

Project Proposal Reviewer Checklist

Name of Reviewer: _____

Name of Author: _____

Project Title: _____

Research Project and Proposal Requirements:

All Research Proposals and Drafts must fulfill certain requirements as outlined in the Research Guidelines for Projects and Proposals. Please utilize this checklist to indicate whether the proposal document you are reviewing has met the following:

OVERALL:

| | |
|--|---|
| | Consists of primarily original research – that is contributes something new to the field of midwifery. |
| | Is firmly grounded in, and informed by, existing research. Proposal demonstrates knowledge of existing research and shows where the new data or perspective provided by this project may contribute to ongoing analyses. |
| | Contains data collection methods that can be demonstrated to be safe for study participants. First and foremost, it does no harm. |
| | Adheres to standards of informed consent and voluntary participation for all study subjects. |
| | Demonstrates that the candidate has reflected adequately on the possible ethical and political ramifications of the proposed research. |
| | Demonstrates that the candidate has a grasp of the scientific method and how to write using established scientific formats (include all the following sections: Introduction/Purpose, Thesis/ Hypothesis, Literature Review, Methods, Results, Conclusion, Bibliography). |
| | Basic formatting and style should follow MLA guidelines. |

Comments if necessary:

PROPOSAL FORMAT:

1. Introduction/Purpose

| | |
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| | This section provides some brief introductory and summary statements on the area of proposed study. |
| | It is very succinct (1-2) paragraphs and provides the reader with an immediate idea of what the candidate is proposing to do. |
| | The final sentence of this section is the thesis, purpose or hypothesis statement. This is a one-sentence summary of the entire research proposal. (For example, a study on optimal fetal positioning might have the following purpose statement: The purpose of this study is to examine the effects of prenatal pelvic rocking exercises on fetal presentation at the onset of labor.) |

Comments if necessary:

2. Thesis/hypothesis

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| | This section provides more detailed information on the purpose statement put forth in the introduction |
| | This is generally a statement of what the researcher expects to find and should include one or more hypotheses to be tested (For example, in the case of the optimal fetal position example above one hypothesis might be that women who spend 30 minutes per day between 37 weeks gestation and delivery in the hands and knees position performing pelvic rocking exercises will be less likely to have a baby in a posterior position at the onset of labor). This statement is generally phrased in the following format: If _____, Then _____, Because _____. |

Comments if necessary:

3. Literature Review

| | |
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| | This section is a brief overview of the literature available on the researcher's topic. |
| | This section summarizes what has been done so far on the topic |
| | This section demonstrates areas where more research is needed. |
| | The researcher has made the case for why their proposed study is necessary based on gaps in the literature. |

Comments if necessary:

4. Methods

This section covers all of the methods that will be used, and are presented in the order in which they will be implemented, and include:

Recruitment

| | |
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| | How participants are recruited (letters, email or flyer posting etc.) |
| | Demonstrates guarding against coercion and insures fully voluntary participation. See sample recruitment questionnaire (Appendix A). |

Comments if necessary:

Projected sample size

| | |
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| | States sample size |
| | Provides justification for projected sample size |

| | |
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| | States whether the sample is randomly collected or is collected on all individuals who volunteer |
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Comments if necessary:

Informed Consent

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| | Demonstrates that informed consent will be insured for each participant (See sample informed consent form, Appendix B). |
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| | |
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| | Describes how informed consent is obtained without biasing the results. |
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Comments if necessary:

Confidentiality

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| | Describes how participant confidentiality will be maintained, e.g., pseudonyms, coded numbers for participants, etc. |
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Comments if necessary:

Data collection methods

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| | Describes how data will be collected once sample is selected, e.g., direct observation, questionnaire, survey, interviews, etc. |
|--|---|

Comments if necessary:

Data Analysis

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| | Describes how data is to be analyzed, for example, lists a specific software program for statistical analysis, or describes qualitative analysis of themes from birth stories or other text based data, etc. |
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Comments if necessary:

Funding

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| | If researchers have applied for or received funding from an external granting institution to cover research expenses, a list of these institutions and any guidelines or specific requirements/restraints dictated by them is listed. |
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| | Explanation of how the project conforms to the guidelines is included. |
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Comments if necessary:

5. Results

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| | In this section researcher describes expected results and the format that will be used to present findings, i.e. text, tables, graphs, charts, video footage and/or photographs etc. |
| | Video/photographs include additional informed consent documentation. See sample visual representation forms, Appendix C. |

Comments if necessary:

6. Conclusion

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| | This section includes a discussion of the projected significance of the project. |
| | Describes what project might lead to and what further work needs to be done. |
| | Researchers discuss how they will disseminate results, what they will do with their findings, e.g., presentation at a conference or a meeting of local midwives in your community, attempted publication in <u>Midwifery Today</u> , <u>Mothering Magazine</u> or a refereed journal, etc., all research that is published in any format must have documented informed consent and strict confidentiality of participants. |

Comments if necessary:

7. Bibliography

| | |
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| | Full citations for all of the sources pertinent to the topic are included. |
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Comments if necessary:
