**Thesis Proposal Checklist**

The thesis proposal due data and a link to upload your documents is located [here](https://www.elon.edu/u/academics/honors/important-forms-and-dates/). This checklist is meant to keep you organized. You will not turn it in.

**Thesis Approval 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 file with the file name in the following format: LastName\_FirstName\_ApprovalForm.docx (e.g. “Bednar\_Steve\_ApprovalForm”).*

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.

My file is named correctly.

**Thesis Proposal**—This is the bulk of the proposal and includes two components: the proposal narrative and the annotated bibliography. These should be saved as a single docx file. *This file should be named using the following format: Lastname\_FirstName\_ThesisProposal (e.g. “Bednar\_Steve\_Proposal.docx”).*

I have included my thesis narrative.

My thesis narrative includes the required headings.

I have included my annotated bibliography.

My file is named correctly.

**Faculty Mentor Curriculum Vitae**—Please have your mentor share their CV with you (it may be quite long), so you can include it in your proposal. This may be submitted in whatever form the mentored shared it (pdf, word, etc). *This file should be named using the following format: StudentLastName\_MentorCV\_MentorLastName.pdf (e.g. “Bednar\_MentorCV\_Kesgin.pdf”).*

**Additional Materials**—You are welcome to include an IRB report, survey instrument (e.g. questionnaire, sample questions, etc.), or other relevant documents as part of your proposal. If you are submitting multiple additional materials such as these, we ask that you submit them as one merged pdf file rather than as individual files. (You can merge pdf files using the free online Adobe tool.) You should also include a header page to explain what is being submitted. *This file should be named using the following format: LastName\_AdditionalMaterials (e.g. “Bednar\_AdditionalMaterials.pdf”).*

My materials have been gathered into one file.

My materials are clearly labeled, and the first page of my file shows what is included.

My file is named correctly.