

DAC Checklist for *Project Presentations*
Checkmarks Indicate Violations of Requirements

Section	Missing “Must Haves”	Presence of “Must Not Haves”
Entire Document	<input type="checkbox"/> Not a PDF file <input type="checkbox"/> Font size too small (e.g., body < 14pt) <input type="checkbox"/> Background not light/ text not dark	<input type="checkbox"/> Exceeds 12 pages <input type="checkbox"/> Has animations or QR Codes <input type="checkbox"/> Has active hyperlinks (except as allowed on final page) <input type="checkbox"/> Includes award citations <input type="checkbox"/> Violates display regulations
Title Page	<input type="checkbox"/> Missing title or author(s) <input type="checkbox"/> No Project Summary <input type="checkbox"/> Template not identified	<input type="checkbox"/> Exceeds one page <input type="checkbox"/> Summary exceeds 150 words
Body of Project Presentation (see separate templates)	<input type="checkbox"/> Research question/ engineering goal not identified <input type="checkbox"/> No description of project origin <input type="checkbox"/> No citation of prior work by others <input type="checkbox"/> Methods/ Process not explained <input type="checkbox"/> Missing results <input type="checkbox"/> Missing statistical analysis (where needed) <input type="checkbox"/> Missing discussion of possible measurement errors and their impact on conclusions (where needed) <input type="checkbox"/> Missing rigorous proofs, original code, or numerical data supporting conclusions as appropriate <input type="checkbox"/> Missing interpretation or comparison to theories/ common expectations <input type="checkbox"/> Missing discussion of limitations to conclusions <input type="checkbox"/> Missing discussion of future research directions revealed by the project	<input type="checkbox"/> One or more sections do not start on a new page <input type="checkbox"/> Missing one or more sections <input type="checkbox"/> Unnecessary list of materials
References/ Supplemental Information	<input type="checkbox"/> No references or supplemental information	<input type="checkbox"/> Exceeds one page