



RESEARCH PROPOSAL COMPLIANCE CHECKLIST

Prepared by

RESEARCH AND INNOVATION DIVISION

Jan 2024

Notes

All research proposals submitted to the Higher Degrees Committee or UZREC for approval, shall be screened by the Research and Innovation Division for compliance with the University policies, guidelines, and systems requirements. Table 1 shows the areas covered during the screening.

Table 1: Research Proposal pre-submission checklist

Codes	Compliance factors	Compliance status		Notes
		Yes	No	
1001	Cover page: Complies with UNIZULU Format & expected details			
1002	Table of contents provided			
1003	Proposal section-headings correctly structured and sequenced as per Senate Approved Proposal Guidelines*			
1004	Reference or bibliography correctly follows APA (or Harvard) conventions.			
1005	Tables and graphs correctly cited (as per APA [or Harvard] conventions)			
1006	Correct in-text citations as per APA or Harvard conventions.			
1007	<i>Correct use of statistical Abbreviations</i>			
1008	Correct use of digits below 10 in sentences /paragraphs (i.e., written in words /texts).			
1009	Correct use of fractions (i.e., are written in words in sentences or paragraphs)			
1010	Correct Section numbering			
1011	Page numbering			

*Proposals from FSAE may exclude "theoretical framework"

Name and Surname of Compliance auditor: _____

Date: _____