**ACTION RESEARCH PROPOSAL FORMAT**

* **I. Context & Rationale**
* > includes the description and context of the study and the reason for conducting it.
* **II. Action Research Questions**
* > identifies the problem that will be addressed by the research in terms of investigating or testing an idea; trying out solution to s problem; creating a new procedure or a system; explaining a phenomenon; or a combination of these.
* **III. Proposed Innovation, Intervention, and Strategy**
* > what innovation, intervention and strategies you will employ. Discuss in detail.
* **IV. Action Research Method**
* **a. Participants/Sources of Data and Information**
* > details should be provided about who will participate in the research; number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
* **b. Data Gathering Methods**
* > are the various instruments for procedures and data collection. It should be outlined and extensively discussed.
* **c. Ethical Issues**
* > is the identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent thee from taking place. It can include but not limited to the following: right to conduct the study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for the use of materials with copyright ( e.g. secondary data sets, data collection tools).

**d. Data Analysis Plan**

> indicate how the data be analyzed and reported; it should specify the qualitative and/or quantitative method that will b used in analyzing the datagathered for the research.

**V. Action Research Work Plan and Timeline**

> it contains the research timelines- when will the project begins and how long will it take for it to be completed; include the estimates for each step in the research process. (e.g. 5 days or 3 weeks

* **VI. Cost Estimates**
* > includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee.
* **VII. Plans for Dissemination and Utilization**
* > indicate how the result of the research will be cascaded to the intended user of the research findings. ( e.g. presentations in conferences)
* **VIII. References**
* > using APA referencing, provide in text of work and reference list consistently and accurately