

Research Proposal Template

(Adapted from: Anglia Ruskin University, 2012; AuthorAID, 2012; CHRDC, 2012; CHED-University of the Philippines, 2012; PTFCE, 2012)

**This is the title of the research
(Centered and bold. Arial font, size 12. Bold and single spaced)**

BY: Name of Researcher/s. Include Composition and Functions of Researchers/QRC members. The RL shall be first then followed by FR or NTS Researchers. CVs, emails, and contact information of team members should be separately attached. Also indicate colleges or departments affiliated.

Collaborating Agency: Indicate collaborating agencies or departments within the university if any. Also indicate if the agencies are funding the project or not (if any).

Duration:

Rationale of the Research Project

1. 3 to 5 bullet points (maximum 85 characters including spaces, or, maximum 20 words per bullet point)
2. State specific objectives
3. Problems which the research intends to solve
4. Intended beneficiaries of results

Expected Output

Impacts on field of knowledge
Effects on individuals or society

Total Budget Allocation (Itemized)

Line Item Budget
Month 1 – Month 12 (Year)
Title of the Study

Maintenance and Operating Expenses	Amount
A) Supplies and Materials	
B) Travel	
C) Communication	
D) Reproduction, printing & binding cost	
E) Other Services	
Subtotal	

Professional Services	
A) Honorarium for researcher	
Other personnel services (statistician, enumerators, etc.) (if applicable)	
Research assistants (if applicable only)	
Subtotal	
TOTAL	

I. INTRODUCTION (Should not exceed 3 pages)

- State specific objectives, purpose of the study including problems intended to be solved, hypothesis to be tested, etc.
- Give justification for the study, stating the benefits to be derived, e.g., new products, improved quality of products, conservation of natural resources, utilization of waste products, acquiring better understanding of physical and/or social phenomena that contribute to development and/or to science in general.
- State what has been done in the area of research of the study, both locally and abroad.
- All arguments should be backed up with literature, and other necessary papers.
- The research should be grounded on theories. Therefore, the researcher should include discussion of research framework (theoretical and operational) or model in relation to the problem of the study.
- Include other theories to support the research.

II. MATERIALS AND METHODS (Should not exceed 2 pages)

- State proposed procedures, conceptual framework and/or methodology to be used. If applicable, present research design, questionnaires to be used, sampling procedures/techniques, etc.

III. SCHEDULE OF ACTIVITIES (Should not exceed 2 pages)

- State estimated time to be spent for the study in terms of weeks, for the various phases of the study using the following format:
 - Phase/Specific component of the research framework
 - Description
 - Duration
 - Expected output
- To be presented using a Gantt chart and a work plan

Gantt Chart

Activities	Month/Duration											
	01	02	03	04	05	06	07	08	09	10	11	12
	x											

	x											
		x	x	x	x	x	x					
								x	x	x		
											x	x
												x

Work Plan

Activities	Outputs/Deliverable	Due date

Schedule of Tranche Releases and Deliverable
(for short term researches)

Due date	Tranche Release	Outputs/Deliverable
Month 1	80% of the approved budget	will be released upon complete submission of the following: - Full-blown proposal with LIB, WP, FP, STRD, CV, Endorsements) - NTP and MOA
Month 3 (1 week before end of MOA)	20% of the approved budget	will be released upon complete submission of the following: - Final output (full hard-bound copy of the study) - Final report - Publishable version of article
Month 3 (3 days before end of MOA)		- submission of audited liquidation/financial report

**note: progress report nos. 1 & 2 shall still be submitted accordingly*

Schedule of Tranche Releases and Deliverable
(for half year researches)

Due date	Tranche Release	Outputs/Deliverable
Month 1	60% of the approved budget	will be released upon complete submission of the following: - Full-blown proposal with LIB, WP, FP, STRD, CV, Endorsements) - NTP and MOA

Month 5	20% of the approved budget	will be released upon complete submission of the following: - Progress report no. 2 (70-80%)
Month 6 (1 week before end of MOA)	20% of the approved budget	will be released upon complete submission of the following: - Final output - Final report - Publishable version of article
Month 6 (3 days before end of MOA)		- submission of audited liquidation/financial report

note:

*progress report no. 1 shall still be submitted before progress report no. 2 accordingly.

**due dates are more or less approximations, however, researchers are not encouraged to deviate from this schedule.

Schedule of Tranche Releases and Deliverable
(for full length researches)

Due date	Tranche Release	Outputs/Deliverable
Month 1	60% of the approved budget	will be released upon complete submission of the following: - Full-blown proposal with LIB, WP, FP, STRD, CV, Endorsements) - NTP and MOA
Month 11	20% of the approved budget	will be released upon complete submission of the following: - Progress report no. 2 (70-80%)
Month 12 (1 week before end of MOA)	10% of the approved budget	will be released upon complete submission of the following: - Final output - Final report - Publishable version of article
Month 12 (3 days before end of MOA)		- submission of audited liquidation/financial report

note:

*progress report no. 1 shall still be submitted before progress report no. 2 accordingly.

*due dates are more or less approximations, however, researchers are not encouraged to deviate from this schedule.

IV. FINANCIAL PLAN (Should not exceed 2 pages)

- Personnel expenses
- Materials to be purchased or rented
- Operating costs
- Other costs (should be specific)

- Include table

V. ENDORSEMENTS

- Should be endorsed by the College Dean or immediate supervisor to the Research & Development Center (RSO) and should be approved by the VPAA.

Important Note: The RSO shall schedule a proposal defense three (3) days after with CoMER members convening as panel.