

# University Research Coordination Office

3/F HSSH \* Local 164

---

## RESEARCH PROPOSAL GUIDELINES

(Revised as of August 2013)

### I. RESEARCH TITLE

1. Research Title must be reflective of its problem
2. It must answer the following questions:
  - 2.1 What question will answer THE FOLLOWING
    - 2.1.1 What are you trying to investigate?
    - 2.1.2 What are you trying to find out, determine or discover?
  - 2.2 Who question will answer who are the respondents or subjects of the study
  - 2.3 Where question will indicate the research locale, setting or the place where the research study is conducted.

### II. PROPOSAL ABSTRACT

(What do you intend to do? Briefly discuss the problem statement, general and specific objectives of the study)

### III. INTRODUCTION (some parts may be deleted but at minimum should contain the significance and objectives of the study)

#### Background of the Study

1. The proponent should describe the existing and prevailing problem situation based on his/her experience. This scope may be global, national, regional and local.
2. The proponent should give strong justification for selecting such research problem in his/her capacity as a researcher. Being a part of the organization or systems and the desire and concern to improve the systems.
3. The researcher should link and relate the background of the study to the proposed research problem.

#### Review of Related Literature

1. Related literature includes research findings, published or unpublished theories and principles formulated by experts or authorities in some field or discipline; and ideas or opinions of experts contained in books, pamphlets, magazines and periodicals.
2. It should be written in terms of the purpose of the study.
3. It should give more weight to studies considered more authoritative as evaluated and should give reference to primary rather than secondary sources.
4. It should be organized thematically to conform with the specific problems.
5. It should be synthesized such that evidence from all the studies reviewed would get an overall understanding of the state of knowledge in the problem area.

#### Significance of the Study

1. This section describes the contributions of the study to knowledge. This could be in the form of new knowledge in the field, a check on the major findings of other studies, a check on the validity of findings in a different population, a check on trends over time and a check on the other findings using different methodology.
2. It discusses the importance of the study to the society, the country, the government, the community, the institution, the agency concerned, the curriculum planners and developers and to the researchers.
3. It expounds on the study's probable impact to education, science, technology, on-going researchers and etc.

### **Statement of the Problem**

1. There should be an introductory statement which reflects the main problem of the study.
2. Sub-problem should be stated in such a way that it is not answerable by either yes, no, when and where.
3. Sub-problems should include all the independent and moderate variables which are reflected in the conceptual framework.
4. Sub-problems should be arranged in logical order and extensive in coverage and must be mutually exclusive in its dimensions.
5. If the research is quantitative avoid the "how questions."

### **Assumptions**

1. Assumption refers to a proposition of some occurrences or considerations that may be considered in eliminating the area of the study.
2. It is a proposition which a researcher asserts based on his own intuition, experience, and observations but which is not scientifically proven. It is adopted as a premise to the solution of the problem envisioned in his study.

### **Definition of terms**

1. The terms which connote different meaning from the conceptual or dictionary definitions should be operationally defined to facilitate the full understanding of the text by the readers.
2. The terms to be operationally defined are those used throughout the study and may be a word or a phrase, usually taken from the title, the statement of the problem or hypothesis.
3. The terms should be arranged in alphabetical order and the definitions should be stated in complete sentences.

### **Scope and Limitations**

1. This section explains the nature, coverage, and time frame of the study.
2. It presents in brief the subject area of investigation, the place, the time period, or school year covered.
3. It discusses the variables included in the study and the exclusion of other variables which are expected to be included.
4. It indicates the extent of capability of results arising from the sampling population

## **IV. CONCEPTUAL/THEORETICAL FRAMEWORK/METHODOLOGY OF THE STUDY**

### **1. CONCEPTUAL FRAMEWORK**

- 1.1 The conceptual framework is the schematic diagram which shows the variables included in the study.
- 1.2 Arrows or line should be properly placed and connected between boxes to show the relationship between the independent and dependent variables.
- 1.3 All the independent and dependent variables should be clearly discussed and explained how these would influence the results of the study.

### **2. THEORETICAL FRAMEWORK**

- 2.1 The theoretical framework consists of theories, principles, generalizations and research findings which are closely related to the present study under investigation. It is in this framework where the present research problem understudy evolved.
- 2.2 Authors of these theories and principles should be cited. As much as possible research findings and theories should be correct.

### **3 METHODOLOGY**

This discusses the research locale, research design, population sampling or respondents of the study, research instrument, and the statistical treatment of data.

#### **3.1 Research Locale**

3.1.1 This discusses the place or setting of the study. It describes in brief the place where the study is conducted. Only important features which have the bearing on the present study are included.

3.1.2 Shows the target population.

#### **3.2 Research Design**

3.2.1 This describes the research mode whether it is true experimental or quasi-experimental design, descriptive or survey research, historical research, qualitative research, ethnographic and etc.

#### **3.3 Population Sampling or Respondents of the Study**

3.3.1 This describes the target population and the sample frame.

3.3.2 It specifies the sampling technique used and how the sample size is determined.

#### **3.4 Research Instrument**

3.4.1 This explains the specific type of research instrument used such as questionnaire, checklist, questionnaire-checklists, structured interview, teacher-made test, standardized instrument which are adopted or borrowed with permission from the author or from other sources.

3.4.2 The parts of the instruments should be explained and what bits of information are derived.

3.4.3 The establishment of validity and reliability should be explained and only experts should be chosen to validate such instrument. Specific and appropriate statistical test used should be given and the computed values derived. Interpretation should be included in the discussions.

#### **3.5 Statistical Treatment of Data**

3.5.1 Explain how each statistical test is used in the treatment of data.

3.5.2 If the research instrument included options which are scaled, explain how each scale is given the weight, its interval and class limits.

### **V. BIBLIOGRAPHY**

1. This include all materials used and reviewed by the researcher, such as books, magazines, periodicals, journals, thesis or dissertation (published or unpublished). Monographs, speeches and modules, web page or internet, etc.

2. In the choice of bibliographic materials, the following should be considered:

2.1 Relatedness to the research problem.

2.2 Inclusion of recent publications (materials published in the 50's up to 70's should not be included).

### **VI. WORKPLAN**

*(Please use the Gantt Chart)*

### **VII. FINANCIAL PLAN**

Work plan and financial plan must go hand in hand. The purpose is to trace all the activities to be accomplished in undertaking the study and the corresponding financial requirements in carrying out these activities.

The researcher/proponent must make careful estimates of all expenses that are likely to be incurred in carrying out the project. It contains the following: Personnel Requirement, Materials and Supplies, Communication Services and Other operating expenses such as research-related travel and transportation, materials reproduction, testing fee, computerization, evaluation fee, etc.

#### **VIII. PUBLICATION PLAN**

(Intent to publish in peer-reviewed journal/s (ex. Listed in Thomson Reuters (ISI) or SCOPUS): Indicate name of journal/s to which the paper/manuscript will be submitted and target date of submission for publication)