input type="radio"/>
4. Any part of the proposal is laden with typographical/grammatical errors.	<input type="radio"/>	<input type="radio"/>

Evaluation of design:	Strongly Disagree	Disagree	Agree	Strongly Agree
5. The parent permission form is clear, and is written in language that will be easily understandable by the target population.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The informed consent form clearly communicates participants' rights and options (see number xi under "General Conditions.")	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The research design is logical, sound, and proposes a strong, relevant methodology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Proposed activities interfere with instructional time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The proposed research involves implementing a program/intervention which the District (principal, office, etc.) is willing to support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Research requires data which would require too much effort or time for the District to provide.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Research proposal is responsive to the invitational priority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If necessary, please attach one additional sheet to provide comments.