

Technical Report

General Information	
	Does your title accurately and specifically describe the focus area in your paper?
	Do your 3-5 keywords that accurately describe the final focus area for your project and paper that could be used as terms by others to find your abstract and paper within databases using a search engine?
	Did you list your keywords after your abstract and before the introduction section of your paper as directed in the BIRS paper template?
	Did you clearly and concisely state a one-sentence problem or challenge your project addressed in your abstract and introduction?
	Did you use margins consistently throughout your paper?
	Did you use proper section headings throughout paper?
	Is the text aligned, spaced, and wrapped appropriately and consistently throughout your paper (in text, tables, charts, graphs, figures, etc.)?
	Did you use proper capitalization, punctuation, and grammar?
	Do all of your paragraphs have a minimum of three sentences?
	Do all of your bulleted lists have a minimum of three bullet points (i.e. in order to have an A, you must also have a B and a C)?
	Did you use bold and italicized text appropriately throughout your paper?
Abstract and Introduction	
	Does your abstract summarize the main research question or challenge area and include key findings and outcomes?
	Did you identify other literature on the topic and explain how your project relates to this previously published research?
Figures and Tables (if applicable)	
	Are your tables inserted as editable text in your document and not as screenshots or images?
	Does the text in your paper support the data shown in the figures and tables?
	Are your figures and/or tables your original work? If not, are they cited appropriately?
	Are your figures and tables clear and readable?
	Are your figure and table captions complete and accurate?
	Are your figures and tables labeled correctly?
	Is the presentation appropriate for the type of data being presented?
	Do your figures and tables support the findings?
	Did you refer to each figure and table within the body of your paper so the audience can follow your paper and understand the connection of each figure and table to the overall story?
Methods (if applicable)	
	Did you fully describe your methods, including what experiments or interventions were used, if appropriate? (Please note that if you cite another paper or source for your methods, you should explicitly address how you adapted previous work so that it was applicable for your project.)
	Does the study conform to ethical guidelines?
	Did you collect data from people, such as a sharing a survey or conducting an interview? (If you answered "yes" please note that data from human subjects cannot be included in your final paper. You should revise your paper as needed. You can include recommended surveys or questionnaires or protocols for interviews as supplementary information and appendices with your paper. Your recommendations could include seeking IRB approval with the recommended protocol for next steps, with appropriate citations and rationale to support your protocol recommendations.)
	Are the methods appropriate for addressing the research question and/or problem?
	Is there enough data to draw a conclusion?
	Did you address any possible limitations of the research?
	Could another researcher reproduce your study with the same methods? In other words, did you provide enough information to validate your project work?
Statistical Analysis	
	Is the statistical analysis adequate? (If you do not have the expertise to consider the statistics, make sure you mention this in your report.)
Results, Discussion, Conclusions	
	Do your results support your conclusions and recommendations?

	Did you discuss any assumptions or limitations of your project in your paper?
Data and Supporting Information	
	Did you provide sufficient evidence to support your conclusions and recommendations?
	Did you provide a sufficient amount of data and information for other researchers to recreate your project work as described in your paper?
References and Citations	
	Do you have a minimum of twenty references critical for your project area, listed in the reference section at the end of your paper in APA format, and cited throughout your paper?
	Are the sources credible?
	Is the reference list in alphabetical order?
	Did you follow APA format and include each of the references you cite in the body of your paper in the reference section at the end of your paper?
	Did you follow APA format and include a citation within the body of your paper for each reference listed in your reference section at the end of the paper?
	Are your references primarily from primary sources, such as key academic journals or regulatory guidance documents from global agencies?
	Does the reference information include sufficient detail so that someone outside your field could find the source document?