**Thesis Proposal Checklist**

The following items are to be saved as docx files and turned in via a single email to honors@elon.edu. All components must be turned in together and on time for the proposal to be considered complete.

[ ]  **Thesis Proposal Form**—this includes contact information for you and your mentor, a project abstract, important background information, and required signatures. This must be signed using e-signatures by your mentor and department chair. You should give your department chair sufficient time to read over the abstract and offer feedback. *Please save this file as a word docx with the file name in the following format: Lastname\_ProposalForm\_Current SemesterYear.docx (e.g. “Huber\_Proposal\_Fall2019.docx).*

 [ ]  I have “signed” the form.

 [ ]  My Faculty Mentor has signed the form with an e-signature.

[ ]  The Department Chair has signed the form with an e-signature.

[ ]  I have completed my abstract.

[ ]  I have completed the timeline.

[ ]  I have completed the budget.

*[ ]* **Faculty Mentor Curriculum Vitae***—*Please have your faculty mentor share their CV with you (it may be quite long), so that you can include it in your proposal. This is the only document that may be submitted as a PDF or in another format. You are not asked to change the file name or format, just include it with your email.

[ ]  **Thesis Proposal**—This is the bulk of the proposal and includes two components, the proposal narrative and the annotated bibliography, that should be saved as a single docx file. *Please name this file in the following way: Lastname\_ThesisProposal\_CurrentSemesterYear (e.g. “Huber\_ThesisProposal\_Fall2019.docx).*

[ ]  I have included the Thesis Narrative.

[ ]  My Thesis Narrative includes the required headings.

[ ]  I have included my Annotated Bibliography.

You are welcome to include an IRB report, survey instrument (e.g. questionnaire, sample questions) as a part of the thesis proposal. We prefer that you include these as part of the Thesis Proposal docx, although we will accept them as separate documents if that is not possible for some reason.

**Note: This checklist is not included in your email to** **honors@elon.edu****. This checklist is for your benefit only.**