

# E

---

## 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