

APPENDIX X: APEX Proposal Checklist

Complete this before submitting your APEX Proposal Form

Pre-proposal

- ☐ I have identified my APEX track (Traditional Research, Creative Work/Performance/Expression, or Applied/Service/Internship).
- ☐ I have confirmed whether I need to take HON301, or whether it can be substituted.
- ☐ I have identified and confirmed a faculty mentor who has agreed to supervise this project.
- ☐ If applicable, I have identified optional committee member(s) and discussed their role with my mentor.
- ☐ I have checked the due date in the APEX handbook that applies to my specific track and confirmed my submission deadline.
- ☐ I have discussed with my mentor the correct number of APEX credits I should take (3 for one semester, 6 for two) and the course name I will register for (e.g., HON490).
- ☐ (***Internship track only***) I have met with an Honors College administrator to discuss the internship, mentor, and project goals before submitting.
- ☐ If my project involves human or animal subjects, I have addressed IRB review and CITI training requirements or confirmed with my mentor that this does not apply.

Proposal Content

- ☐ I have a scholarly background that contextualizes and justifies my project.
- ☐ I cite relevant background material in a discipline-appropriate style (e.g., APA, MLA).
- ☐ My research question(s), thesis statement, or problem statement is clearly and specifically stated.
- ☐ The objectives of the proposed project are clearly listed and logically connected to the background.
- ☐ I have described the proposed work in enough detail that someone outside my field could understand what I plan to do.
- ☐ I have explained how this project represents a culmination of my academic/creative skills.
- ☐ If my project involves human or animal subjects, I have addressed IRB review and CITI training requirements or confirmed with my mentor that this does not apply.
- ☐ If I anticipate needing funding, I have noted potential sources (e.g., APEX Support Grant, Office of Undergraduate Research) and started that process.
- ☐ I have stated whether the project will take one or two semesters.
 - ☐ If two semesters are needed, I have clearly indicated which parts of the work will be completed in each semester.

Timeline and Agreement

- ☐ I have completed a detailed work timeline (using or adapting the online template), developed with my mentor.
- ☐ My timeline accounts for any required training (e.g., IRB/CITI) before major work can begin.
- ☐ I have completed the student/mentor responsibility agreement and revised it to reflect my specific project.
- ☐ I understand that my APEX Progress Report will be evaluated against this timeline, so it realistically reflects what I can accomplish.

Writing, Tense, and Mechanics

- ☐ The entire narrative is written consistently in future tense, since it describes work that has not yet happened (e.g., “I will conduct...,” “the project will involve...”), not past or present tense.
- ☐ I have not described results, conclusions, or outcomes as if they already happened.
- ☐ The document is free of spelling and grammar errors (I have proofread it myself and asked someone else to review it).
- ☐ Headings, spacing, and formatting are clean, consistent, and easy for a reviewer to follow.
- ☐ The file is clearly named (e.g., LastName_FirstName_APEXProposal) and saved in the format required by the online form.

Final Review Before Submitting

- ☐ My mentor has reviewed the full proposal, provided feedback, and I have incorporated their revisions.
- ☐ My mentor has approved the proposal.
- ☐ I understand that I must submit the completed proposal through the official online form on the Honors College APEX website by the applicable deadline.
- ☐ I have saved a personal copy of the submitted proposal and timeline for my own records.