

CONCEPT PAPER APPROVAL CHECKLIST

1. Topic Clarity

- Is the topic specific and focused?
- Is it researchable and measurable?
- Does it clearly indicate key variables?
- Is it realistic within available time and resources?

2. Background Section

- Does it move logically from global to local context?
- Is it supported with recent data or evidence?
- Does it logically lead to the problem statement?
- Is it focused and concise?

3. Problem Statement (Critical Section)

- Is the problem clearly stated and evidence-based?
- Does it identify a clear research gap?
- Is the gap specific and researchable?
- Does it avoid proposing solutions prematurely?

4. Research Objectives

- Is there one clear general objective?
- Do specific objectives align with the problem?
- Are objectives measurable and action-oriented?
- Do they reflect the stated variables?

5. Research Questions

- Do questions flow directly from objectives?
- Are they clear and specific?
- Are they answerable through research?

6. Justification of the Study

- Does it clearly state who benefits?
- Does it demonstrate theoretical relevance?
- Does it demonstrate practical relevance?
- Does it avoid vague or generic statements?

7. Alignment Check

- Does the problem match the objectives?
- Do the objectives reflect the title?
- Are variables consistent across sections?
- Is the scope manageable and coherent?

FINAL SELF-TEST

If your supervisor asks: 'What exactly are you studying and why?' Can you answer clearly in two sentences? If not, revise your concept paper.