BRIEF GUIDELINE ON

RESEARCH PROPOSAL WRITING FOR – 2020

ALKAN HSBT COLLEGE GRADUATING CLASS STUDENTS

INTRODUCTION :

- Preparation and submission of research proposal is a requirement and Compulsory for graduating class students in any Higher Education Institution including ALKAN Health Science Business and Technology College.

- One has to understand the ultimate success of a Research project depends upon the preparation of a sound research proposal.

CONTENTS OF THE RESEARCH PROPOSAL :

- The research proposal submitted by the Graduating class students should give due attention to the following basic sections.
- Each of these sections should start on a new page.

Research Proposal Structure: -

1 - Cover Page,

2 - Acknowledgement,

3 - Abbreviations and Acronyms,

4 - Table of Contents,

RESEARCH PROPOSAL CONTENTS ---CONT'D:

5 - List of Tables

6 - List of Figures

7 - Summary/Abstract

8 - Introduction

9 - Literature Review

10 - Significance of the Study

11 - Objectives of the Study

RESEARCH PROPOSAL CONTENTS ---CONT'D:

12 - Materials and Methods

13 - Plan of Activities

14 - Budget

15 - References

16 - Appendix

17 - Approval/Declaration Sheet

COVER PAGE :

The cover page should be informative and consist of;

- Complete/ Full Name of the Institution where the graduating class students are learning,
  - ALKAN Health Business and Technology College, faculty and Department and etc.
- Title of the research proposal,
- Full name of the Graduating Students /The Researcher /,
- Full Name of the Advisor/s with his/her title and Position,
- Month and Year followed by the location where the study took part, are the last items on the cover page.

COVER PAGE , CONT'D

- Title case letters are recommended in the style be in bold capital letters of 14 - Point font size.

- Title:
  - ✓ Title of the research proposal should be clear, specific and concise.
  - ✓ It should accurately capture and reflect the main theme of the proposed study.

Acknowledgement:

- This section recognizes the persons, and/or institutions the student is grateful for the guidance or assistance received and
- Those to whom the student extends thanks for special aid or support.

First one should :-

- Acknowledge the institution/college where you are learnt, followed by your Advisor,

❖ *It is good practice to thank those who supported you technically or financially in the design and implementation of your Research*

ACKNOWLEDGEMENT … CONT'D

- Also, your employer who has allowed you to invest time in the study and the Respondents may be Acknowledged,

- Then your friends, families and significant others, who have contribution in one or the other, should be Acknowledged

ABBREVIATIONS AND ACRONYMS:

- Each abbreviation other than S.I. units and each acronym should be defined in full when it is first used and followed by its abbreviation or acronym in parenthesis,
- Should be listed in alphabetical order of the items written in full form,
- Standard International (S.I.) units of measurement should be used in the proposal,
- Standard units and internationally known abbreviations do not need to be listed,
- Abbreviations and symbols such as i.e. and etc. should not be *italicized*,

TABLE OF CONTENTS:

- All the headings and entries in the Table of Contents should correspond exactly in wording, fonts and case with the headings or entries as they appear in the text of the proposal,
- The word “title” and “page” at the top of the page in the Table of Contents should be avoided,
- Also, there should not be any dotted lines connecting headings and respective pages,

TABLE OF CONTENTS ---CONT'D

- Subdivisions of headings should not exceed four levels,
- A Table of Content illustrates the capitalization, indentation, line space between the headings, and numbering of sections,
- It is advisable to use the built-in style of Microsoft Word or other word processing programs to create the Table of Contents,

LIST OF TABLES:

- List of Tables illustrates how the list shall be prepared in the research proposal.
- It should be noted that research proposal should be brief and list of tables rarely occurs in the proposal.

List of Figures:

- The list of figures also seldom appears in the research proposal.

SUMMARY/ABSTRACT:

- The summary should include the background of the research proposal topic, objectives of the study and the methods to be used in the research project.

- It should be concise and less than one page in length without any subtitles or divisions.

INTRODUCTION:

- The introduction of the research proposal provides *pertinent background information* on the research project and should be as brief as possible.
- It may not exceed four pages.
- The introduction includes:
  - Clear statement of the problem,
  - Nature, symptoms, and extent of the problem and
  - Variables influencing the problem, thus leading to a clear set of research objectives,

INTRODUCTION ---- CONT'D:

- Objectives that specify the goals of the research,
  - ✓ research information to be gathered,
  - ✓ research questions to be answered or research hypotheses developed and to be tested.

- It is preferable to write the introduction with subheadings in the following sequence.
  - ✓ *Background (maximum of two pages) ,*
  - ✓ *Statement of the Problem (maximum of two pages)*

- The literature review should be a critical analysis of the existing knowledge on the proposed research.
- It includes; the strengths, the limitations and gaps of previous studies.
- The literature review should be relevant with recent citations on the topic.

LITERATURE REVIEW --- CONT'D

- Citations within the past five years are ideal and generally considered current.
- Citations ten years and older should be sparingly used and only when necessary.
- The Vancouver style is followed in citations and references.

SIGNIFICANCE OF THE STUDY *(NOT MORE THAN ONE PAGE)*

This section should state about the usefulness of the end results and justifications of your study and must answer the following questions:

- ✓ *Where can one use the results of your study?*
- ✓ *What for and how can one use the findings of your study?*
- ✓ *Who is going to use the results?*

SIGNIFICANCE OF THE STUDY --- CONT'D

- ✓ *What is the importance of your research for the policy makers, practitioners and researchers?*
- ✓ *Why are you intending to do this research?*
- ✓ *What is the knowledge gap that you identified from your literature review?*
- ✓ *What kind of gap are you planning to fill? and some others.*

OBJECTIVES OF THE STUDY: (***NOT MORE THAN HALF PAGE***)

- There should be general and specific objectives,
- The specific objectives should be very specific and clear,
- It should be a maximum of two unless you have relevant and very critical reasons for more,
- Sometimes the student may state a hypothesis or a research question they believe it applicable.

OBJECTIVES OF THE STUDY --- CONT'D

- Hypothesis: requires sufficient knowledge of the problem to be able to predict relationships among factors which then can be explicitly tested.

- Research questions: formulated when insight into the problem being studied is not sufficient.

MATERIALS AND METHODS:

- **This section describes precisely;**
  - ✓ **What will be done and how it will be done,**
  - ✓ **What data will be recorded,**
  - ✓ **The proposed tools or instruments to be used in data collection and the methods of analysing the data.**
- **In this section;**
  - ✓ **The student should give clear, specific, appropriate and credible procedures that will be followed to attain the proposed objectives of the study.**

MATERIALS AND METHODS: --- CONT'D

- **The research methodology should be appropriate to the problem area;**
  - **i.e., the statement of the problem, the objectives and the hypotheses.**
- **In selecting appropriate research methods and techniques and the research design, the student should ask the key question: -**
  - **"How will it be carried out?"**

MATERIALS AND METHODS: --- CONT'D

- **The logistics of implementation should be viewed parallel to the choice of the research design,**
- **The student should consider affordability, feasibility and availability of equipment and supplies,**
- **The student should also address the methods of data collection and methods of data analysis.**

THE MATERIALS AND METHODS SECTION SHOULD ALSO INCLUDE:

1. Description of the Study Area and the Study Period: when data will be collected
2. Study Design –which design will be used?
3. Description of Population.

- ✓ This includes inclusive and exclusive criteria, the source population, the study population and sample population (optional)

4. Sampling Methods: includes sample size calculation and sampling methods/procedure
5. Definition of Terms (optional)/ operational definition

THE MATERIALS AND METHODS --- CONT'D

6. Definition of Variables (optional)
7. Data Collection;
   - ✓ This includes questionnaires,
   - ✓ Use of observation,
   - ✓ Focus groups discussions,
   - ✓ Interviews,
   - ✓ laboratory analysis and similar methods.

- The description should outline the data to be collected in the study, the methods of measurement and the units of measurement.

DATA COLLECTION PROCEDURES: (INSTRUMENT, PERSONNEL, DATA QUALITY CONTROL)

- Data Quality Control - Where required;
  - Discuss how to check the data collection instruments and
  - Describe the reliability and validity of the instruments used.
- Data Analysis;
  - The student should also decide how the data generated will be analysed,
  - Descriptions of the data analytical methods, techniques, tools and statistical tests that will be used in analysing the data should be provided,
  - Software planned for statistical analysis may also be mentioned.

ETHICAL CLEARANCE:

- Ethical considerations are critical to health and medical science disciplines,
- It is required that ethical clearance to be discussed when researching people.
- Examples of ethical issues include:

1. Known benefits and risks of involvement in the research
2. Exact description of the information to be delivered to the subjects of the study,
3. When appropriate, indicate any special incentives for treatment that subjects will receive through their participation in the study,

ETHICAL CLEARANCE --- CONT'D

4. Discuss procedures for the consent by the study participants where applicable,

5. Indicate how the data collected in the study will be kept confidential

6. Lists drugs, vaccines, diagnosis and procedures and instruments to be used and whether they are registered, unregistered, new or currently in use in Ethiopia,

- When studying human subjects, ethical principles include;
  - Respect for the subjects, beneficence, and justice,
  - Whether the objectives of the study are ethically achievable, and the ethical soundness of the methods.

ETHICAL CLEARANCE --- CONT'D

- Approval of the study by a university or national ethics committee should be stated in the document,

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  - ✓ Respect for the subjects,
  - ✓ Beneficence, and Justice,
  - ✓ Whether the objectives of the study are ethically achievable, and the ethical soundness of the methods.

- Approval of the study by a university or national ethics committee should be stated in the document.

PLAN OF ACTIVITIES:

- This section focuses on the budgeting of time for the implementation of the research project.
- The student assigns time frames for the completion of various activities of the proposed research.
- The plan of activities can be presented in the form of a table.

- Only major activities for accomplishing the research activities and corresponding time frames should be included in the table.

BUDGET :

- The budget of a research proposal clearly describes the financial resources required to conduct the project.

- This involves listing ;
  - ✓ The necessary personnel,
  - ✓ Travel, per diem, equipment, materials and
  - ✓ Associated services and expendable supplies required for the project.

- Every budget item included must be justifiable and in accordance with the Colleges' policy.

BUDGET --- CONT'D

- The budget chapter may have a series of separate tables ;
  - ✓ For items such as; personnel, stationery costs, equipment and supplies supervisor and transportation costs.
- A budget summary table should also be included at the end of this chapter.

REFERENCES :

- The references section must include all works cited in the research proposal.
- All citations appearing in the narrative of the proposal must be included in the references section and vice versa.
- In-text citations and references should follow the Vancouver style .

APPENDIX:

- Supplemental information such as;
  - ✓ A draft of questionnaires in English and other languages,
- Study participant consent forms,
- Mathematical formulae or derivations,
- A detailed description of the sample selection procedures and
- Dummy tables can be included in the appendix, And some others,

APPROVAL/DECLARATION SHEET:

- **The approval/declaration sheet is the last item (page) of a research proposal.**

- **Students may obtain the format of the approval sheet from Research and Quality Assurance Unit.**

NB: -

✓ **Final submission must be approved by the advisor(s),**

✓ **This form must be completed in two copies,**

✓ **Page limits must be strictly observed,**

✓ **Scanned copy of all signatures must be attached in the soft copy.**

Thank You For Listening and participation !!!