

Academic Research Project Checklist Template

 Show only Checklist

Display Style
Default 

Project Definition & Planning

Initial planning and scoping of the research project.

Project Title

Write something...

Project Abstract/Summary

Write something...



Estimated Project Duration (in days)

Enter a number...

Project Start Date

Enter date...

Projected Completion Date

Enter date...

Research Paradigm (e.g., Positivist, Interpretivist)

- ☐ Positivist
- ☐ Interpretivist
- ☐ Pragmatic
- ☐ Other

Keywords (for indexing & search)

Literature Review & Background Research

Comprehensive review of existing literature and background research.

Initial Search Terms & Databases

Write something...

Number of Articles Reviewed

Enter a number...

Key Databases Searched (Select All That Apply)

- ☐ Scopus
- ☐ Web of Science
- ☐ PubMed
- ☐ Google Scholar
- ☐ Other (Specify)

Record of Search Queries & Results (for reproducibility)

 Upload File

Summary of Key Themes and Gaps Identified

Write something...

Level of Existing Research (High, Medium, Low)

- ☐ High
- ☐ Medium
- ☐ Low

Research Design & Methodology

Defining the research design, data collection methods, and analysis techniques.

Research Design Type

- ☐ Experimental
- ☐ Correlational
- ☐ Descriptive
- ☐ Qualitative
- ☐ Mixed Methods

Detailed Methodology Description

Write something...

Sample Size

Enter a number...

Data Collection Method

- ☐ Surveys/Questionnaires
- ☐ Interviews
- ☐ Observations
- ☐ Experiments
- ☐ Document Analysis

Data Analysis Techniques

- ☐ Statistical Analysis
- ☐ Thematic Analysis
- ☐ Content Analysis
- ☐ Regression Analysis

Data Collection Start Date

Enter date...

Data Collection End Date

Enter date...

Ethics & Compliance

Ensuring ethical considerations and compliance with relevant guidelines and regulations.

Institutional Review Board (IRB) Approval Status

- ☐ Approved
- ☐ Pending
- ☐ Rejected
- ☐ Not Required

IRB Submission Date

Enter date...

IRB Approval Date

Enter date...

Summary of Informed Consent Procedures

Write something...

Copy of Informed Consent Form

 Upload File

Data Anonymization/Pseudonymization Method

- ☐ Anonymization
- ☐ Pseudonymization
- ☐ No Anonymization/Pseudonymization

Description of Data Security Measures

Write something...

Data Collection

Executing the data collection process as planned.

Data Collection Start Date

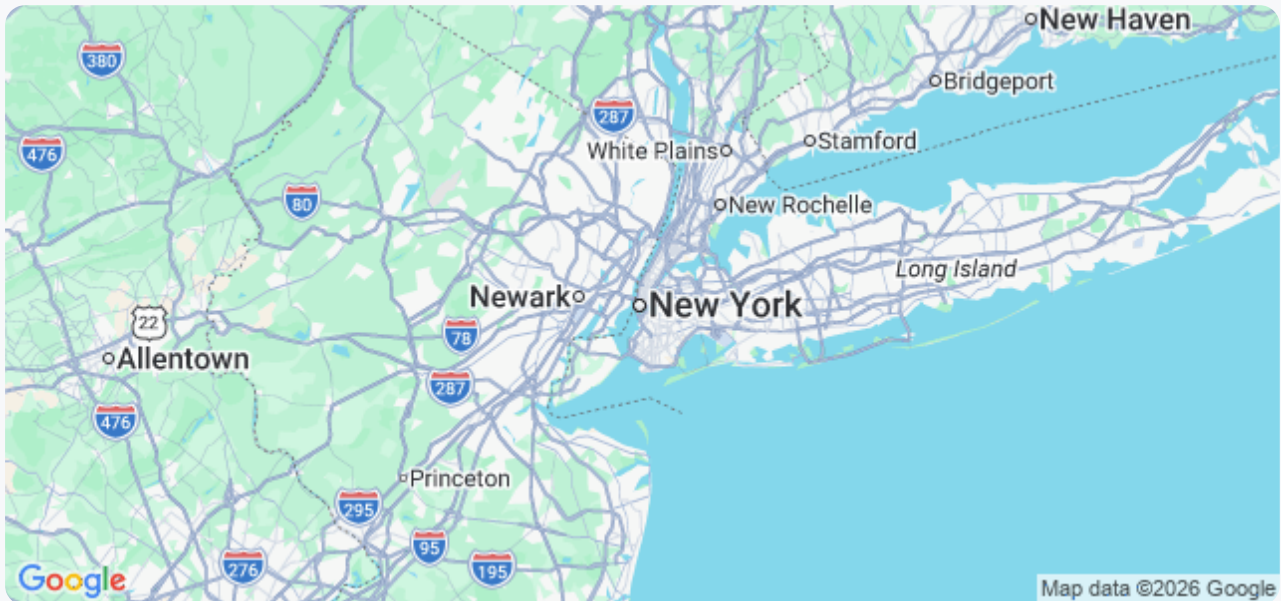
Enter date...

Number of Participants Recruited

Enter a number...

Data Collection Site (if applicable)

 [Set My Current Location](#)



Consent Forms (Uploaded)

 [Upload File](#)

Data Collection Methods Used

- ☐ Surveys
- ☐ Interviews
- ☐ Observations
- ☐ Experiments

Notes on Data Collection Process

Write something...

Data Collection Completion Date

Enter date...

Data Analysis

Analyzing collected data and interpreting findings.

Number of Observations Analyzed

Enter a number...

Description of Statistical Methods Used

Write something...

Primary Statistical Test Performed

- ☐ t-test
- ☐ ANOVA
- ☐ Chi-Square
- ☐ Regression
- ☐ Correlation

P-value

Enter a number...

Summary of Key Findings from Analysis

Write something...

Analysis Output Files (e.g., SPSS, R)

 Upload File

Results Interpretation & Discussion

Interpreting the results and discussing their implications.

Summary of Key Findings

Write something...

Statistical Significance (p-value)

Enter a number...

Alignment with Hypothesis

- ☐ Supports Hypothesis
- ☐ Partially Supports Hypothesis
- ☐ Does Not Support Hypothesis
- ☐ Inconclusive

Limitations of the Study

Write something...

Potential Future Research Directions

- ☐ Expand Sample Size
- ☐ Explore Different Variables
- ☐ Utilize Alternative Methodology
- ☐ Conduct Longitudinal Study

Discussion of Unexpected Results (if any)

Write something...

Report Writing & Formatting

Writing the research report and ensuring proper formatting.

Abstract/Executive Summary

Write something...

Introduction & Background

Write something...

Methodology Description

Write something...

Results Presentation

Write something...

Discussion & Analysis

Write something...

Conclusion & Recommendations

Write something...

Citation Style (APA, MLA, Chicago, etc.)

☐

APA

☐

MLA

☐

Chicago

Supporting Figures/Tables



Upload File

Presentation & Dissemination

Preparing and delivering presentations and disseminating findings.

Presentation/Publication Date

Enter date...

Presentation Format

- ☐ Conference Presentation
- ☐ Journal Publication
- ☐ Poster Presentation
- ☐ Internal Seminar

Abstract/Summary Draft

Write something...

Presentation Slides (PDF)

 Upload File

Target Audience(s)

- ☐ Academic Peers
- ☐ Industry Professionals
- ☐ General Public

Conference/Journal Name

Write something...

Key Takeaways/Message

Write something...

Project Closure & Archiving

Finalizing the project and archiving all related materials.

Project Completion Date

Enter date...

Final Project Summary & Lessons Learned

Write something...

Final Project Report (PDF)

 Upload File

Total Project Cost (Actual)

Enter a number...

Project Status (Final)

- ☐ Completed
- ☐ Successful
- ☐ Partially Successful
- ☐ Unsuccessful

Recommendations for Future Projects

Write something...

Archived Raw Data (if applicable)

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