

URCA Grant Proposal Review Worksheet

This worksheet is designed for a thorough self-review of your project plan. For each section, read the evaluation point and circle or fill in the stars to score your proposal.

- **1 Star:** Needs Significant Revision
- **5 Stars:** Excellent, Clear, and Complete

We also have an interactive online tool for assessment.



Section 1: Project Goals

Have I clearly stated my project's primary goal (e.g., a specific research question or a defined creative work)?	☆☆☆☆☆
Are my project goals SMART (Specific, Measurable, Achievable, Relevant, Time-bound)?	☆☆☆☆☆

Notes for Improvement (What specific steps will you take to improve these sections?):

Section 2: Project Background and Context

Have I situated my project within its academic/creative context?	☆☆☆☆☆
Does my proposal demonstrate familiarity with relevant literature and existing work?	☆☆☆☆☆
Have I cited key influences and shown how my project builds upon or contributes to the field?	☆☆☆☆☆

Notes for Improvement:

Section 3: Methods

Have I comprehensively described my data collection methods, data sources, and analysis plan/measurement instruments?	☆ ☆ ☆ ☆ ☆
For creative projects, have I detailed the development process, materials, and techniques?	
Is my methodology clear to a non-specialist?	☆ ☆ ☆ ☆ ☆
Is it clear how expenses listed in my budget are critical to my methods?	☆ ☆ ☆ ☆ ☆

Notes for Improvement:

Section 4: Student-Initiated

Is it evident throughout that this project is student-initiated?	☆ ☆ ☆ ☆ ☆
Do I use active voice and "I" or my last name consistently?	☆ ☆ ☆ ☆ ☆
Have I avoided "we" unless referring to clearly identified team members?	☆ ☆ ☆ ☆ ☆
If working with others, is it clear how this is specifically my work and not a continuation of their ongoing projects?	☆ ☆ ☆ ☆ ☆

Notes for Improvement: