

RESEARCH PROPOSAL GUIDELINES

POINTS TO CONSIDER

Topics of Discussion

- Proposal
 - Overview
- Proposal Defense
- Work Completion Seminar

RESEARCH TITLE

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

BACKGROUND OF THE STUDY

- The proponent should describe the existing and prevailing problem situation based on his/her experience. This scope may be global, national, regional and local.
- 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.
- The researcher should link and relate the background of the study to the proposed research problem.

STATEMENT OF THE PROBLEM

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

Objectives

- **General Objective:** This should specify what kind of knowledge the study is expected to obtain. It should give a clear notion of what is to be described, determined, identified, or compared.
- **Specific Objectives:** These disaggregate and follow logically from the general objective.

ASSUMPTIONS

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

SCOPE

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

SIGNIFICANCE OF THE STUDY

- 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.
- 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.
- It expounds on the study's probable impact to education, science, technology, on-going researchers and etc.

REVIEW OF RELATED LITERATURE

- Related literature includes research findings, published or unpublished theories and principles formulated by experts or authorities in some field or discipline.
- It should be written in terms of the purpose of the study.
- It should give more weight to studies considered more authoritative as evaluated and should give reference to primary rather than secondary sources.
- It should be organized thematically to conform with the specific problems.
- 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.

THEORETICAL FRAMEWORK

- 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 under study evolved.
- Authors of these theories and principles should be cited. As much as possible research findings and theories should be correct.

CONCEPTUAL FRAMEWORK

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

METHODOLOGY

- **This discusses the research locale, research design, population sampling or respondents of the study, research instrument, and the statistical treatment of data.**
- **Research Locale**
 - 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.
 - Shows the target population.
- **Research Design**
 - 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.
- **Population Sampling or Respondents of the Study**
 - This describes the target population and the sample frame.
 - It specifies the sampling technique used and how the sample size is determined.
- **Research Instrument**
 - This explains the specific type of research instrument used such as questionnaire, checklist, questionnaire-checklists, structured interview and etc.,
 - The parts of the instruments should be explained and what bits of information are derived.
 - 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.
- **Statistical Treatment of Data**
 - Explain how each statistical test is used in the treatment of data.
- **If the research instrument included options which are scaled, explain how each scale is given the weight, its interval and class limit**

DEFINITION OF TERMS

- The terms which has different meaning from the conceptual or dictionary definitions should be operationally defined to facilitate the full understanding of the text by the readers.
- 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.
- The terms should be arranged in alphabetical order and the definitions should be stated in complete sentences.

- **RESEARCH PROPOSAL: HOW TO CHOOSE AND DEFEND THEM**

Why must I defend a research proposal anyway?

- The purpose of the research proposal is to demonstrate that you have the ability and maturity to conceive and execute a piece of original research; this ability is the most important hallmark of one who holds the MBA degree

What is a proposal defense?

- A proposal defense, which consists of an oral presentation and an oral examination is one of the steps designed to prepare you to become a researcher.
- During the proposal defense you will explain the general problem or research area of your work. You will demonstrate your understanding of the background material in this area and your general grasp of how the problem you have picked fits into the big picture.

What is the format of the proposal defense?

- The proposal defense consists of a presentation, a question period, and a closed session with the committee. The audience may stop and ask you questions at any time, so often the presentation runs longer. You should time your presentation to be 15 to 20 minutes if there are no questions

What is the format of the proposal defense?....

- **Since you only have 15-20 minutes, you should cover elementary background material quickly.**
- **It is essential that you get to substantive topics in your allotted time.**
- **You must be ready to answer elementary questions on the background material of your area. You should also be prepared to discuss related work and to describe how your work is different.**
- **You must prepare your talk carefully, making sure you have the formulas and analyses correct. Only the *content* of this talk really matters, and not any particular flashy format.**
- **It is a good idea to put small examples to the side to show that you understand any formulas and can explain them.**

What is the format of the proposal defense?....

- You want to convince the committee that you clearly understand what you are doing.
- Emphasize your research contributions and future directions.
- The material of your presentation should reflect your written dissertation proposal.
- You should practice your presentation prior to the defense, ideally with some friends who can ask you questions about things that aren't clear.
- Your advisor should always review the abstract (proposal) before you submit it to your committee members.
- Please proofread your dissertation abstract (proposal) and slides carefully.

What kinds of questions will my committee ask me?

- **One of the purposes of the proposal defense is to demonstrate that you understand the problem that you are working on. Remember that sometimes your committee members will ask you questions, not because they want to know the answer, but because they want to know if you do. They will question the meaning of formulas, your graphs, the assumptions, and especially your contribution and your ideas.**

What is the composition of the committee?

- **The committee consists of four faculty members from our faculty.**

When should I do my proposal defense?

- **Generally you should try to do your proposal defense after completion of this subject, but not later than 3 semester from your data of joining this programme.**