**BASIC RESEARCH PROPOSALFORMAT**

**I. Introduction**

> should explain why the research study is being undertaken ( e.g. to answer a question about a specifies problem in education) and how the results could be used in action planning and/or policy formulation and development.

* **II. Literature Review ( should be foreign and local)**
* > focuses on key issues which underlie the research; major findings.
* **III. Research Questions**
* > involves investigating or testing an idea; trying out solutions to the problem; exploring and analyzing issues;
* **IV. Scope and Limitation**
* > coverage of the research in terms of location, time, respondents, etc; inherent design or methodology parameters that can that restrict the scope of the research findings and are outside the control of the researcher.
* **V. Research Methodology**
* **A. Sampling**
* > 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 Collection**
* > 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. Plan for Data Analysis**
* > indicate how the data be analyzed and reported; it should specify the qualitative and/or quantitative method that will b used in analyzing the data gathered for the research.
* **VI. Time table and Gantt Chart**
* > it contains the researchtimelines- 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)
* **1VII. Cost Estimates (Optional)**
* > 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.
* **VIII. Plans for dissemination and Advocacy**
* > indicate how the result of the research will be cascaded to the intended user of the research findings. ( e.g. presentations in conferences)
* 2**. IX. References**

### > using APA referencing, provide in text of work and reference list consistently and accurately.