

## DMA Proposal Assessment Criteria

	Yes		No	Comments
<b>I. Overall Organization</b>				
a. Contains all required sections				
b. Uses the required template				
<b>II. Title Page</b>				
a. Follows the correct form for documents				
b. Describes the scope and methodology of the project in as few words as possible				
	Superior	Acceptable	Unacceptable	Comments
<b>III. Purpose</b>				
a. Poses as a problem to be solved, an issue to be resolved, a question to be answered or an anomaly to be explained				
b. Culminates in a statement of the argument				
c. Justified by the Significance and State of Research				
<b>IV. Significance and State of Research</b>				
a. Defines the topic of the project, and make a strong case for its importance				
b. Argues convincingly that a given topic is significant, that a new approach is necessary, or that new evidence should be brought to bear				
c. Includes a summary of previous research in a variety of bibliographic formats, and cites related works or problems that are relevant to the inquiry				
<b>V. Method</b>				
a. Explains in detail how the research will be undertaken				
b. The methods described support the statement of purpose				
c. Reflects the concerns of the scholarly field(s) appropriate to the project				
d. If interviews are to be used as a source of data				
i. Evidence must be submitted that the interviewee has agreed to be interviewed				
ii. Sample questions must be included in the proposal				
iii. Evidence must be provided that IRB approval has been granted				
<b>VI. Chapter Outline</b>				
a. Includes chapter numbers and titles in outline form				
b. Includes a paragraph for each chapter that is sufficiently detailed to describe the proposed content of the chapter and how it supports the state of the argument of the proposal (III.b)				
<b>VII. Bibliography</b>				
a. Includes all of the literature and media relevant to and significant to the topic				
b. Uses primary and secondary secondary sources, and does not use shorthand reference works				
<b>VIII. General</b>				
a. Grammar and spelling are correct throughout the proposal				
b. The format of the document follows all of the guidelines of one of the style manuals approved by the university as they relate to formatting, footnotes, font attributes, etc.				