**Guide in Writing Basic/Action Research** 11

* 1.The **introduction must be clear, concise and comprehensive** that will provide rationale for the research.
* 2. **Review of related literature must extensively appraise existing research related to the research questions**; must identify questions and recommendation in previous studies; and must discuss the main point view and controversies of existing research studies and critical evaluation of views, their strengths and weaknesses**. (ACTION RESEARCH HAS NO RELATED LITERATURE)**
* 3. **Title and research questions** must **visibly be aligned**.
* 4. **Coverage, e.g location, respondents and time frame** must be **clearly defined**; Parameters and limitation of research study are clearly stated.
* 4. For**Action Research**, **discuss in detail** the **Proposed Innovation, Intervention, and Strategies that will be employed in the study. What, why and how.**

* 5. **Data gathering instruments** that will be developed **should correspond to the variables of the research** and extracts the needed information.
* 6. Must have a **detailed explanation of encoding/coding procedures, quality control, plan for data analysis**; and **discuss** the **use of appropriate program software**.
* 7. The **Time table/Gantt chart must be comprehensive, realistic and shows clear approach** to dealing with any issues or constraints.
* 8. **For Cost Estimates**, all expense items must be eligible; Budgetary proposal must be within the required maximum amount.
* **However, if you don’t want your research to be funded by BERF, do not include the Cost Estimate. Your research will then be for Division Level only).**
* 9. There must be a **concrete plan on how the results of the research will be disseminated.**

10. **For Action Research, the Data Analysis Plan must** **indicate how the data be analyzed and reported**; it **should specify the qualitative and/or quantitative method** **that will be used in analyzing the data gathered** for the research.

* 11. **Must have a policy formulation based on the findings and recommendations of the study.**
* 12. **Citations must be extensive and appropriate** use; **Consistent use of APA referencing (in-text and bibliography) is required.**
* 13. Must **use appropriate language**.