1. **Title and Abstract**
   A title page and a one hundred-word abstract are to accompany the proposal. The abstract should include the hypotheses, the specific variables and their measurements, the population and sample description, and a statement of the design and analysis.

2. **Proposal Outline**
   The following areas are to be included in the proposal:

**Part I. The Problem**
   A. Statement of the problem or research question
   B. Hypotheses
   C. Definition of variables: theoretical and operational
   D. Theoretical framework
   E. Population
   F. Significant to nursing science

**Part II. Methodology**
   A. Design
   B. Sample: size and sampling procedure
   C. Instrument reliability and validity
   D. Data collection procedure
   E. Method of analysis

**Part III. Timeline**

**Part IV. Reference List and Appendices**
   A. Reference list
   B. Include letters, forms, and instruments in appendices
   C. Investigator(s) vitae

**Part V. Budget**
   A. Personnel
   B. Supplies and Equipment
   C. Travel
   D. Other
3. **General Guidelines**
   The total proposal should be no more than 10 pages in length excluding the cover page, references, and appendices. APA format style is required.
Sigma Theta Tau
Alpha Iota Chapter
Quantitative Proposal Criteria

I. Importance and relevance of problem:
   a. Is the problem relevant to nursing?
   b. Is the problem significant?

II. Clarity with which the problem is identified:
   a. Is the problem clearly stated?
   b. Are the key variables identified?
   c. Can the problem be tested?
   d. Is the relationship of the present problem to previous research clear?
   e. Is the problem appropriately narrow?
   f. Does the researcher clearly state what is not being studied as well as what is?

III. Adequacy of design and methodology:
   a. Is the design clearly indicated?
   b. Is it appropriate to the problem?
   c. Does the design control for threats to internal or external validity?
   d. Are the key variables defined?
   e. Are operational definitions used where appropriate?
   f. Are the data collection instruments clearly defined?
   g. Were the instruments appropriate measures for the variable(s) under study?
   h. Do the instruments measure data at the appropriate level of measurement?
   i. Are there data to support the reliability and validity of the measures?
   j. Does the researcher clearly describe the sampling procedure?
   k. Are randomization procedures adequate?
   l. Is the sample size adequate?
   m. Are descriptive statistics used for all variables?
   n. Do the statistical procedures clarify, enhance, and address the research questions?
   o. Were the most effective statistics chosen?
   p. Does the conceptual framework suggest relationships among variables?
   q. Does the bibliography reflect reasonable sources of related literature being investigated?

IV. Budget and Timeline
   a. Is budget appropriate?
   b. Is timeline appropriate and feasible?
Sigma Theta Tau
Alpha Iota Chapter
Qualitative Proposal Criteria

I. Importance and relevance of problem:
   a. Has a researchable problem relevant to nursing been identified?
   b. Does the identified problem address a current healthcare need?
   c. Is the research question one that has received relatively little research activity?
   d. Is the investigation consistent with the purpose and aim of nursing research?

II. Clarity with which the problem is identified:
   a. Does the researcher clearly state the purpose for the qualitative study?
   b. Has a plan for studying the problem been clearly identified and executed?
   c. Is the problem appropriately narrow?
   d. Are the concepts under study clearly identified and defined?
   e. Does the theory clearly describe a notion, explain an idea, or predict what might be observed?

III. Adequacy of design and methodology?
   a. Is the design clearly indicated?
   b. Is it appropriate to the problem?
   c. Does the researcher propose to conduct the study in an appropriate setting?
   d. Are operational definitions used where appropriate?
   e. Does the researcher clearly describe sampling procedure(s)?
   f. Is the sample size adequate?
   g. Are the data collection methods clearly described?
   h. Are the data collection methods appropriate for the problem under study?
   i. Are appropriate validity and reliability issues described (checking for bias)?
   j. Does the procedure for data gathering address the resarcher/subject relationship?
   k. Does the research question(s) relate to a designated theory? If so, is it appropriate?

IV. Data Analysis:
   a. Is the method for analysis of data gathered fully described?
   b. Does the procedure for data gathering indicate how the results will be reported?
   c. Are suggestions for use of the findings given?
   d. Does the bibliography reflect reasonable sources of related literature being investigated?

V. Budget and Timeline
   a. Is budget appropriate?
   b. Is timeline appropriate and feasible?