

**Orthodox Christian Translation Society
Project Proposal Checklist – For Advisory Board**

1. One sentence statement of objective and purpose for the project (OCTS Form P1, page 1)
2. Information about the proposed text (OCTS Form P1, page 2)
 - a. Title
 - b. Author
 - c. Original Publisher
 - d. Original Date of Publication
 - e. Page Count of Original Work
 - f. Original language
 - g. Translation language
 - h. Imprimeur of original work, if applicable
 - i. 150-250-word synopsis of the text
3. Translator's Statement (OCTS Form P1, page 3)
 - a. Why the work is worthy of funding
 - b. Intended audience of translation
 - c. Proof/discussion of research done to ensure work has not already been translated
 - d. If work has already been translated, argument for retranslating
4. Sample of translation of proposed text (1000-2000 words)
5. Curriculum Vitae
6. Selection Committee Recommendation (OCTS Form S2)
7. Board of Directors Comments of Selection Committee Recommendation (OCTS Form B1)