CHECK LIST

Introduction

The manual presents a substantial amount of information on the conduct of research studies. This appendix contains a convenient checklist of the major steps that are essential to the completion of a successful research project. The objective in preparing the list was to identify the most important items in point form. The reader is referred to the text of the manual for a full explanation of individual items.

Check List

Problem Statement Development
- Justifies need for project
- States objectives clearly
- Demonstrates urgency/priority
- Identifies resources required

Project Selection
- Within scope of program?
- Researchable?
- High benefit-cost ratio?
- Resources available?
- Solution timely?

Request for Qualifications
- Description of duties
- Format for response
- Selection criteria, time, and schedule

Request for Proposals
- Problem definition
- Solution required
- Schedule (and, sometimes, budget)
- Format for response

Research Proposals
- Research plan
- Qualifications of the research team
- Commitments of the research team
- Facilities and equipment
• Itemized budget and schedule

Review of Proposals and Contractor Selection
• Concept of Problem
• Research approach
• Research principals
• Facilities and equipment
• Application of results

Research Work Plan
• Background
• Objectives
• Research approach
• Project team
• Facilities and equipment
• Budget and schedule
• Anticipated results
• Implementation plan

Execution of Research
• Literature search
• Identification of related studies
• Timely adherence to milestones
• Expenditures in accordance with research plan
• Technical progress in accordance with expenditures
• Regular progress reports
• Involvement of client groups
• Checks on validity of data (and modification of research plan, if necessary)
• Checks on validity of analysis and interpretation
• Preparation of final report

Implementation Activities and Follow-Up
• Implementation strategy
• Client involvement
• Check on validity of results and research methods
• Check on success of implementation activities
• Evaluation of project