



DEVELOPMENT OF RESEARCH PROPOSAL FOR ACADEMIC RESEARCH

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ABSTRACT

A research proposal is a document written by a researcher which is a concise and coherent summary that provides a detailed description of the proposed program. Researcher has to follow a few basic steps in Research process where development of a research proposal is an important step and first step. The goal of research proposal development persuades reader to believe the solution are appropriate, reasonable logic, practicable. Purpose of proposal is to educate and convince the reader. Characteristics include length between ten and forty pages , following specific instructions and criteria for structuring, written in future tense and phrases similar with scientific articles .Research proposal has components that include **Front matter** comprising title Page, project Summary , **Components of Proposal** includes introduction , body, project proposal with statement of the Problem, proposed solution , program of Implementation, conclusions / recommendations , **Back matter** with bibliography , works Cited , qualifications of writer and project implementers . budget , **Appendices** comprising format, cover page, title page, Lastly **Summary** briefing entire proposal. Academic research proposals need to convince the reader for its acceptance , if it is able to convince the reader about the ability of the Researcher and team in an organization to do the proposed work and how well it has been planned.

KEYWORDS : Research Proposal, Research Process, Front matter, Components of proposal , Back matter, Appendices, summary

INTRODUCTION

A research proposal is a document proposing a research project, which is a concise and coherent summary in the academia, generally constitutes a request for sponsorship of that research. Proposals are evaluated on the cost and potential impact of the proposed research, and on the soundness of the proposed plan for carrying it out. Research proposals generally address several key points that includes research questions which will be addressed, and how they will be addressed, how much time and expense will be required for the research, what prior research has been done on the topic, how the results of the research will be evaluated, how the research will benefit the sponsoring organization and other parties.

RESEARCH PROPOSAL:

A research proposal is a document written by a researcher that provides a detailed description of the proposed program. It is like an outline of the entire research process that gives a reader a summary of the information discussed in a project.

PURPOSE OF RESEARCH PROPOSAL :

- Proposals are informative and persuasive writing because they attempt to educate and convince the reader.
- The research proposal is some sort of an outline to guide through the research.
- It adds something more scholastic and useful to the whole of academia which provides direction.

CHARACTERISTICS OF A RESEARCH PROPOSAL:

- Research proposal may be considered as grey literature which has to be feasible and endemic.
- There is no prescribed length for the research proposal. A research proposal can normally have a length between ten and forty pages. However, the research proposal should not be very long.
- Proposal authors need to follow given instructions that indicates how the proposal should be structured have different points of emphasis.
- The content and organization are broadly similar to that for a research report , but proposals are written in the future tense and obviously do not include results and conclusions.
- The phrasing of research proposals has many similarities to that of scientific articles and has different points of

emphasis.

- Like scientific articles, research proposals have sections describing the research background, significance, methods, and references. The method section of research proposals is far more detailed than those of scientific articles, allowing profound understanding of the price and risks of the study and the plans for reducing them. Research proposals have a section describing the hypotheses or the expected results.
- Proposals are usually evaluated on a number of criteria , including :**
 - the importance of the research question
 - the contribution the study is likely to make to an evidence base
 - the adequacy of the research methods ,the availability of appropriate personnel and facilities and if money is being requested
 - the reasonableness of the budget

GOAL OF RESEARCH PROPOSAL DEVELOPMENT:

- It persuades the reader to do what is being requested and to believe that the solution is practical and appropriate.
- It demonstrates logic and reason in the approach taken in the solution.
- It is written for various reasons such as requesting a budget for the research they describe, certification requirements for research, as a task in tertiary education, or as a condition for employment at a research institution.

BASIC STEPS IN RESEARCH PROCESS:

- Has to introduce the proposal, telling the readers its purpose and contents.
- Presents the background, the problem, opportunity, or situation that brings about the proposed project.
- Get the reader concerned about the problem, excited about the opportunity, or interested in the situation in some way.
- State what is the researcher's propose to do about the problem, how researcher plan to help the readers take advantage of the opportunity, how researcher intend to help them with the situation.
- Discuss the benefits of doing the proposed project, the advantages that come from approving it.
- Describe exactly what the completed project would consist

of, what it would look like, how it would work, describe the results of the project.

- Discuss the method and theory or approach behind that method; enable readers to understand how researcher will go about the proposed work.
- Provide a schedule, including major milestones or checkpoints in the project. Briefly list the researcher's qualifications for the project, provide a mini-resume of the researchers background that makes them right for the project.
- Need to list the costs of the project, the resources what the researcher will need to do the project.
- Conclude with a review of the benefits of doing the Project, and urge the audience to get in touch or to accept the proposal.

DEVELOPMENT OF A RESEARCH PROPOSAL IS AN IMPORTANT STEP AND FIRST STEP IN RESEARCH PROCESS

- Proposals serve to communicate the research problem, its significance and planned procedures for solving the problem to an interested party.
- Research proposals are written by both students and seasoned researchers.
- It is a written offer to undertake a project for designing, creating something new or for changing or modifying an existing procedure, method, system or structure within a specified period of time.

OUTLINE IN ORGANIZATION OF PROPOSALS

FRONT MATTER - Letter of Transmittal/ statement of request, Title Page, Project Summary (approx. 200 words abstract)

COMPONENTS OF PROPOSAL - Introduction, Body, Project Proposal includes Statement of the Problem, Proposed Solution, Program of Implementation, Conclusions/Recommendations

BACK MATTER - Bibliography and/or works cited, Qualifications of writer and /or project implementers, Budget that includes itemization of expenses in the implementation and operation of the proposed plan, and detail of materials, facilities, equipment and personnel

APPENDICES - Format, Cover page, Title page

SUMMARY - It conveys the jist of the entire proposal to the authorities who have to take a decision. It must contain all the information in brief.

SUMMARY INCLUDES :

1. Project title
2. Proposer (Name & designation)
3. Proposers Address (Organization Name)
4. Venue of work
5. Time needed to begin after approval
6. Duration
7. Estimated cost
8. Summary of the main body

FRONT MATTER :

It orients readers to the study and in case of proposals for funding, contains administrative information. Typically includes at a minimum, a cover page that indicates the title of the proposed study and the author's name and institution. Title / Title Header should be given careful thought. **The working title** of the research paper may be the first attempt at the title; it may change as the work progresses. Research proposal's title should be the main research question in its simplest form, possibly with a sub-heading giving basic detail on the specifics of the study. Researcher should always aim for title which are clear, concise, should be crafted to create a good impression, informative, also be compelling and interesting.

Proposal titles should indicate the phenomena to be studied

and the population of interest.

INTRODUCTION / STATEMENT OF PROBLEM:

It defines the need or states the problem to which the proposal addresses itself. It has to give a brief background in terms of the work already done and its inadequacy in the present circumstances. It defines the scope and limitations of the project.

Background of the Problem, Opportunity, or Situation.

This often occurs just after the introduction, the back ground section discusses what has brought about the need for the project, what problem, what opportunity there is for improving things, what the basic situation is. This section should however be tightly written to provide a strong foundation for the new study, and should not merely be a long catalogue of earlier work.

Background of the problem - It has to be written in about 400 words which state the reason for this topic, some recent and relevant background information that Researcher have found. This section should tell the reader why the research is worth the effort. It must show a clear rationale and demonstrate Researchers motivation behind the particular research topic. The background information will also state the aim of the research paper.

BACKGROUND :

- Must strengthen the arguments concerning the significance of the study.
- Should orient the reader to what is already known about the problem and how the proposed research will increase that knowledge.
- Should have a discussion of highly selective studies which are clearly related to what the investigator proposes to study.
- Should be organized as global, national and local concerns on the problem under investigation.
- It should also serve as a demonstration of the Researcher's command of current knowledge in a field.

STATEMENT OF THE PROBLEM:

Problem statement is an expression of a dilemma or disturbing situation that needs investigation.

- Clearly, concisely and precisely articulated
- Clearly stating the variables, population and research setting under study
- Express variables in measurable terms
- The type of study may be included in the statement of research problem.(Type of study, variables, population and setting)

ABSTRACTS

- Proposals almost always begin with a brief synopsis of the proposed project.
- It helps to establish a frame of reference for reviewers.
- The abstract should be brief and should state succinctly the study objectives and methods to be used.
- Like title, the abstract should be written with care to create a positive impression.
- It should persuade reviewers that the study has merit and would be undertaken with rigor.
- Although an abstract appears at the beginning of a proposal, it is often written last.

PROBLEM AND ITS SIGNIFICANCE

- The problem that the intended research will address is identified early in the proposal.
- The problem statement should clearly indicate the scope and importance of the problem that convey any potential application to clinical practice.
- The proposal needs to describe clearly how the proposed

research will contribute to knowledge and to the enhancement of evidenced based practice.

The proposal should indicate:

- Its potential for improving practice and possible applications or consequences of the knowledge to be gained
- Expected generalizability of the research
- Its contribution to theory

PURPOSE OF THE STUDY

- A specific research study may have two or more goals.
- Purpose should be the expected outcome of the study.

RESEARCH QUESTION , AIM & OBJECTIVES : The aim of any study is to answer the research question which Researcher will present together with the research objectives. The background section should lead smoothly into a statement of your research question and objectives. This should help reader to know what research seeks to achieve or attempts to answer. In no more than 100 words, state the focus research question and the objectives of the research paper.

Objectives state:

- To what extent the proposal is going to solve the existing problem or effect the change.
- Stated in terms of long and short term goals.
- Objectives must be tangible, specific, concrete, measurable, and achievable in a specified time period
- Objectives provide the reader with clear criteria against which the proposed research methods can be assessed.
- Objectives stated as research hypotheses or specific models to be tested are often preferred
- Whenever the theoretical background of the study, existing knowledge, or the researcher's experience permits an explicit prediction of outcomes, these predictions should be included in the proposal
- Objectives should be formed on the basis of specific questions to be answered.
- Bloom's taxonomy may be referred to, for selecting the verbs

HYPOTHESES:

It is the statements of expectations of a researcher on relationships between the variables under his/her study. It is a prediction of expected outcomes which should be derived on the basis of objectives of the study.

ASSUMPTIONS: It is a statement whose truth is either considered self-evident or has been satisfactorily established by earlier research. It is a principle that is accepted as being true based on logic or custom, without proof.

DEFINITIONS OF TERMS: Each term should be conceptually defined (mention the reference) then operationalize along with the name of tool and its sub areas

CONCEPTUAL FRAME WORK: The frame work also should explain the interrelationships among the phenomena under investigation. Interrelated concepts or abstractions assembled in a rational and often explanatory scheme to illuminate relationships among them is called as conceptual model.

DELIMITATIONS: Researcher identifies before the commencement of research

REVIEW OF LITERATURE: Literature review outlines to identify the proposed number of chapters with working titles, briefly identifying the content of each. This section is of approximately 500 words. It is connected to the background and significance of the study there is a more deliberate review

and synthesis of prior studies related to the research problem under investigation.

Include 5C'S- Cite, Compare, Contrast, Critique, Connect

MANAGEMENT PLAN / METHODOLOGY:

- Describes how researcher will accomplish the proposed task.
- **Method, procedure, theory** - The plan of action for doing the proposed work, if approved to do it. This acts as an additional persuasive element; it shows the audience that researcher have a sound, well-thought-out approach to the project.
- **Facilities required** - The existing ones and which may be needed but are not there. (Need to justify the requirement)
- **Schedule** - The time required to complete the work .Most proposals contain a section that shows not only the projected completion date but also key milestones for the project. If a researcher is doing a large project spreading over many months, the timeline would also show dates on which he/she would deliver progress reports. And if researcher cannot cite specific dates, cite amount of time or time spans for each phase of the project.
- The explanation of the research methods should be thorough enough that readers will have no question about how research objectives will be addressed.
- The description of methods should also include a discussion of the rationale for the proposed methods, potential methodologic problems, and intended strategies for handling such problems.
- **A thorough method section includes** - Research approach , Research design, including a discussion of comparison group strategies, Dependent variable, Independent variable, Extraneous variable, Confounding variable etc, methods of controlling extraneous variables, number of data collection points etc ;In a qualitative study, the research tradition should be described, Population, sample, sample size, sampling criteria and sampling technique, Data collection methods, Selection and development of study instruments , validity , Pre testing and reliability of the instruments, The experimental intervention including a description of both the treatment and the control group condition, Plan for pilot study, data collection, data analysis, Strategies for coding, storing , reducing and analyzing data ,including any software to be used, Ethical considerations -Methods of safeguarding human subjects, including methods of maintaining confidentiality, securing informed consent and minimizing risks.

WORK PLAN:

This is the plan according to which the various tasks and sub tasks will be accomplished by the investigator. Researchers often describe their proposed plan for managing the flow of work on the project. Researchers indicate in the work plan the sequence of tasks to be performed , the anticipated length of time required for their completion and the personnel required for their accomplishment. Work plans indicate how realistic and thorough researchers have been in designing their studies.

FUNDING/PERSONNEL:

In proposals to funding agencies, the qualifications of key project personnel are described, and curricula vitae are usually appended. Funders will scrutinize factors such as the researchers training and education , experience , publications and track record of doing research. The research competencies of the project director and other team members are typically given major consideration in evaluating such proposals.

FACILITIES:

Proposals should document what special facilities or

equipment will be required by the project and whether they will be available. Access to physiologic instrumentation, laboratories, clinical records, data processing equipment, special documents and study participants should be described to reassure sponsors or advisors that the project can proceed as planned. The willingness of the institution with which the researcher is affiliated to allocate space, equipment, services or data should also be indicated.

QUALIFICATIONS:

The proposer has to convince the authority concerned that he is fully qualified in all respects to do the proposed work. Most proposals contain a summary of the proposing individual's or organization's qualifications to do the proposed work. It is like a mini-resume contained in the proposal. The proposal audience uses it to decide whether researcher suited for the project. Therefore, this section lists work experience, similar projects, references, training, and education that show familiarity with the project.

TECHNICAL PLAN:

Describe technically how the proposal would solve the problem. Discuss the theoretical or analytical experiments to be followed by the Researcher. It has to specify the instruments, equipment and materials that would be needed and how all they be utilized. If new instruments are needed then justify the requirement clearly indicating the advantages.

BUDGET / COSTS ESTIMATE:

It includes costs, resources required. Most proposals also contain a section detailing the costs of the project, whether internal or external. With external projects, researcher may need to list hourly rates, projected hours, costs of equipment and supplies, and then calculate the total cost of the complete project. Budgets translate project activities in to monetary terms, and are an extremely important part of research proposals requesting financial support, they are sometimes included in student proposals as well. Budgets are statements of how much money will be required to accomplish the various tasks. A well-conceived work plan greatly facilitates the preparation of the budget. With internal projects, probably there will be not be any fee, but researcher should still list the project costs. For example, hours researcher will need to complete the project, equipment and supplies needed assistance from other people in the organization. It is required to furnish the details of all the expenses. These should include the amount required for the following items: material, equipment, computer time, lab testing, salaries of the people involved in the work, travel, infrastructural facilities such as land, building, water, electricity etc. The estimate should be realistic and logical.

CONCLUSIONS:

The final paragraph or section of the proposal should bring readers back to a focus on the positive aspects of the project. In the final section, a researcher can end by urging them to get in touch to work out the details of the project, to remind them of the benefits of doing the project, and maybe to put in one last plug for researcher or organization as the right choice for the project.

Academic research proposals are generally written as part of the initial requirements of writing a thesis, research paper, or dissertation. Research proposal will be accepted, if it is able to convince the reader about the ability of the Researcher and team in an organization to do the proposed work and how well it has been planned.

SPECIAL PROJECT-SPECIFIC SECTIONS :

It is important to remember that the preceding sections are typical or common in written proposals which are not absolute requirements. Similarly, some proposals may require other

sections that were not discussed above. Researchers should not let the proposal planning to be dictated by the preceding discussion. Always researcher should ask, what else might the audience need to understand the project, the need for it, the benefits arising from it, researcher's role in it and qualifications to it, what else might the readers need to be convinced to allow researcher to do the project?, what else needed to see in order to approve the project and to approve researcher to do the project?

Researchers have to identify references that have been cited in the background and other sections in a short list. It refers to a descriptive list of sources which have been consulted to write an article or a report where the information for bibliographies are taken right from the source. It includes all the sources like books, journals, magazines, websites, articles etc which is organized alphabetically listing the authors name in the reverse order based on any standard format like Vancouver, APA etc.

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