

AUO DISSERTATION

Evaluation Checklist for the Proposal

Once all three chapters of the proposal have been approved by the committee, the candidate will compile all parts of the proposal and submit it to the dropbox. Since the committee has already evaluated each chapter previously, the primary purpose of this review is to check for any additional refinements needed, to evaluate format, and to recommend the proposal defense. Use the following guidelines.

Click [here](#) for an example of the proposal format (including the order of sections and table of contents.)

Student Name: _____ Chair/Member's Signature: _____

Does the proposal contain (in the following order):

Yes No N/A

Signature Page

Title Page

Table of Contents

Table of Appendices (if 4 or more appendices are present)

Chapter One: Introduction

Chapter Two: Review of the Literature

Chapter Three: Methodology

Reference List

Appendices Cover Pages and Appendices (if applicable)

If the answer is "no" to any of the applicable areas, advise the candidate on correcting any deficient area(s) and resubmitting.

Criteria for Evaluating the proposal:

Yes No N/A

1) Has chapter [one](#), [two](#) and [three](#) evaluation criteria been met satisfactorily?

2) Are all revisions and refinements complete for chapters 1-3?

3) Does the proposal fill a gap in the research so that the study will make an original and substantive contribution to the organization (applied research) or body of knowledge (dissertation research)?

4) Does the proposal demonstrate proper alignment between the problem background, purpose of the study, research questions, and literature review?

	Yes	No	N/A
5) Is the data to be collected appropriate, fitting and in alignment with the other parts of the study?	_____	_____	_____
6) Do the proposed data analyses methods support/align with the data to be collected, providing evidence to answer the research questions?	_____	_____	_____
7) Are all of the front matter pages formatted correctly, as illustrated in the examples within the Doctoral Dissertation Research Guide?	_____	_____	_____
8) Did the candidate adhere to AU deviations listed in the Doctoral Dissertation Research Guide to include:			
Are chapter titles in ALL CAPS and bold face?	_____	_____	_____
Is the dissertation in Times Roman, Arial or Tahoma font?	_____	_____	_____
Is the L margin 1.5” and are all other margins 1”?	_____	_____	_____
Are block quotes single-spaced?	_____	_____	_____
Is the Reference list single-spaced (with an extra space between entries)?	_____	_____	_____
9) Do Appendices (if any) include properly formatted Cover Pages? Click here for an example of the appendices cover sheets and pages.	_____	_____	_____

Other Considerations:

Yes No

Does the proposal display a good command of written language & mechanics?	_____	_____
Does the proposal display a good command of APA (citations, references, quotes, headings, tables, figures, etc.)	_____	_____

If “no” is answered to the statements above, the chair should discuss the use of an editor with the candidate. All candidates are required to hire a professional editor for the final editing of the dissertation; however, candidates who struggle with writing and/or APA may want to have the proposal edited to help ensure it is accepted by the committee and is ready for the proposal defense.

<u>Proposal Defense Recommendation:</u>	Yes	No
Based on my review of this proposal, and prior evaluation of chapters 1-3, I recommend this candidate proceed to the proposal defense.	_____	_____