

Step 3 - Checklist/Evaluation Criteria for Writing Proposals

Directions: use the following criteria to write proposals. After writing a proposal, **double-check its content** by checking off the items below. **Submit to your teacher** for feedback before submitting online via the Proposal Center. **Simcon will review all submitted proposals within 1-2 days. If the proposal meets the basic criteria listed below, it will be released for viewing by the international community. Otherwise, proposals will be bounced back with comments for further editing. Bounced proposals are not visible to the international community.**

General Criteria

- 1. Proposal includes a **title** directly related to its content and includes issue area focus in parenthesis (see list of negotiating topics).
- 2. Proposal uses **diplomatic language; spelling and grammar** do not interfere with reading the content.
- 3. Proposal includes **headings** for each section of the proposal (Statement of the Problem, Solution, Feasibility).
- 4. Proposal **supports your government's present position.**
- 5. Proposal as a whole is **appropriate for your delegation's topic** (i.e. minority rights proposals should not be based on content better suited for gender rights) and **appropriate for negotiations by the international community** (i.e. not just pertaining to your own country or one other country outside of your own).
- 6. Proposal is generally in line with the word-count length stated in the directions.

Content Criteria

INTRODUCTION

- 7. **Statement of the Problem:** One sentence to indicate the **specific problem** proposal addresses (no more than 15 words).

MAIN TEXT

- 8. **Solution:** one sentence to indicate the **key solution** you are proposing (15 words or less).
- 9. List **3-5 sentences** to describe **main points** or steps of your solution (no more than 15 words each sentence)
- 10. **Feasibility:** Two-three sentences to describe **how solution will be carried out** (funding, enforcement and/or responsible parties) (15 words or less each sentence)

Acknowledgements - reminder

As you negotiate your proposal online and incorporate **ideas** and **suggestions** expressed **by other countries**, remember to formally acknowledge them in written form at the end of your proposal under the title "Acknowledgements."